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Introduction

Fire Safety procedures, as a result of 'September '20 Return to School under COVID-19' policies, practises and systems (Board Approved) are detailed in this document. It has been shared with all staff and is displayed on the Notice Board.

Fire Marshalls at Greenway Academy:

- Allocated week to each zone by designated DSL
- Fire Warden Notice opposite Staffroom to be updated daily

Key Principles

When the fire alarm sounds

- ensure the quick and safe evacuation of the academy
- account for all children and adults present on site, quickly
- maintain social distancing, wherever possible, on transition

Emergency Services

If it is deemed necessary to phone the emergency services this should be done without delay by a Fire Marshall after being asked to do so by the Responsible Person (a member of the Senior Leadership Team).

Mrs Johnston/Mrs Goring is/are responsible for meeting the Fire Brigade at the front of the drive and ensuring cars do not enter/leave the premises.

Front Office Staff

The following need to be taken out to ensure accounting of everyone in school:

- Learning Pod Registers
- Key Worker Pod Registers
- Daily absence list
- Staff Signing List
- Visitor Signing in/out book – note limited visitors are allowed in school, linked to SEN, Health and Safeguarding.

Daily Absence - Office staff provide list of late pupils and any messages from parents of non-attenders.

Master copies of the Learning Pod (class) registers are kept in a green folder in the front office. It is the responsibility of the office to ensure that these are kept up to date.

Adults in charge of children

If you are in charge of children inside the academy when the alarm sounds, ensure children line up socially distanced and silently (any order for speed) by the classroom fire exit. They must not stop to collect possessions, coats, etc. The child at the front should then lead the children through the fire exit to their allocated Exterior Learning Pods by using external access door, including noting the one-way system (see building plan). The adult should be the last to leave the building, closing

any class windows used for ventilation and closing the fire door behind them, assuming their place at the front of the line on exit. Key Worker Pupils will exit the building and walk around to the front of the school via the school field. They should muster on the far end of the field with their teachers.

- Children must walk in silence
- Children SHOULD walk sensibly in a straight line keeping a 1m distance between each other, where at all possible
- Children should sanitise hands when seated on their Pod space

If children are out of class (and in the building) when the alarm sounds, they must leave by the nearest exit and go to their External Learning Pod. If they are on the playground or field, children should walk around the building via the playing fields and go to their allocated Exterior Learning Pod location for registration.

Learning Pod/Key Worker teachers are responsible for ensuring their children know what to do in the event of a fire alarm going off. The new system will be practiced in the first week of re-opening.

Adults not in charge of children

When the alarm sounds, leave the building by the nearest fire exit immediately – do not stop to collect personal belongings, coats, etc. You will need to go to the adult space near the Exterior Learning Pods, taking into account the direction stated on the Building Plan. Close any corridor windows which are open for ventilation.

If asked you should support other adults by keeping children silent and at a 1m distance in lines.

SEND Team

Each Learning Pod has a contextualisation Sheet, identifying personalised strategies for key children in each Year Learning Group.

Break and Lunchtime arrangements

Each Learning Pod has an allocated adult supervising lunch and play time periods in the vicinity of their Exterior Learning Pods. These adults are responsible for leading their explicit group to their Exterior Learning Pod.

Social distancing should be maintained as far as possible in transition.

Fire Marshalls

When the alarm sounds, Fire Marshalls should meet at the muster station (outside the staff room) and sweep their allocated area/areas of the building to ensure no one is still inside. This should include all toilets (staff and pupils) walk-in cupboards and the kitchen area. Close all ventilation windows through the sweep.

The designated DSL will take responsibility each day for ensuring that the fire marshalls are allocated week are according to available staff in the building. It is the responsibility of staff to check the poster in the main corridor (opposite the staff room) each morning before school starts.

Accounting for children

When arriving at the Exterior Learning Pod, seat children on their allocated place.

Complete a head count for your group

Cross check with class/Learning Pod register

LET THE RESPONSIBLE PERSON (THE SENIOR TEACHER IN CHARGE) KNOW IF ANY CHILD IS NOT ACCOUNTED FOR AS SOON AS POSSIBLE. THEY WILL THEN LIASE WITH THE FIRE MARSHALLS.

Accounting for adults

School Office team will use the electronic adult register and signing in/out books to check that all adults (staff and visitors) have been accounted for.

LET THE RESPONSIBLE PERSON (THE SENIOR TEACHER IN CHARGE) KNOW IF ANY ADULT IS NOT ACCOUNTED FOR AS SOON AS POSSIBLE. THEY WILL THEN LIASE WITH THE FIRE MARSHALLS.

All staff must sign themselves in via email to office@greenwayacademy.co.uk .

A daily list will be produced for signing out each day - including lunchtimes or any occasion when leaving school but intending to return that day. The list is located on lectern in lobby.

Unaccounted for adults or children

If a child or adult is unaccounted for then the following should be done:

- One of the Fire Marshalls and the Responsible Person should assess whether it is safe to enter the school and search for the missing person.
- Searching must be done **in a socially distanced pair only** and stopped if at any point either person thinks that it is not safe to do so.
- They **must** tell another Fire Marshall that they are entering the building.

Evacuating the site

The academy's place of safety is Trafalgar Infant School. (Trafalgar Community Infant School, Victory Road, Horsham, West Sussex, RH12 2JF). In the event that the site needs to be evacuated the children should be led off site, through Churchill Avenue, via the Recreation Ground to reach Trafalgar Infant School.

The Responsible Person will make the decision on whether to evacuate the site and will relate this information to the Fire Marshalls.

If the academy is evacuated, as many of the Fire Marshalls as possible and at least one Senior Teacher should stay behind to liaise with the emergency services and other people such as parents.

Re-entering the building

No one is allowed to re-enter the building until told to do so by the Fire Service, if they are in attendance or by the Responsible Person.

