



Clapton Girls' Academy is committed to safeguarding and promoting the wellbeing of young people and expects all staff and volunteers to share this commitment.

Fire Safety Policy

Coordinator	Helen Edwards
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This policy is communicated by the following means:	
Governors	Governor consultation when policy reviewed via Health & Safety Champion
Staff	Policy folders on staff shared drive, website, extract in staff planner and evacuation site plan in all rooms.
Parents	Academy website
Students	Academy website, extract in student planner and via PSHCE and evacuation site plan in all rooms.

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1. Rationale

The prevention of fire is of vital importance as most fires in schools are caused by carelessness, ignorance or arson. A high standard of fire consciousness will prevent many fires. It is the responsibility of **all staff** at Clapton Girls' Academy to become conversant with this policy as well as the Premises Team.

It is worth noting that there are other reasons besides fire which might trigger an emergency evacuation. The evacuation procedures should be followed whenever the alarm sounds.

Upon the outbreak of fire, the saving and preservation of life takes precedence over the salvaging of property. A member of staff's first and over-riding duty is of course to look after the students or persons under their charge and this will mean the evacuation of the building. No attempt should be made to fight fire until the students' safety is assured, and then only without exposing any person to further risk. Only a trained member of staff who has received the appropriate fire extinguisher training should attempt to extinguish a fire and only if they feel it is safe to do so.

The academy fire officer and fire warden is the School Business Leader, currently Helen Edwards, and she is to be informed of all fires, no matter how small. A fire is not considered extinguished until such time as it has been certified as safe by the fire officer. For a list of staff who have key roles in fire evacuations please refer to Appendix D.

2. Advice on the procedure in the event of fire

At time of emergency:

1. If you discover a fire or one is reported to you - operate the nearest fire alarm call point - you will need to first raise the screecher alarm.
2. If you hear the fire alarm - evacuate the premises immediately, as detailed in the evacuation procedure for the academy.
3. The only site users who do not evacuate immediately are the fire marshals as they have duty to sweep their designated area to ensure it has been fully evacuated.
4. The Fire Brigade will be called at the instruction of the Headteacher, the Fire Officer or the premises team by dialling
 - **9/999 (it is important that the first 9 is dialled in order to obtain an outside line first)**

In the event of a fire, the Senior Fire Brigade Services Officer would communicate directly with the fire warden to inform them on the site status. Once it has been confirmed that the fire has been extinguished:

1. Do not re-enter the premises until advised to do so by the senior fire brigade service officer present.
2. If the fire has been extinguished by academy staff, except for ensuring that the fire is out, do not disturb any evidence which could indicate the cause of the fire.
3. Members of staff are not to talk to the media. The Headteacher will liaise with Hackney's Media Office.
4. The Premises Manager in consultation with the academy's fire officer is to analyse the procedures followed during the fire to determine whether changes are required.

In the event of a fire it may be necessary to refer to the Emergency Management Plan (policy number 52)



3. Fire risk assessments

The Regulatory Reform (Fire Safety) Order 2005 is a document that should be referred to in conjunction with this policy along with The Fire Safety (Employees' Capabilities) (England) Regulations 2010. This ensures that employers are responsible for ensuring appropriate fire precautions, which include:

1. Appropriate fire detection and fire fighting equipment that is accessible and simple to use.
2. Nominated employees to implement fire-fighting measures.
3. Provision of adequate training and equipment for those appointed
4. Arrange for any necessary contacts with external emergency services
5. Provide adequate emergency escape facilities

In order to do this, employers should carry out risk assessments and revise them from time to time. London Borough of Hackney are responsible for ensuring that Clapton Girls' Academy has an annual fire risk assessment completed by an approved external contractor as part of the FM Contract. The resulting report is analysed by the Premises Manager and any defects or recommendations acted upon in liaison with the School Business Leader.

4. Strategy for fire prevention

The management strategy for fire prevention may be classified as follows:

1. Everyday management and vigilance by staff to ensure that potential hazards are kept under control to prevent the occurrence of fire
2. Alarm, evacuation and emergency action backed up by notices, drills and practice to ensure that correct action is taken in the event of an outbreak of fire

The strategy also includes:

1. Planning for the actions to be taken in the event of fire:
 - Training of staff, including any specially delegated function
 - Provision of instruction to students
 - Display of appropriate fire instruction notices
2. Control of risks associated with activities or processes, which may cause or adversely affect any outbreak of fire, eg process, storage, gas, electricity, contractors on site, vandalism
3. Check on existing structural precautions, and seeking further advice where there are thought to be deficiencies
4. Monitoring the effectiveness of precautions, eg analysis of evacuation drills, regular policy review.

5. Issue of emergency evacuation instructions to staff

- The issue of emergency evacuation instructions to all staff will take place via the staff handbook, which can be found on the staff SharePoint in the Staff Guidance folder.
- This policy is signposted in the induction handbook and explained in detail to an employee in the same way as details of pay, work hours and holidays would be explained during their induction period by the Human Resources Manager.
- Supply teachers will have instructions in their daily supply teacher packs issued by reception on their arrival. The Cover Manager must ensure that the supply teacher has a pack and they have understood the emergency evacuation instructions.



- A copy of the evacuation plan and brief instructions is displayed in a frame adjacent to the door of each room.

6. Staff training

- Every member of staff will receive instruction in fire precautions during induction and are required to read this policy as part of their induction.
- After the initial instruction, all members of staff are required to complete the online Judicium Fire Safety training module.
- Staff who are designated as fire marshals or wardens are required to complete the online Judicium Warden training module. This will be followed up by a specific site walk with the School Business Leader to ensure the fire marshals are clear about the area they are responsible for and how to complete a sweep of this area.
- Premises staff are required to completed the online Judicium Fire Management for Premises Officers training module and the Electrical Safety for Premises Officers training module.
- Learning Support staff receive Evac Chair training delivered by an external provider.

Arrangements for fire training are arranged by the School Business Leader.

1. The training of all staff forms an essential part of the academy's fire safety procedures. The aim should be to ensure that all staff receive training in a basic appreciation of the risk of fire and the action to be taken in the event of fire, including instruction appropriate to their responsibilities in an emergency.
2. Instruction and training for all staff will include the following points:
 - a) the action to be taken upon discovering a fire
 - b) the action to be taken on hearing the fire alarm
 - c) the method of raising the alarm, including location of call points, use of internal telephone system, the distinction between the alarm and the deterrent warning alarm.
 - d) the correct method of calling the fire brigade
 - e) the location and use of fire-fighting equipment
 - f) knowledge of escape routes
 - g) evacuation method for the building, location of assembly point and method of accounting for persons
 - h) stopping machinery, activities and isolating power and fuel supplies where appropriate
 - i) appreciation of the importance of fire doors and the need to close all doors and windows at the time of a fire or on hearing the alarm

7. Students

Students should be instructed by their tutor at the start of each academic year to enable them to act accordingly in the event of an emergency evacuation. The information shown in Appendix A and Appendix B is shared with students by tutors so they understand the expectations during an Emergency Evacuation as well as know the locations of the assembly points.

8. Emergency Evacuations

Emergency Evacuations will be carried out at least once in every term – this is the minimum legal requirement. The first fire drill of the academic year is always preceded by staff and



student expectations being reinforced – the School Business Leader issues a presentation for staff to read and share with students as preparation for the fire drill. The exercise will include a simulated fire drill. Each exercise will be started by a predetermined signal, i.e. activating the fire alarm and the whole premises will be checked as if an emergency has arisen. When a fire drill is held it is the responsibility of the Premises Manager to complete an emergency evacuation report form and hold it on file and give a copy to the School Business Leader and the Headteacher. The success of each evacuation is analysed by the School Business Leader with the Premises Manager and any modifications to the procedure made prior to the next planned evacuation.

8.1 Evacuation for Disabled Persons

An evacuation plan for disabled persons is commonly known as a **PEEP**: a Personal Emergency Egress Plan or Personal Emergency Evacuation Plan. The plan explains the method of evacuation to be used by a disabled person in each area of a building. It should not be assumed that because a person is disabled that they will need or ask for a PEEP. Some will be confident that they can get out of the building unaided. Also it should not be assumed that people with 'hidden impairments' such as a heart condition or epilepsy, and who normally would not have an access problem, might not require assistance in an emergency situation.

The following principles should guide the preparation and implementation of a PEEP:

- The same rules of courtesy and respect apply to disabled and nondisabled people alike. Disabled people should not be treated as a "health and safety" problem to be resolved;
- See the person not the disability: needs and preferences vary widely between individuals;
- A person centred approach is used when drawing up a PEEP. Disabled people should be meaningfully involved at all stages in the development and review of their PEEP; and
- In an evacuation, ask, don't assume, when determining what assistance a person might need. The individual disabled person best understands the nature of his or her impairment.

Should a site user require assistance to evacuate the building from the first or second floor, they should press the disabled support emergency call button at the top of various stairs across the academy. This rings through to the Pankhurst reception where the receptionist will answer the emergency call for assistance. The receptionist informs the School Business Leader that assistance is required and the exact location via the walkie talkie. The School Business Leader will then deploy one of the trained evac chair operators to provide assistance to the site user.

8.2 Individual Personal Emergency Evacuation Plan (PEEP)

An individual plan is a plan for staff or students who require special provision to ensure their safety in the event of fire. This is written on a case-by-case basis in conjunction with the individuals concerned, is tailored to their individual needs and includes detailed information of their movements during an evacuation. It may be necessary to provide a plan for each building and room that they visit. Once agreed, a copy should be kept by the disabled person concerned, the SENDCo and the fire officer. PEEPs are saved on the staff SharePoint in the Learning Support folder.



For staff who require a PEEP – the School Business Leader and HR Manager would meet with the member of staff to discuss and agree this.

For students who require a PEEP – the SENDCo would meet with the student and their parent/carer to discuss and agree this. The SENDCo must give a copy of any student PEEP to the School Business Leader.

All PEEPs must be agreed before the first day of attendance at the academy.

Appendix C contains a layout example for the recording of an individual PEEP and the supporting documentation.

8.3 Evac Chairs

The academy has a number of Evac Chairs at various locations around the academy. These are available for use by trained staff to use to evacuate site users who need such assistance. Please refer to Appendix E for the locations of Evac Chairs and a list of staff who have been trained to use them.

9. Testing of fire alarm system

It is the responsibility of the Premises Manager to ensure the fire alarm system is tested weekly. A different call point for each test will be used and recorded in the Fire Safety File. The weekly test is currently conducted at 5pm each Tuesday when 2-3 separate alarms will sound.

10. Fire alarm system faults

It is the responsibility of the Premises Manager to risk assess any interim measures that may be needed when there is either a fault on the fire detection system or if the system fails completely in an area of the school. Appendix F contains details of the approach to be used in this event.

11. Emergency lighting

The emergency lighting is to be examined monthly by the premises team. The Fire Safety File will be completed indicating any defects and these will be brought to the attention of the Premises Manager immediately. This lighting will also be checked by an electrical contractor appointed by London Borough of Hackney as part of the FM contract every sixth months

12. Emergency exits

All emergency exits are to be kept clear and free from obstruction at all times. It is the responsibility of Leadership Team in charge of each building, Heads of Faculty and Fire Marshalls to ensure staff are fully aware of the contents of these instructions and know the location of all fire exits and the assembly point in the immediate vicinity. The premises team will remove any item that they consider to be obstructing an emergency exit.

13. Evacuation alarm

Every room is fitted with a smoke sensor or in some areas such as Science laboratories a heat sensor. If a sensor detects smoke/heat this will automatically trigger the fire alarm. If a fire is discovered and for any reason the sensors have not triggered the fire alarm the person finding the fire must raise alarm by activating the nearest fire alarm call point. The



fire alarm is to be raised no matter how small the fire. The evacuation alarm can also be activated by the premises team using the control panel.

14. Deterrent warning alarm

The deterrent warning will sound at a call point if it is tampered with. All call points have a protective cover over them with a red, plastic seal on them. If the seal is broken and the cover is lifted then a warning alarm goes off at that call point only. **The whole school evacuation alarm does not sound until the call point is activated.** These call point warning sounders are there to act as a deterrent for students who want to set the evacuation alarm off as a prank.

If the deterrent warning alarm sounds and it is not followed by a full evacuation alarm do not evacuate the building. Staff can stop the deterrent warning alarm by closing the cover of the call point. If this happens you must report it immediately to the premises helpdesk and the member of Leadership Team on duty. The premises team will replace any broken call point seals.

15. Double Knock System

In order to minimise the risk of 'prank/false' alarms, the academy has a 'double knock system' installed. In the event that a single smoke detector is 'triggered' the alarm will be 'silent' for 3 minutes. During this time the premises team receives a pager alert and they have 3 minutes in which to investigate. If the investigation finds an evacuation is needed, the full alarm will be sounded. If the investigation finds it is a false alarm, the alarm will be cancelled. During this investigation period, the fire alarm red lights will flash in various locations but the alarm will not sound. A fire report will be completed by the Premises Manager and passed to the School Business Leader.

If more than one smoke detector is triggered the alarm will sound fully. If a fire alarm call point is activated, the alarm will sound fully. The double knock system is only activated when a single smoke detector is triggered.

Any prank alarm will result in a fixed term exclusion for the student responsible.

16. Fire-fighting equipment

The fire-fighting equipment is checked and serviced annually by an approved contractor appointed by London Borough of Hackney as part of the FM contract.

17. Evacuation notices

Printed evacuation notices are displayed in all classrooms, offices and other public spaces in a frame adjacent to the door. A copy of this is shown in Appendix B. There is a second evacuation site map that is in use for after school activities. A copy of this is shown in Appendix B (after school). If a member of staff discovers any of these areas does not have an evacuation notice they should report this to the premises helpdesk.

18. Fire prevention checks

Before leaving work at the end of each day, all staff should check their own work areas to ensure that all electrical equipment has been turned off. PCs should not be left on standby and data projectors/IWB screens must be turned off. Lighting should also be switched off and all portable electrical equipment such as fans or heaters must be switched off.



The premises team will then complete a brief visual check to ensure that equipment and lights have been turned off when they are securing the site.

Waste paper bins are to be emptied daily by the cleaning team and the contents removed from the building. If this does not happen staff should report this to the premises helpdesk.

19. Housekeeping

Tidiness and cleanliness are essential fire prevention measures. The accumulation of rubbish and waste material is to be kept to a minimum; it is to be cleared away each day and removed to a safe location outside and away from buildings for early disposal.

Paint materials, used stencils, oily rags, oily overalls, etc. are subject to spontaneous ignition. Such items should be removed to a safe external location on cessation of work. If this is impractical they must be deposited in close-lidded, non-combustible containers, placed well away from stores and other combustible material.

The storage or accumulation of combustible materials in roof voids, under stairs and similar spaces is forbidden.

20. Smoking

Smoking is one of the main causes of fire and for this reason it is prohibited anywhere on the academy premises.

21. Refuse and rubbish

Refuse or rubbish must not be permitted to accumulate in or around the academy. Disposal is to be undertaken at regular intervals at central collection points. Smouldering or burning refuse is not to be disposed of at refuse collection points.

22. Electrical & Gas fires

Electrical and gas fires are not to be used within the academy unless they have been passed as safe for use by an approved PAT tester or CORGI inspector. Only fires approved by the premises team can be used in the academy. All other fires will be removed by premises team. Oil filled radiators are permitted to be used but must be switched off at the end of every day. Fan heaters are only used as a temporary measure in the event of an emergency and are deployed and managed by the premises team. Once the emergency (eg no central heating) is over the premises team will remove the temporary fan heaters. All electrical heaters must be plugged directly into a wall socket. They must not be plugged into an extension.

23. Electrical appliances

When using electrical appliances, the following rules should be adhered to:

1. They are to be switched off at the end of each day (this means equipment not being left on standby).
2. All 'heat generating' appliances (eg kettles, microwaves, urns, electrical fires) must be plugged directly into a wall socket. They must not be plugged into an extension.
3. The use of non-trailing lead adapters is prohibited.
4. They are to be fitted with the correct plug for the socket provided. Plugs are to be undamaged.
5. Inspection lights are to be of an authorised pattern and fitted with a guard.
6. Electrical faults are to be reported immediately to the premises helpdesk.



7. Fuses that have blown must only be replaced by the premises team after establishing the cause for the blowing, with fuses of the correct rating.
8. Flexible cable to fittings should be as short as possible and should be inspected regularly and replaced if worn.
9. If you are in any doubt about electrical safety, please report it to the premises helpdesk. The premises team will remove any faulty electrical appliances from use and report this to the School Business Leader.

24. Controlled burning

Controlled burning (eg burning vegetation) of any sort is forbidden.

25. Rubber

Rubber is not to be stored with other flammable stores and is to be kept cool, dry and well ventilated. Rubber is to be stored away from the rays of the sun.

26. Paint solvents

Paints and solvents suitably marked are to be segregated in fire retardant cabinets or prepared store, which are to be clearly signed. Paint stores are to have electrical fittings of the approved safety pattern.

27. Grass and undergrowth

Grass and undergrowth is to be kept cut well back from buildings. This is carried out the by the grounds maintenance contractors managed by the premises team.

28. Buildings used for events and entertainment

When planning an event, it is important that the max capacity is considered and adhered to. Appendix G has max capacity calculations. The event leader must liaise with the Premises Manager in order to ensure fire safety has been considered when planning the event.

1. Decorations are not to be put up without the advice of the Premises Manager or School Business Leader; any decorations which increase the fire risk are prohibited.
2. Decorations are not to be pinned or wired to any form of electrical wiring.
3. Naked flame is not to be used as a means of illumination, however, if candles etc. are necessary please check on safety first with the Premises Manager.
4. Any temporary staging is to be secure and is not to obstruct fire exits.
5. Supplementary wiring is only to be carried out by a qualified electrician and following consultation with the Premises Manager.
6. Special care is to be taken when tentage is used for entertainment or other exhibition purpose. Tents or marquees must be of flame retardant construction.
7. If direct access from permanent buildings is required on an occasional basis, a covered walk way is to be provided and this must also be of flame retardant construction. Particular care is to be taken in the provision of lighting and heating in tentage.

If you are in doubt about the fire safety suitability of any aspect of an event, please check with the Premises Manager.

29. Kitchens

In order that losses by fire are kept to a minimum and that catering facilities are not jeopardised a high standard of fire precautions in kitchens is of paramount importance. Catering staff should be fire conscious and shall be trained in the action to be taken when



a fire occurs. The Premises Manager will liaise with the contracted catering staff about fire safety and training.

30. Curtains, furnishings, art displays and decorations

Care should be taken when choosing curtains, furnishings and fittings. Inherent or tested fire retardant materials should be used whenever possible.

Displays and other decorations of a combustible nature can increase the spread of fire considerably. Accordingly, the quantity and location of such displays is critical in reducing the fire loading.

1. Displays should not be placed on escape routes or block exits.
2. Sources of ignition, such as light bulbs should not be placed near the displays.
3. Expanded polystyrene and other plastics produce large amounts of toxic, black smoke and considerable heat. They should not be allowed on escape routes.
4. In corridors or on staircases, wall displays made from combustible material should be kept to reasonable levels.
5. Art displays of an extremely flammable nature must be displayed in an approved area in agreement with the Premises Manager.

31. Paper Stores

Readily combustible materials such as paper, should be stored in designated areas where they will be secure against unauthorised entry. These areas must be free of sources of ignition, such as heaters and suspended lighting units. Paper recycling bins should not be located in areas open to vandalism or arson and should be regularly emptied. Flammable liquids must be kept in purpose-built storerooms or cupboards provided with ventilation. All persons handling such material should be aware of the dangers.

32. Petrol storage

Unless a separate store, detached from the main building is provided, the amount of petrol and other flammable liquids stored on the premises should be severely limited. Storage of petrol should be severely limited. All such stores must be made known to the Premises Manager.

33. Electricity

All electrical apparatus should be installed by an approved contractor. If a fault occurs report it to the premises helpdesk immediately.

All electrical equipment not required to be used out of hours should be switched off and not left on standby. All portable electrical equipment is to be checked annually by an approved contractor arranged by London Borough of Hackney as part of the FM contract.

34. Fire Doors

Fire doors have at least one of two functions:

1. To protect escape routes from the effects of fire so that occupants can safely reach a final exit
2. To protect the contents and/or the structure of a building by limiting the spread of fire

Neither of the above functions will be satisfactorily undertaken unless the door is a good fit in the frame, the self-closing device is working efficiently and the door is not wedged or held open. Even if a door is not a fire door it may reduce smoke and heat damage so at



evenings and weekends all doors should be left in the closed position prior to securing the site. Fire doors that are required to be held open for academy operational purposes are done so by a magnetic device that deactivates and releases the doors when the fire alarm sounds.

35. Contractors

Building contractors bring a large number of ignition sources to the academy. Tar boilers, blow lamps, welding equipment and liquefied petroleum gas bottles all give rise to a higher fire risk. The Premises Manager ensures that all contractors entering the premises are aware of the fire precaution measures and procedures, should a fire occur. Contractors produce risk assessments and method statements prior to the start of the contract to the Premises Manager. At the end of the day, no building materials should be left outside where vandals can use them to damage the premises. The Premises Manager must be made aware when hot cutting work is to take place for both the safety of the students and the academy and a permit to work will be issued to the contractor.

36. Academy grounds

Access for emergency vehicles must be kept clear at all times.

Combustible outbuildings must be sited away from the main building to avoid fire spread. Areas beneath raised buildings (i.e. Portakabins) should be protected against the accumulation of litter and access for intruders. Combustibles, rubbish containers and equipment, which could be used by vandals, especially those used by outside contractors, must not be left unsecured.

37. Fire records

The safety of a building's occupants cannot be assured by design alone. Any building can quickly become dangerous unless there is foresight in the activities carried out there, and care in the maintenance of it. The following fire records are maintained by the Premises Manager and are held in the Fire Safety File in the premises office:

1. Persons with special responsibilities
2. Fire alarm call point locations and checks
3. Weekly fire alarm tests
4. Fire alarm fault records
5. Fire alarm maintenance inspection
6. Emergency lighting maintenance inspection
7. Fire-fighting equipment routine monthly checks
8. Fire drills
9. Fire-fighting equipment tests and maintenance by contractors
10. Training records (quarterly and on induction)
11. Visits/inspections by fire brigade



Appendix A – Expectations of Students during an Emergency Evacuation
EMERGENCY EVACUATION PROCEDURES

The following are the expectations of students.

Expectation of students	Why?
BE SILENT - No talking during the evacuation or when lining up.	So students can hear instructions given to them by staff.
DO WHAT YOU ARE TOLD - Follow instructions that are given to them by a member of staff.	To ensure their safety.
WALK QUICKLY, SAFELY AND SILENTLY IN SINGLE FILE TO THE CORRECT AREA.	To ensure the evacuation is orderly and they are safe in corridors and doorways (no crushing).
LINE UP IN SINGLE FILE IN SILENCE.	To ensure the class teacher can take the register quickly and account for all students quickly.

What should the teacher/person in charge of students do?

1. When the alarm sounds tell the students it is the fire bell and that you will need to evacuate.
2. Tell the students to be silent at all times.
3. Tell the students that they are going to leave the classroom and, if possible, line them up in your classroom.
4. Instruct the student at the end of the line/students who will be last out of the room to shut the door when they leave the room. This is because you will need to lead your class out. Do not lock the door.
5. Lead the class out to the assembly point in single file and in silence and remind students to line up in their tutor groups.
6. Tutors need to ensure the students are lined up alphabetically in single file by tutor group and are silent. Tutors will be given their register by a member of the Student Reception admin team.
7. The tutor takes the register/completes another head count and reports any missing students to the relevant person.
8. The tutor continues to actively supervise students ensuring they remain in line and silent.
9. When told it is safe to return to class, students will be dismissed into the building and return to the class quickly and quietly.

If you are not teaching at the time, please ensure that you take an active role in supervising the evacuating students by reminding them to be silent and keeping them in single file. This applies to both teaching and support staff.

When exams are in progress, the assembly point for students taking exams in the Nightingale Hall is the Nightingale courtyard. If there is an actual fire and this location is deemed unsafe the students will be moved to the tarmac area in between Curie & the MUGA.

Please give any feedback to the Fire Warden (the School Business Leader).



Appendix B – Emergency Evacuation Site Plan (normal school hours)

Clapton Girls' Academy Evacuation Plan

Clapton Girls' Academy
Est. 1906
During the school day

Key:

- 7 Year 7 assembly point (on running track)
- 8 Year 8 assembly point (on running track)
- 9 Year 9 assembly point (on running track)
- 10 Year 10 assembly point (in tennis court)
- 11 Year 11 assembly point (in tennis court)
- 12 Year 12 assembly point (in MUGA)
- 13 Year 13 assembly point (in MUGA)

If the Alarm sounds:

- Leave the building immediately.
- Do not stop to collect belongings.
- Close all doors behind you.
- Leave by the designated exit.
- Go to the correct assembly point.
- Line up in tutor groups at the assembly point.
- Teachers will take registers to check everyone has evacuated safely.

In the event of a Fire:
Signage is in place to show the assembly points. Staff and students may be directed to a second assembly point for safety reasons (ie if the primary meeting point is too near the fire). If the academy needs to operate a Covid safe bubble site, there is a different evacuation plan to support this.



Appendix B – Emergency Evacuation Site Plan (P6/after school hours/clubs)

Clapton Girls' Academy Evacuation Plan

Clapton Girls' Academy
Est. 1906
Lesson 6 & after school

Key:

- D Students in detention go to running track – BEK/AKA in charge
- LRC Students in LRC go to running track – COJ/MIR in charge
- Clubs Students in all clubs go to running track – GAC/BAT in charge
- 10 Year 10 assembly point (in tennis court) – PRN in charge
- 11 Year 11 assembly point (in tennis court) – STA in charge
- 12 Year 12 assembly point (in MUGA) – REV in charge
- 13 Year 13 assembly point (in MUGA) – REV in charge

If the Alarm sounds:

- Leave the building immediately.
- Do not stop to collect belongings.
- Close all doors behind you.
- Leave by the designated exit.
- Go to the correct assembly point.
- Line up in clubs/detention.
- For students in P6 line up in tutor groups at the assembly point.
- Teachers/club leaders will take registers to check everyone has evacuated safely.

In the event of a Fire:
Signage is in place to show the assembly points. Staff and students may be directed to a second assembly point for safety reasons (ie if the primary meeting point is too near the fire). If the academy needs to operate a Covid safe bubble site, there is a different evacuation plan to support this.



Appendix C – Personal Emergency Egress Plan

**Clapton Girls' Academy
Record of Individual Personal Emergency Egress Plan**

Person's Name:

Is the person a staff or student member of the academy? Staff / Student

Work Location:

Alternative work positions:

Reason why a PEEP is required:

Date plan created:

Plan created by:

[Indicate whether there are separate plans provided for this person for other locations or situations.]

Awareness of procedure

A copy of the evacuation procedure has been issued in the following format:

- Braille
- In large print
- Electronic format
- The escape routes have been pointed out
- On tape
- It has been explained in BSL

The method of alert in an emergency is by:

- The existing fire alarm system
- Pager
- Visual alarm system
- Members of the work team (*Each named person will require a copy of this sheet*)

- The academy fire marshalls & wardens *require a copy of this sheet*

Names _____

Getting out

Assistance is required from _____ people

Names _____

Backup _____

(Each of these people requires a copy of this sheet)

The following is a description of the egress plan



Specialist equipment to assist evacuation is:

- 1.
- 2.
- 3.

Practice Dates

Practices should be every term.

Appendix D – List of Staff with Specific Role in Emergency Evacuation

Fire Warden

The Fire Warden is Helen Edwards, School Business Leader. The Fire Warden is identified by wearing a pink high viz jacket.

In the absence of the School Business Leader, a member of the Leadership Team will deputise.

In the event of an emergency evacuation the Fire Warden is the main point of contact for the fire brigade. The Fire Warden must have site maps available for the fire brigade indicating any stores or sources of flammable substances (eg chemicals, gas supplies/boiler rooms).

The Fire Warden is the central point of contact for the following:

- Fire Marshals report their area sweeps have been complete.
- The Headteacher reports that all students have been accounted for.
- The HR team report that all staff & visitors have been accounted for.
- The receptionist reports that all reception users are out of reception and if any evac assistance call point has been activated.
- The premises team for communication about alarm investigation and findings.

The Fire Warden will base themselves adjacent to the science greenhouse during any evacuation will be on walkie talkie radio channel 2. In the event that evacuation assistance is needed (eg by evac chair) the Fire Warden will alert the SENDCo on radio channel 1. The SENDCo will need to deploy trained LSAs to the stated location.

Fire Marshals

Fire Marshals complete training as directed by the Fire Warden.

Fire Marshals are identified by wearing a yellow high viz jacket.

Fire marshals will sweep the area they are responsible for to ensure that all site users have left the building. They report their findings to the Fire Warden in person.

The Fire Marshals and the areas they sweep are shown below:

Space	Post holder responsible	Name of post holder (current at time of policy update)
Year 7 space	Year 7 ESA	Annie Taylor
Year 8 space	Year 8 ESA	Adora Tuku-Young
Year 9 space	Year 9 ESA	Molly Kitson
Year 10 space	Year 10 ESA	Afra Georgiou-Matson
Year 11 space	Year 11 ESA	Faiza Waqar
Catering & DP	Catering Manager & Chef	Gareth Anderson
Nightingale 1 st floor	Sixth Form Support Workers	Rory Norrington & Taznim Nisha
Nightingale ground floor	Admin Support, SEND Admin Support & Data Leader	Faith Olumoyegun, Ade Odumande & Paul Ebbelwhite (exams)
Tereshkova	Technology Technician & Art Technician	David Pepper & Melanie Williams
Rosa Parks	Engagement Lead/Mentor & HTSA Admin Support	Hamida Begum,/Lauryn Anokye & Katie Reilly
Secondary sweep of 1 st floor Pank/D/Curie	Deputy HR Manager & Science Technician	Jerzy Wojna & Sonia Starkey
Secondary sweep of ground floor Pank/D Curie	Librarian & Science Technician	Emma Shoard & Shak Ahmed



Pankhurst Receptionist

The Pankhurst Receptionist is responsible for evacuating visitors waiting in reception and all students in the isolation room. They are also responsible for responding to the disabled support emergency call buttons which ring through to the Pankhurst reception. The receptionist will inform the Headteacher of any student they have with them on radio channel 1. The receptionist will answer the emergency call for assistance alarm if it sounds. The receptionist communicates with the Fire Warden if evacuation assistance is required and the exact location via the walkie talkie on radio channel 2.

Student Reception

The Student Reception team are responsible for printing registers and taking them to the muster points and arranging for them to be distributed to the tutor or club leaders. They are also responsible for evacuating students in the first aid room.

Muster Point Leads

During the normal school day, students line up in their tutor groups at their muster point. Tutors take registers.

The member of Leadership Team who line manages each year group is responsible for finding out if all students are accounted for and reporting any student that cannot be found to the Headteacher. Communication is via walkie talkie on radio channel 1.

After school/during clubs, the Leadership Team person responsible for each muster point is noted on the evacuation plan in Appendix B.

The Headteacher is responsible for collating an overall picture of students accounted/not accounted for, following up on students reported as 'missing'. Communication for this is on walkie talkie radio channel 1. The Headteacher then communicates the overall information to the Fire Warden using walkie talkie channel 2.

The Exams Officer is responsible for ensuring all students who are in the exam hall are accounted for and reporting this to the Headteacher. Communication is via walkie talkie on radio channel 1. The Exams Officer is supported by the Data Leader (who is also a Fire Marshal).

The admin team who are not already assigned to a specific role, are responsible for ensuring that all visitors and staff are accounted for by using the inVentry Evac app. For this reason, these staff will be using mobile devices during the evacuation. The HR Manager communicates overall findings to the Fire Warden in person, adjacent to the science greenhouse.

The following staff use the inVentry Evac app to account for staff and visitors:

- Jan Wolfram
- Ane Mason-Aouf
- Jenny Gladman
- Yetunde Monz
- Tony Waite
- Jordan Thomas
- Jerzy Wojna (after fire Marshal duties complete)
- Pankhurst Reception (visitors at reception only)



Appendix E – Evac Chairs

Evac chairs are located in the following places:

Location	To cover the following stairs
Pankhurst at the top of the reception oak staircase	Used for Pankhurst reception stairs, staffroom stairs and P54 stairs
Curie at the top of the stairs opposite C53	Used for C53 stairs and also P54 stairs
Curie at top of the stairs opposite C69	Used for the C69 stairs
Nightingale opposite the sixth form zone/N65	Used for any Nightingale stairs
Tereshkova on the first floor landing next to the lift	Used for any Tereshkova stairs for evac from 1 st & 2 nd floors

The following staff have completed Evac Chair training and are authorised to use the evac chairs.

Name	Training Information	Expiry date of training certificate
Quay Beale	Operator Training Certificate	1 st December 2024
Nuray Cakmak	Operator Training Certificate	1 st December 2024
Caroline Dennish-Ross	Operator Training Certificate	1 st December 2024
Jo Grant	Operator Training Certificate	1 st December 2024
Ade Odumade	Operator Training Certificate	1 st December 2024



Appendix F (i) – Fire Alarm Fault Procedures

1. Introduction

This guidance is to help the Leadership Team make decisions about which actions should be taken if a building's fire alarm system is out of service. Buildings without a fire alarm system fitted are not covered by this guidance.

2. Overview

It is essential that all occupants of a building can quickly be alerted if a fire occurs. This is to ensure everyone can evacuate the building effectively and that CGA complies with fire safety legislation. Any delay in building users being alerted to a fire, for example due to a fire alarm failure, could lead to the escape from a building taking longer and increase the risk of serious injury or death. A building's alarm system may be out of service for a range of reasons including planned maintenance or faults and failures. It is possible the issue may affect only a section of a building or a part of the system, such as the smoke detectors or call points. A complete failure of a building's fire alarm system can occur, but this is rare.

3. Immediate actions required

These actions must be taken in the event of a fire alarm failure:

- Report the alarm failure to the Premises Team help desk on premises@clapton.hackney.sch.uk and also contact the premises team by walkie talkie via reception. Report the issue as urgent.
- The Premises Team to contact the fire maintenance company immediately to request a priority one urgent repair.
- Notify the Fire Warden as soon as possible once the Premises Team has been contacted.

The Fire Warden is the School Business Leader. In the absence of the School Business Leader the Premises Manager will act as the Fire Warden.

Each case where the alarm system is out of service will be different, but a risk assessment must be always carried out by the Fire Warden in order to make an informed decision about whether to continue occupying the building. The risk assessment must be shared with the Headteacher and Chair of Governors.

4. Making decisions about building occupancy

Whether to close a building due to the lack of a working fire alarm is a joint decision made by the Headteacher, School Business Leader and Premises Manager through the use of a rapid risk assessment. Any decision must be shared with:

- the Chair of Governors
- the academy's insurance providers
- the London Fire Brigade.

The closure, or part closure if appropriate, would be communicated to relevant site users by the School Business Leader. These users can be grouped as follows:

- Staff (always communicated to all staff)
- Students (communicated if appropriate through student notices & signage, eg building closures)
- Parents (communicated if appropriate by full school drop or MyEd, eg site closures)



- Schools Plus Lettings Management (always communicated via Finance Manager who is responsible for lettings liaison)

Possible response options include:

- a) Completely close the building to all occupants until it can be safely reoccupied.
- b) Partially use or occupy the building with restrictions in place to limit the use of certain areas or activities.
- c) Keep the building in full use with appropriate precautions in place to ensure risks to building occupants are adequately controlled.

If partial or full use of the building is chosen (options b or c above) then the full range of circumstances affecting the building must be taken into consideration. These include

- The extent and nature of the alarm system failure, such as whether this was a total failure, one area of the building, a call point failure or detector failure.
- How long it will take to restore the system to full operation.
- What other suitable methods of detecting fire and raising the alarm are available.
- Whether evacuation in the event of a fire being discovered can be effective eg external fire doors off occupied areas
- The building's use and the activities carried out within the building examples such as:
 - activities and or experiments involving chemical reactions
 - building opening hours
 - noisy activities potentially preventing building users being made aware of the need to evacuate
 - public events
 - use of naked flames
 - use as sleeping accommodation (none on CGA site)
- The number of people at risk in the building, including students, staff, visitors, contractors or event attendees. You should also consider lone working.
- Individuals' capabilities, for example building users with disabilities.
- The size and complexity of the building, whether it is single or multi-storey and whether it has a large or complex layout.

5. Control measures to be implemented

To make a building safe whilst the fire alarm is out of service, the following measures need to be taken:

5.1 Fire search inspections of the affected area at an appropriate frequency throughout the duration of the alarm failure, covering the whole of the affected area and, **in particular**, areas that are unoccupied or present higher risk. At CGA these will be undertaken by the Premises Team. More than one search team may be required depending on the size and complexity of the building and the length of time taken to complete a search.

Search teams are equipped with a suitable means of raising the alarm or attracting people's attention, such as:

- Whistles
- Two-way radios,
- Air horns
- Keys may also be needed to gain entry to some areas or rooms



5.2 Make building users aware of the issues and any temporary procedures being implemented, providing information on:

- what to do if a fire is discovered
- how to raise alarm
- the restrictions that are in place
- warning notices around the building.

5.3 Suspend non-essential activities that could lead to a fire developing until the alarm system is restored. For example, suspending the use of a naked flame or experiments that may lead to a fire starting. If it is essential that an activity takes place that could lead to a fire, guidance should be obtained from the Fire Warden. The activity must be individually risk assessed and only allowed to continue if suitable additional controls are in place.

5.4 Restrict public and student access during the failure.

5.5 Restrict overnight running of science experiments to only essential, suitably risk assessed and supervised activities and equipment.

5.6 Lone working, especially out of hours or overnight must be reviewed and only permitted if absolutely necessary and if suitable control measures are put in place.

5.7 All non-essential electrical items should be turned off when not in use.

6. System fully restored

Once the fire alarm system has been restored to full service, normal operations within the building can resume. The system restoration will be communicated with all users who were informed about the system failure. Any temporary measures that were put in place for the fire alarm faults will be removed.



Appendix F (ii) - Fire Alarm Fault Risk Assessment

Date/time fault reported	
Nature & extent of fire alarm fault:	
Extent of the fire alarm fault	
Total failure across whole site	
Failure in one building	
Failure in part of a building	
Failure of a single call point	
Failure of a single smoke detector	
Details of the affected area	
Building name	
Complexity of building Eg number of floors, layout, other relevant information	
Means of Evacuation Do spaces in use have external fire doors? Is evacuation direct or complex? Are there stairs involved?	
Nature of activities	
Activity fire risks Do any activities involve fire risks eg use of naked flames, chemical experiments	
Public events	
Building Users	
Number of staff using the building	
Number of students using the building at any one time	
Disabled user considerations	
Rectification plan:	
How long will it be from report of issue to planned rectification?	
Using the above information what response option is being proposed?	
a) Completely close the building to all occupants until it can be safely reoccupied.	
b) Partially use or occupy the building with restrictions in place to limit the use of certain areas or activities.	
c) Keep the building in full use with appropriate precautions in place to ensure	



risks to building occupants are adequately controlled	
What appropriate precautions are in place:	

Appendix G - Max Capacity Guidance for Large/Assembly Spaces

Calculating the maximum number of people that can safely be accommodated in large/assembly spaces such as school halls is relatively straightforward.

How to work out floor area and the maximum number of people

For a completely clear floor area the maximum number is calculated based on 0.5 square metres per person. For example, a hall of 200 square metres would be physically capable of holding 400 people. This figure will almost always be more than a school would feel comfortable for an enjoyable event. If there are tables **and** chairs the number of people would need to be reduced accordingly and would be in the region of 1 to 1.5 square metres per person depending on the amount of seating and tables to be provided. This calculation is adjusted to take into consideration evacuation needs.

Seating Layout

For formal seating layout for a concert or play, the capacity will be limited to the number of seats. No seat should be more than seven seats away from a gangway. Gangways should be adequate for the number of seats served and at least 1.05 metres wide. There should be no projections which diminish these widths.

Max Capacity (use with evacuation calculations applied)

Space	Length	Width	M2	Standing only	Seating in rows	Seating & tables
Nightingale Hall	22	15	330	660	472	171
Drama Studio 1	13	8	104	208	120	40-50
Drama Studio 2	13	8	104	208	120	40-50
Dance Studio	18	12	216	340	282	not appropriate *
Sports Hall	30	18	540	660	660	not appropriate *
LRC	12	9	108	216	136	40-50
Dining Pavilion				332 *	180 *	312

* See notes in calculations

Max capacity for seating or seating/table events are adjusted according to actual layout.

Nightingale Hall Evacuation Calculation

The 330m² floor space allows for a max capacity of 660 persons (without evac adjustments).

There are currently 4 means of escape - the two fire exits externally and the two fire exit doors into the corridor (the large rotating doors are not be taken into consideration). The corridor would be removed from the calculation due to this escape route potentially being out of bounds due to a fire situation.

The two fire escapes are 1635mm each wide and can allow a maximum of 337 persons through each - therefore allowing a maximum number to escape of 674. (A 1050mm wide door can allow 220 persons and then one extra person for each additional 5mm sections). As this figure is higher than the m² capacity, the lower of the 2 figures is used.



If rowed seating were to be used, 2 blocks of seating would be needed to ensure no seat is more than seven seats away from a gangway. Therefore, there would be a front, rear, 2 side and a middle gangway of at least 1050mm wide. Therefore, the floor capacity would be reduced to a maximum of 236 m² so allowing a maximum of 472 (0.5m² per person based on rowed seating). This number would need to be adjusted if the seating arrangement were different.

For events with tables & chairs, a reduced floor capacity of 257m² is assumed (gangways at the front, rear and 2 sides) and a space per person of 1.5 metres. Max capacity for a table & chair event is therefore 171 persons. This figure will be adjusted depending on the amount of 'vacant floorspace' eg if there is a dancefloor.

Drama Studio 1 Evacuation Calculation

The 104m² floor space allows for a max capacity of 208 persons (without evac adjustments).

There are currently 2 means of escape – the two doors into the corridor (the door leading through the store cupboard has not been taken into consideration). One of the corridor doors would be removed from the calculation due to this escape route being potentially out of bounds due to a fire situation.

The one fire escape is 1680mm wide and can allow for a maximum of 346 persons through this one door. (A 1050mm wide door can allow 220 persons and then one extra person for each additional 5mm sections). Therefore, the standing only max capacity space based on m² does not need to be adjusted.

If rowed seating were to be used, a minimum gangway on all four sides of the single blocked seating as an escape route would need to be provided of at least 1050mm wide. Therefore, the floor capacity would be reduced to a maximum of 64m² so allowing a maximum of 128 (0.5m² per person based on rowed seating). This number would need to be adjusted if the seating arrangement were different or if a stage was in place and therefore reducing the floorspace available for seating.

For events with tables & chairs, the reduced floor capacity of 64m² is assumed and a space per person of 1.5 metres. Max capacity for a table and chair event is therefore 40-50 depending on layout.

Drama Studio 2 Evacuation Calculation

The 104m² floor space allows for a max capacity of 208 persons (without evac adjustments).

There are currently 2 means of escape – the one fire exit externally and the one door that leads into the corridor. The corridor would be removed from the calculation due to this escape route being out of bounds due to a fire situation.

The one fire escape is 1650mm wide and can allow for a maximum of 340 persons through this one door. (A 1050mm wide door can allow for 220 persons and then one extra person



for each additional 5mm sections). Therefore the standing only max capacity space based on m² does not need to be adjusted.

If rowed seating were to be used, a minimum gangway on all four sides of the single blocked seating as an escape route would need to be provided of at least 1050mm wide. Therefore, the floor capacity would be reduced to a maximum of 64m² so allowing a maximum of 128 (0.5m² per person based on rowed seating). This number would need to be adjusted if the seating arrangement were different or if a stage was in place and therefore reducing the floorspace available for seating.

For events with tables & chairs, the reduced floor capacity of 64m² is assumed and a space per person of 1.5 metres. Max capacity for a table and chair event is therefore 40-50 depending on layout.

Dance Studio Evacuation Calculation

The 216m² floor space allows for a max capacity of 432 persons (without evac adjustments).

There are currently 2 means of escape – the one fire exit externally and the one door that leads into the corridor. The corridor would be removed from the calculation due to this escape route being out of bounds due to a fire situation.

The one fire escape is 1650mm wide and can allow for a maximum of 340 persons through this one door. (A 1050mm wide door can allow for 220 persons and then one extra person for each additional 5mm sections). Therefore the standing only max capacity is based on the number of persons that can evacuate safely through the one door and not on the m².

If rowed seating were to be used, 2 blocks of seating would be needed to ensure no seat is more than seven seats away from a gangway. Therefore, there would be a front, rear, 2 side and a middle gangway of at least 1050mm wide. Therefore, the floor capacity would be reduced to a maximum of 141 m² so allowing a maximum of 282 (0.5m² per person based on rowed seating). This number would need to be adjusted if the seating arrangement were different.

Tables & chairs would not be utilised in this space due to potential damage to the flooring.

Sports Hall Evacuation Calculation

The 540m² floor space allows for a max capacity of 1,080 persons (without evac adjustments).

There are currently 4 means of escape - the two fire exits externally and the two fire exit doors into the corridor. One corridor door would be removed from the calculation due to this escape route potentially being out of bounds due to a fire situation.

The three fire escapes are 1050mm each wide and can allow a maximum of 220 persons through each - therefore allowing a maximum number to escape of 660. (A 1050mm wide door can allow 220 persons and then one extra person for each additional 5mm sections)



If rowed seating were to be used, 2 blocks of seating would be needed to ensure no seat is more than seven seats away from a gangway. Therefore, there would be a front, rear, 2 side and a middle gangway of at least 1050mm wide. Therefore, the floor capacity would be reduced to a maximum of 414 m² so allowing a maximum of 828 (0.5m² per person based on rowed seating). This number exceeds the safe evac number of 660 so this lower number would be used. This calculate would need to be adjusted if the seating arrangement were different.

Tables & chairs would not be utilised in this space due to potential damage to the flooring.

LRC Evacuation Calculation

The floor space (excluding the space taken up by bookshelves and the space that would be needed to move unused tables into) is 108m² and allows for a max capacity of 216 persons (without evac adjustments)

There are currently 4 means of escape – one external fire door plus a further two external exits and the one door that leads into the corridor. The corridor would be removed from the calculation due to this escape route being out of bounds due to a fire situation.

The three external exits are 1650mm wide and can allow for a maximum of 340 persons through each door – so a total of 1,020 persons. (A 1050mm wide door can allow for 220 persons and then one extra person for each additional 5mm sections). The standing only max capacity space based on m² does not need to be adjusted but this is based on removing the existing tables & chairs from the space.

If rowed seating were to be used, a minimum gangway on all four sides of the single blocked seating as an escape route would need to be provided of at least 1050mm wide. Therefore, the floor capacity would be reduced to a maximum of 68m² so allowing a maximum of 136 (0.5m² per person based on rowed seating). This number would need to be adjusted if the seating arrangement were different or if a stage was in place and therefore reducing the floorspace available for seating.

For events with tables & chairs, the enlarged floor capacity of 150m² as existing tables would be used. There needs to be a space per person of 1.5 metres. Max capacity for a table and chair event is therefore 100 depending on layout.

Dining Pavilion

The Dining Pavilion has 5 fire exits, 3 of which are external.

The seating arrangement was installed as part of BSF and can accommodate 312 persons.

The same number can be accommodated in rows but the usual use is for only half the space to be used in order for a presenter to be able to utilise the drop-down screen.

There would not be a standing only event that would exceed the seated capacity plus an additional 20 persons.



Fire Exits and Safe Evacuation Principles

- If a room only has one single exit in total, a maximum of 60 persons is permitted.
- If a room has two exits but at least one is discounted using the calculation method, then the following principle is applied.

The following method of calculating the suitability of the fire exits is based on government guidance for rooms accommodating more than 60 people. At least two exits will be required and these exits should be remote from one another.

Assume that the largest exit will not be available for escape because of the fire. The escape capacity of the remaining exit(s) is based on a stream of people taking up 0.5 metres width and escaping at the rate of 40 people per minute. A total evacuation time of 2½ minutes is assumed. Using the above criteria, exits will be capable of evacuating people as follows:

- 100 people for a standard doorway of 750 millimetres in clear width (one stream of people moving at 40 persons per minute over 2 ½ minutes)
- 200 people for a doorway 1 metre in clear width (two streams of people each moving at 40 persons per minute over 2 ½ minute)
- 300 people for a doorway 1.5 metres in clear width (three streams of people each moving at 40 persons per minute over 2 ½ minutes).

Therefore if a school hall has three exits, one of 1.5 metres width and the other two 750 millimetres in width each, the maximum number that could safely be accommodated is 200. This is calculated by ignoring the largest exit (assuming it will be blocked by a fire) this leaves the remaining two exits taking 100 persons each.

When calculating the maximum number of persons for the hall, consider not just the exits out of the hall but also the routes that people would be taking, if an exit out of the hallway is 1.5 metres in width, but along the escape route the next door width is only 750mm, that is the measurement you use within your calculation.