Warboys Primary
Academy

TDET
Thomas Deacon Education Trust

Type: Warboys Primary Academy (WPA) - Emergency Fire Evacuation Procedure
Status: Statutory requirement under Regulatory Reform (Fire Safety) Order

Issue Status:

DATE	VERSION	BRIEF DETAILS OF ALTERATIONS	APPROVED BY
Nov 2022	**2**	Updated McKie lists Updated Individual Responsibilities Updated Site plan	**Harvinder Singh-Rajput** **22/12/22**

NOTE:
Document review will be continuous and will take place under the following conditions.
- When there are significant changes in Legislation to address any new hazards and risks.
- Where there have been significant changes in any process, plant, or electrical equipment.
- After an unfortunate incident/accident that has identified gaps in a process.
- Periodically, minimum every 3 years.

			Date
Author	Name: Post:	Harvinder Singh Rajput TDET – Health and Safety Manager	19/10/2021
Verified	Name: Post:	Mick Crossley TDET – Estates and Facilities Manager	19/10/2021
Approved	Name: Post:	Becky Ford Principal – Warboys Primary Academy	16/11/2021

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1. **Introduction**

   Warboys Primary Academy takes its fire safety duties seriously and has formulated this procedure to not only comply with TDET's Health and Safety Policy but to also comply with the following UK Legislation and Regulations.

   - The Health and Safety at Work Act 1974
   - The Management of Health and Safety at Work Regulations 1999
   - The Regulatory Reform (Fire Safety) Order 2005
   - Disability Discrimination Act 1995
   - Equality Act 2010

   Warboys Primary Academy recognises that Emergency Fire Evacuation Procedures are a critical part of an institution's health and safety management system and limits the damage to people and property (if any) caused by a fire incident. The procedures provide a clear direction for an immediate and swift response, and the actions that need to be taken by everyone in the event of an unforeseen sudden and unexpected fire incident that poses a serious and imminent threat or ongoing threat to lives or property.

   Personal Emergency Evacuation Plans (PEEPs) are bespoke emergency 'Escape Plans' for individuals who may not be able to reach an ultimate place of safety unaided or within a satisfactory time in any fire evacuation incident. PEEPs give clear instructions in the provisions of Safe Escape Routes and use of Disabled Refuge Points, Evacuations Chairs, and Transit Wheelchairs in any emergency fire evacuation. Bespoke PEEPs will be created for individuals with impairments in mobility, sight, hearing, cognitive, and any other impairment that may affect their ability to evacuate in an emergency and will be created after undertaking a disability (impairment) risk assessment that takes into consideration the severity of any impairment.

2. **Organisational Structure**
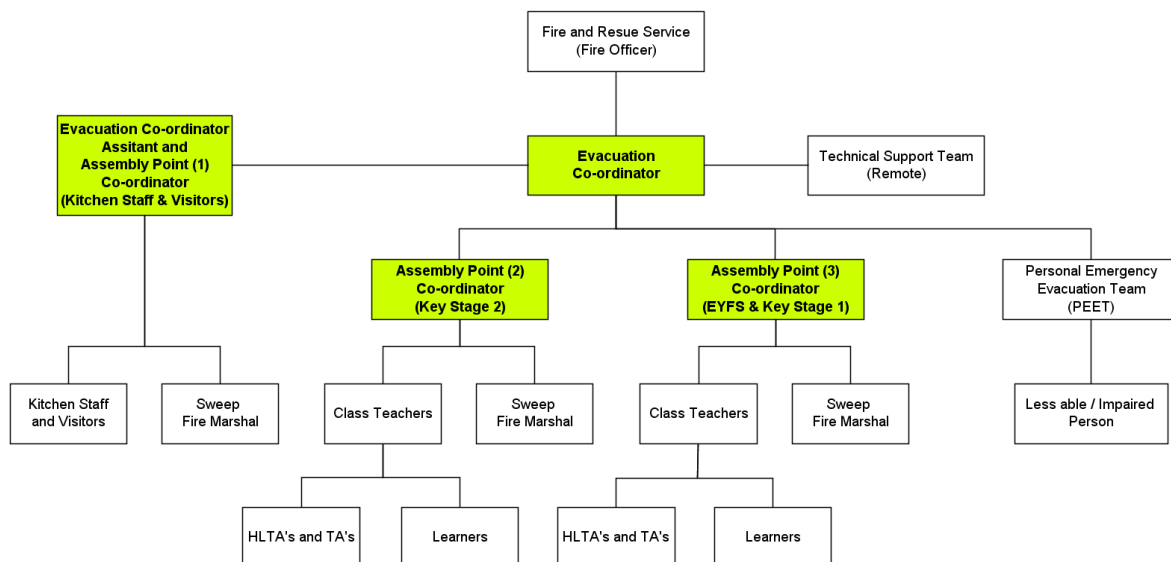
3. **Roles and Responsibilities**

3.1. **Evacuation Co-ordinator**

Evacuation Co-ordinator will adhere to the following protocol.

- **Must** liaise with the Academy's Senior Leadership Team to arrange timely fire drills to take place at the start of the Autumn, Spring, and Summer terms.
- Deputy must check, on a daily basis, and confirm whether or not they are required for duty in the event of the main duty holder being absent from the Academy's settings.
- Collect and wear orange high visibility vest.
- Collect radio, check settings are on fire channel 4 and check operation with their Assistant, Technical Support Team, and all Assembly Point Co-ordinators.
  - o Personal mobile phones can also be used if approval has been received, and contact numbers are shared/known. (Check Network Coverage)
- Immediately notify the remote Technical Support Team via the quickest means possible.
- Collect personal 'Fire Clipboard' and complete Appendix 2 - Evacuation Co-ordinator Check Sheet.
  - o For the purpose of debriefs and audits, it is imperative that Appendix 2 – Evacuation Co-ordinator Check Sheet be completed correctly and filed safely.
  - o Record and log appropriate and relevant information received from the following groups.
    - ▪ Fire Officer – Fire and Rescue Service
    - ▪ Evacuation Co-ordinator Assistant
    - ▪ Technical Support
    - ▪ Assembly Point Co-ordinators
    - ▪ Personal Emergency Evacuation Teams (PEETs)
- Take overall control of the emergency fire evacuation.
- With assistance from the Evacuation Co-ordinator Assistant and/or remote Technical Support Team, will either oversee or take overall control of the front fire panel.
  - o It is imperative that the Evacuation Co-ordinator, their Assistant, and the remote Technical Support Team are all trained in operating the front fire panel.
- Only person to liaise with the Fire and Rescue Service, i.e. Fire Officer.
- To notify the Fire and Rescue Service immediately after receiving confirmation of a live fire on the premises.

Please note the following points:

  - o Everyone will be alerted by a continuous bell upon any activation of the fire detection/alarm system.
  - o In situations where it is confirmed that there is no live fire on the premises and that it is a false alarm, the fire alarm bell will be silenced on the front fire panel.
  - o When the fire detection/alarm system is triggered, it must not be reset until a thorough investigation into its cause is conducted by the remote Technical Support Team.
- Liaise with the Assembly Point Co-ordinators (via radio/mobile phone).
- Liaise with the Fire Officer (Fire and Rescue Service) attending the scene in the event of a significant fire raging out of control and consider safely moving everyone from the rear enclosed playground to safer spaces away from the building.
- Only person to make the decision and to notify the Assembly Point Co-ordinators for all persons to re-enter the build in an orderly fashion.
- Ensure that Appendix 2 – Evacuation Co-ordinator / Assembly Point Co-ordinator Check Sheet is completed correctly so that the information captured during an event can be referenced in a debrief following the event, and that it is safely filed in the Academy's

designated Fire Register Log folder for audit purposes.
- Must jointly maintain the Fire Register Log folder with their Assistant, Assembly Point Co-ordinators, and Technical Support Team.

3.2. **Technical Support Team**
Technical Support Team will adhere to the following protocol.
- Upon being notified of the alarm activation, will immediately make their way over to the Academy's premises to support and assist the Evacuation Co-ordinator.
- Collect and wear yellow high visibility vest.
- Collect radio, check settings are on fire channel 4 and check operation with the Evacuation Co-ordinator, Evacuation Co-ordinator Assistant, and all Assembly Point Co-ordinators.
  - Personal mobile phones can also be used if approval has been received, and contact numbers are shared/known.
- Will support and assist the Evacuation Co-ordinator.
- Report for duty at the front fire panel.
  - It is imperative that the Evacuation Co-ordinator, their Assistant, and the remote Technical Support Team are all trained in operating the front fire panel.
  - Must jointly maintain the Fire Register Log folder with the Evacuation Co-ordinator, Evacuation Co-ordinator Assistant, and Assembly Point Co-ordinators.

3.3. **Evacuation Co-ordinator Assistant and Assembly Point Co-ordinator (1)**
Evacuation Co-ordinator Assistant will adhere to the following protocol.
- Deputy must check their local areas, on a daily basis, and confirm whether or not they are required for duty in the event of the main duty holder being absent from the Academy's settings.
- Collect and wear yellow high visibility vest.
- Collect radio, check settings are on fire channel 4 and check operation with Evacuation Co-ordinator, Technical Support Team, and all other Assembly Point Co-ordinators.
  - Personal mobile phones can also be used if approval has been received, and contact numbers are shared/known. (Check Network Coverage)
- Collect all In/Out/Late Registers, Visitors Book, and Staff Book from reception and will liaise with all other Assembly Point Co-ordinators as appropriate.
- Collect personal 'Fire Clipboard' and complete Appendix 2 – Assembly Point Co-ordinator Check Sheet.
  - For the purpose of debriefs and audits, it is imperative that Appendix 2 – Assembly Point Co-ordinator Check Sheet be completed correctly and filed safely.
  - Record and log appropriate and relevant information received from the following groups:
    - Sweep Fire Marshall
    - Kitchen Staff
    - Visitors
- Controlling site access by advising and co-ordinating all incoming traffic, i.e. Fire and Rescue Service, deliveries, and visitors etc.
- Will support and assist the Evacuation Co-ordinator.
- Report for duty at the front fire panel.
  - It is imperative that the Evacuation Co-ordinator, their Assistant, and the remote Technical Support Team are all trained in operating the front fire panel
- Must jointly maintain the Fire Register Log folder with the Evacuation Co-ordinator, Assembly Point Co-ordinators, and Technical Support Team.

Assembly Point Co-ordinators (2) and (3)

Assembly Point Co-ordinators will adhere to the following protocol.

- Deputy must check their local areas, on a daily basis, and confirm whether or not they are required for duty in the event of the main duty holder being absent from the Academy's settings.
- Collect and wear yellow high visibility vest.
- Collect radio, check settings are on fire channel 4 and check operation with Evacuation Co-ordinator, Evacuation Co-ordinator Assistant, and Technical Support Team.
    - Personal mobile phones can also be used if approval has been received, and contact numbers are shared/known. (Check Network Coverage)
- Collect personal 'Fire Clipboard' and complete Appendix 2 – Assembly Point Co-ordinator Check Sheet.
    - For the purpose of debriefs and audits, it is imperative that Appendix 2 – Assembly Point Co-ordinator Check Sheet be completed correctly and filed safely.
    - Record and log appropriate and relevant information received from the following groups.
        - Class Teachers, i.e. class evacuation roll call status
            - This includes HLTA's and TA's.
        - Sweep Fire Marshal
- Leave the building by the nearest designated fire exit.
- Station themselves at a prominent point in their assembly area.
- Liaise with the Evacuation Co-ordinator.
- Only person to inform the Evacuation Co-ordinator of the issues/status/completion of all roll calls and sweeps.
- Only person, after receiving approval from the Evacuation Co-ordinator, to inform all other persons at their designated assembly point to re-enter the build.
- Do not re-enter the building until authorised to do so by the Evacuation Co-ordinator.
- To co-ordinate re-entry into the building in an orderly fashion to avoid unnecessary congestion at bottle necks.
- Ensure that Appendix 2 – Assembly Point Co-ordinator's Check Sheet is completed correctly so that the information captured during an event can be referenced in a debrief following the event, and that it is safely filed in the Academy's designated Fire Register Log folder for audit purposes.
- Must jointly maintain the Fire Register Log folder with the Evacuation Co-ordinator and their Assistant, Assembly Point Co-ordinators, and Technical Support Team.

Teaching and Teaching Support Staff

Teaching and teaching support staff will adhere to the following protocol.

- Leave the building by the nearest designated fire exit.
- Carry out a general sweep as they evacuate the building.
- Report and station themselves at their designated assembly point immediately after vacating the building.
- Carry out a roll call for their class group and relay status of roll call directly to their Assembly Point Co-ordinator.
    - This includes HLTA's and TA's.
- If necessary, liaise with the WPA Office Staff via their Assembly Point Co-ordinator to check status of any missing Learners, i.e. check Pupil In/Out/Late Register held at reception.
- Do not re-enter the building until authorised to do so by their Assembly Point Co-ordinator.

Kitchen Staff

Kitchen staff will adhere to the following protocol.

- Check and confirm that the gas and electricity supply to the kitchen has been automatically shut down by the fire alarm.
- Check that the service counter roller shutters have been automatically triggered to close by the fire alarm.
- Leave the building by the nearest designated fire exit.
- Carry out a general sweep of the kitchen and refectory area as they evacuate the building.
- Do not stop to collect personal belongings.
- Report and station themselves at their designated assembly point for completion of a roll call immediately after vacating the building.
- Do not re-enter the building until authorised to do so by their Assembly Point Co-ordinator.

Associate Staff

Associate Staff will adhere to the following protocol.

- Leave the building by the nearest designated fire exit.
- Carry out a general sweep as they evacuate the building.
- Do not stop to collect personal belongings.
- Report and station themselves at their designated assembly point for completion of a roll call immediately after vacating the building.
- Do not re-enter the building until authorised to do so by their Assembly Point Co-ordinator.

Visitors

Visitors will adhere to the following protocol.

- Leave the building by the nearest designated fire exit.
- Do not stop to collect personal belongings.
- Report and station themselves at their designated assembly point for completion of a roll call immediately after vacating the building.
- Do not re-enter the building until authorised to do so by their Assembly Point Co-ordinator.

Learners

Learners will adhere to the following protocol.

- Leave the building by the nearest designated fire exit in silence.
- Do not stop to collect personal belongings.
- Report and station themselves at their designated assembly point for completion of a roll call immediately after vacating the building.
- Do not re-enter the building until authorised to do so by their Teacher.

Less Able / Impaired Persons

Less Able / Impaired Persons will adhere to the following protocol.

- Report to the nearest designated Disabled Refuge Point and call for assistance.
- Do not stop to collect personal belongings.
- Remain at designated Disabled Refuge Point until assistance arrives.
- Once safely evacuated, not to re-enter the building until authorised to do so by a member of the Personal Emergency Evacuation Team (PEET).

Sweep Fire Marshals

Sweep Fire Marshals will adhere to the following protocol.

- Deputies must check their local areas, on a daily basis, and confirm whether or not they are required for duty in the event of the main duty holder being absent from the Academy's settings.
- Collect and wear yellow high visibility vest.
- Minimum of 3 Sweep Fire Marshals required for sweeping the building, i.e. 1 for each space representing the people reporting at their fire assembly point.
- Surplus Sweep Fire Marshals not required must evacuate the building immediately and report to and inform their Assembly Point Co-ordinator of the names of the individuals on Sweep Fire Marshal duty before going to their designated assembly point.
- Sweep the building from the centre of their area/space outwards towards a designated fire exit.
- If required, assist Personal Emergency Evacuation Team (PEET) before exiting building.
- Report to their Assembly Point Co-ordinator before going to your own designated assembly point.

Personal Emergency Evacuation Teams (PEETs)

Personal Emergency Evacuation Teams (PEETs) will adhere to the following protocol.

- Deputies must check their local areas, on a daily basis, and confirm whether or not they are required for duty in the event of the main duty holder being absent from the Academy's settings.
- Collect and wear yellow high visibility vest.
- Minimum of 4 individuals required, i.e. 2 teams of 2 individuals per Disabled Refuge Point.
- Surplus PEET members not required must evacuate the building immediately and report to and inform their Assembly Point Co-ordinator of the names of the individuals on PEET duty before going to their designated assembly point.
- If needs arise, request additional support from Sweep Fire Marshals.
- Only after re-entry back into the building has been successfully completed, to check any equipment used in the evacuation, i.e. transit wheelchairs, and return them back to their original positions.

Notes for PEET members:

- Teams must demonstrate that they have undertaken a dynamic risk assessment of the use of any aid equipment, i.e. transit wheelchair, to be used in assisting a less able / impaired person to evacuate the building. The dynamic risk assessment could be as simple as a conversation amongst the team members and the less able / impaired person involved to determine whether they use an aid equipment or manual handle person in concern.
- It is advised that any aid equipment used, i.e. transit wheelchair, must be used in compliance with the equipment operation training.
- Persons with severe medical/physical problems should not be evacuated if it is known to be a fire drill or false alarm. Teams must liaise with the Evacuation Co-ordinator and seek confirmation on the status of the alarm, and only attempt to vacate such a person when an live active fire has been confirmed by the Evacuation Co-ordinator.

- **Procedure**

Upon discovering an active fire

1. Break the nearest fire call point safety glass to activate the fire alarm.
2. If possible, call the Fire and Rescue Services, informing them of who you are, your location, and the purpose of the call.
3. ONLY if trained and safe to do so, attempt to extinguish the fire using the most appropriate fire extinguisher.
4. If active fire persists, evacuate the building by the nearest designated fire exit.
5. Report to your designated assembly point and notify a responsible person of your actions so that the information can be relayed to the relevant individuals in control of the situation.
6. Do not re-enter the build until authorised to do so.

Upon Hearing the fire alarm

- Those that have a specific emergency fire evacuation role must adhere to their responsibilities as outlined in Section 3 – Roles and Responsibilities.
- Those that do not have a specific emergency fire evacuation role must adhere to the following

Able Person

- Leave the building by the nearest designated fire exit.
- To carry out a general sweep as they evacuate the building.
- Do not stop to collect personal belongings.
- Do not use lifts.
- Report at their designated assembly point for completion of a roll call immediately after vacating the building.
- Do not re-enter the building until authorised to do so.

Less Able / Impaired Person

- Report to the nearest designated refuge point and call for assistance.
- Do not stop to collect personal belongings.
- Do not use lifts.
- Remain at designated refuge point until assistance arrives.
- Once evacuated, not to re-enter the building until authorised to do so.

APPENDICES

Appendix 1 –Emergency Evacuation Roles and Designated Names of Individuals Responsible

Role	Responsible Person	Deputies
Evacuation Co-ordinator	Becky Ford	Bernadette Westwood
Technical Support Team	Gary Smith	Phil Bark Mick Crossley
Evacuation Co-ordinator Assistant	Loren Bradley	Jade Nicholson
Assembly Point Co-ordinator	Assembly Point (1): Loren Bradley Assembly Point (2): Sally Pawley Assembly Point (3): Beccy Roebuck	Assembly Point (1): Jade Nicholson Assembly Point (2): Kevin Herring Assembly Point (3): Rachael Marsden
Sweep Fire Marshals	**Assembly Point (1):** **Area 3** Shari Fowlds **Area 4** Loren Bradley **Assembly Point (2):** **Area 5** Sally Pawley **Area 6** Carol Young **Assembly Point (3):** **Area 2** Sarah Page **Area 1** Ali Chivers	**Assembly Point (1):** **Area 3** Nikki Myers **Area 4** Becky Ford **Assembly Point (2):** **Area 5** Alison Royall **Area 6** Sara Hamman **Assembly Point (3):** **Area 2** Kerry Ekins **Area 1** Kerry Flisher
Personal Emergency Evacuation Teams (PEETs)		

Appendix 2 – Evacuation Co-ordinator / Assembly Point Co-ordinator Checklists

Role: Evacuation Co-ordinator / Assembly Point Co-ordinator
(*Delete inappropriate role or circle most appropriate role*)

Name: ....

Date of Event: ....

Time of Event: ....

Type of Event: Emergency Fire Evacuation Drill / Full Emergency Fire Alarm Activation
(*Delete inappropriate event or circle most appropriate event*)

Classes	Roll Call Completed? (✓/✗)
EYFS - Turtles	
EYFS - Dolphins	
KS1 – Seahorses (Yr 1)	
KS1 – Seals (Yr 1)	
KS1 – Starfish (Yr 2)	
KS1 – Whales (Yr 2)	
KS2 – Pumas (Yr 3 &4)	
KS2 – Lions (Yr 3 & 4)	
KS2 – Tigers (Yr 3 & 4)	
KS2 – Eagles (Yr 5 & 6)	
KS2 – Hawks (Yr 5 & 6)	
KS2 – Owls (Yr 5 & 6)	

Associate Staff / Visitors	Roll Call Completed? (✓/✗)
Associate Staff	
Kitchen Staff	
Visitors	

Personal Emergency Evacuation Teams (PEETs)	
Teams	**Accounted (✓/✗)**
Team 1 Names:	
Team 2 Names:	

Sweep Fire Marshals	
Sweep Area	**Accounted (✓/✗)**
Assembly Point (1): Name:	
Assembly Point (2): Name:	
Assembly Point (3): Name:	

Notes: (*Please turn over if required*)

Role: <u>Evacuation Co-ordinator / Assembly Point Co-ordinator</u>
(*Delete inappropriate role or circle most appropriate role*)

Name: ....

Date of Event: ....

Time of Event: ....

Type of Event: <u>Emergency Fire Evacuation Drill / Full Emergency Fire Alarm Activation</u>
(*Delete inappropriate event or circle most appropriate event*)

Literacy Groups	Roll Call Completed? (✓/✗)
EYFS - Turtles	
EYFS - Dolphins	
1. SD/JA Starfish	
2. RR Whales	
3. KB Seahorses	
4. CB/JP Seals	
5. SH Jellyfish	
6. AR Library	
7. LM/SP Pumas	
8. SP Mtg Room	
9. KH Lions	
10. MH Falcons	
11. FS Tigers	
12. JJ Eagles	
13. MD Hawks	
14. MH The Hive	
15. BW/FHJ Owls	

Associate Staff / Visitors	Roll Call Completed? (✓/✗)
Associate Staff	
Kitchen Staff	
Visitors	

Notes: (Please turn over if required)

Personal Emergency Evacuation Teams (PEETs)	
Teams	**Accounted (✓/✗)**
Team 1 Names:	
Team 2 Names:	

Sweep Fire Marshals	
Sweep Area	**Accounted (✓/✗)**
Assembly Point (1): Name:	
Assembly Point (2): Name:	
Assembly Point (3): Name:	

Role: Evacuation Co-ordinator / Assembly Point Co-ordinator
(*Delete inappropriate role or circle most appropriate role*)

Name: ....

Date of Event: ....

Time of Event: ....

Type of Event: Emergency Fire Evacuation Drill / Full Emergency Fire Alarm Activation
(*Delete inappropriate event or circle most appropriate event*)

Maths Groups	Roll Call Completed? (✓/✗)
EYFS - Turtles	
EYFS - Dolphins	
1. CB/JP Seals	
2. KB Seahorses	
3. JO Sharks	
4. JT Starfish	
5. RR Whales	
6. KH Lions	
7. FS Tigers	
8. HL Mtg Room	
9. LM Pumas	
10. JJ Eagles	
11. FHJ/BW Owls	
12. CY/MH The Hive	
13. MD Hawks	

Associate Staff / Visitors	Roll Call Completed? (✓/✗)
Associate Staff	
Kitchen Staff	
Visitors	

Notes: (*Please turn over if required*)

Personal Emergency Evacuation Teams (PEETs)	
Teams	**Accounted (✓/✗)**
Team 1 Names:	
Team 2 Names:	

Sweep Fire Marshals	
Sweep Area	**Accounted (✓/✗)**
Assembly Point (1): Name:	
Assembly Point (2): Name:	
Assembly Point (3): Name:	

Appendix 3 – Fire Evacuation Plan
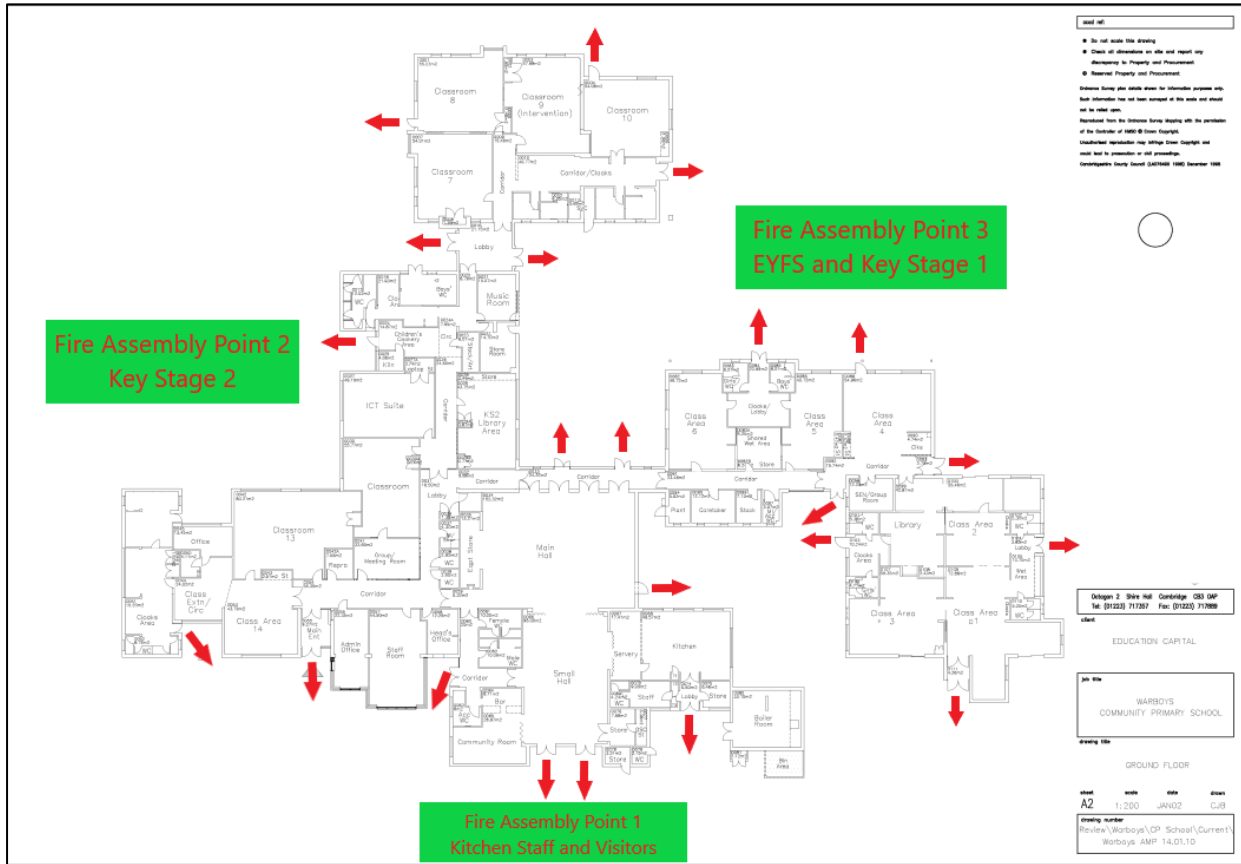
Note:

- Occupants to evacuate building using the nearest, quickest, and safest fire exit.
- Less able/impaired persons must follow their Personal Emergency Evacuation Plan (PEEP).
- Deputies must check their local areas, on a daily basis, whether or not they are required for duty in the event of the main duty holder being absent from the Academy's settings.
- Sweep Fire Marshals on duty must sweep the building from the centre of their area/space outwards towards a designated fire exit.
  - If required, assist Personal Emergency Evacuation Teams (PEETs) before exiting building.
  - Surplus Sweep Fire Marshals not required must evacuate the building immediately and report to and inform their Assembly Point Co-ordinator of the names of the individuals on Sweep Fire Marshal duty before going to their designated assembly point.
- Personal Emergency Evacuation Teams (PEETs) must ensure that anyone with a Personal Emergency Evacuation Plan (PEEP) is evacuated safe within a reasonable time.
  - Minimum of 4 individuals required, i.e. 2 teams of 2 individuals per Disabled Refuge Point.
  - Surplus PEET members not required must evacuate the building immediately and report to and inform their Assembly Point Co-ordinator of the names of the individuals on PEET duty before going to their designated assembly point.
  - If needs arise, request additional support from Sweep Fire Marshals.
  - Only after re-entry back into the building has been successfully completed, to check any equipment used in the evacuation, i.e. transit wheelchairs, and return them back to their original positions.
- Kitchen staff will have a joint responsibility to ensure that the serving counter shutters are safely and securely down, gas and electricity supply to kitchen appliances have been turned off, and their area of work is swept as they make their way out of the building through the nearest, safest, and quickest fire exit.

Appendix 5 – Fire Evacuation Plan with sweep areas

Appendix 5 – Daily check in recording sheets

EVACUATION CO-ORDINATOR AND EVACUATION CO-ORDINATOR ASSISTANT		
Date	Evacuation Co-ordinator	Evacuation Co-ordinator Assistant

ASSEMBLY POINT 1 – Kitchen Staff and Visitors			
Date	Assembly Point Co-ordinator	Sweep Marshal Kitchen	Sweep Marshal Halls and Community areas

ASSEMBLY POINT 2 – Key Stage 2			
Date	Assembly Point Co-ordinator	Sweep Marshal Y3/4	Sweep Marshal Y5/6

ASSEMBLY POINT 3 – EYFS and Key Stage 1			
Date	Assembly Point Co-ordinator	Sweep Marshal EYFS	Sweep Marshal KS1

Section 5.5 – Disability (Impairment) Risk Assessment for Emergency Fire Evacuations (Appendix 5)			
Employee/Student:		**Ln Mgr/Tutor:**	Page **22** of **28**
TDET Academy:		**Dept/House/Year:**	
Disability (Impairment):	Mobility / Vision / Hearing / Cognitive		
Assessors Name:		**Assessment Date:** DD/MM/YY	

Brief description of disability (impairment), including history and severity:	
Brief description of any advice given from Occupational Health / General Practitioner / Health Nurse / Consultant / Health and Safety Practitioner:	

Disability (Impairment)	Significant Hazards	Yes / No / NA	Commentary and Existing Control Measures	Risk Identified? (Yes/No)	Risk Rating Low/Medium/High	Further Recommendations/Controls
Mobility	1. Does the Employee/Student use a wheelchair? 1. If so, is it manual or electric powered?					
	2. Does the Employee/Student use another type of mobility aid? 2. If so, what is it?					
	3. Can the Employee/Student be safely transferred to an Evacuation Chair and Transit Wheelchair with assistance in an emergency evacuation?					
Vision	4. Is the Employee/Student able to read standard Fire Escape Signs or do they need to be in large print?					

Employee/Student:		**Ln Mgr/Tutor:**		Page **23** of **28**	
TDET Academy:		**Dept/House/Year:**			
Disability (Impairment):	Mobility / Vision / Hearing / Cognitive				
Assessors Name:			**Assessment Date:**	DD/MM/YY	

	5. Does the Employee/Student require the Emergency Fire Evacuation Procedures to be in braille and/or in an appropriate electronic sound format on a computer CD/USB?				
Hearing	6. Is the Employee/Student able to hear the fire alarm under normal circumstances?				
	7. Does the Employee/Student require interpretation support from British Sign Language (BSL) to better understand the written Emergency Fire Evacuation Procedures?				
Cognitive	8. Does the Employee/Student require the Site Emergency Fire Evacuation Procedures to be provided in an alternative method/format to the standard written document, i.e. video recording?				
General	9. Is the Employee/Student able to raise the alarm by operating the nearest 'Call Point' if they discover a fire?				
	10. Has a need for assistance been identified in this assessment to aid safe evacuation of the Employee/Student from the designated disable refuge point to a safe place?				
	11. Has the Employee/Student been taken through the following:				

	3. Site Emergency Fire Evacuation Procedures? 4. Their Personal Emergency Evacuation Plan (PEEP)?				
	12. Has the Employee/Student been shown all designated 'Safe Escape Routes' out of the building and designated 'Disabled Refuge Points'?				
	13. Has the Employee/Student been given hard copies of site/building/floor drawings that clearly show all designated 'Safe Escape Routes' out of the building and designated 'Disabled Refuge Points'?				
	14. Is the Employee/Student in agreement and satisfied that all designated 'Safe Escape Routes' out of the building and designated 'Disabled Refuge Points' are clearly signposted and marked?				
	15. Is the Employee/Student in agreement and satisfied that all designated 'Safe Escape Routes' out of the building and designated 'Disabled Refuge Points' are designed to prevent any confusion?				
	16. Will the Employee/Student be given a copy of their Personal Emergency Evacuation Plan (PEEP)?				

Section 5.5 – Disability (Impairment) Risk Assessment for Emergency Fire Evacuations (Appendix 5)			
Employee/Student:		**Ln Mgr/Tutor:**	
TDET Academy:		**Dept/House/Year:**	
Disability (Impairment):	Mobility / Vision / Hearing / Cognitive		
Assessors Name:		**Assessment Date:**	DD/MM/YY

	17. Is the Employee/Student fully aware and accept their responsibility with what they need to do in the event of an emergency fire evacuation?					

Any additional comments:	
Assessor Signature:	**Employee/Student Signature:**

Section 5.5 – Disability (Impairment) Risk Assessment for Emergency Fire Evacuations (Appendix 5)			
Employee/Student:		**Ln Mgr/Tutor:**	
TDET Academy:		**Dept/House/Year:**	
Disability (Impairment):	Mobility / Vision / Hearing / Cognitive		
Assessors Name:		**Assessment Date:**	DD/MM/YY

Warboys Primary Academy

Risk Rating Guidance

Severity Level of Injury (i.e. level of harm being realised)

1   Very minor injury/ill-health requiring little or no first-aid.

2   More serious injury/ill health requiring up to seven days absence from full duties and medical attention (non-RIDDOR).

3   Major injury as defined by RIDDOR or over seven day absence from full duties. Significant ill-health with over 7 day, and up to a month absence.

4   Major injury as defined by RIDDOR or over seven day absence from full duties affecting more than one person. Major ill-health with over a month absence.

5   Single or multiple fatality or life/career changing injury/ill-health.

Likelihood Level (i.e. probability of harm being realised)

1   Very unlikely to place the individual at risk.

2   Unlikely to place the individual at risk.

3   Likely to place the individual at risk.

4   Very likely to place the individual at risk.

5   Certain to place the individual at risk.

Risk matrix

Likelihood Level

x	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

Severity Level

1-2	Very low
3-4	Low
5-6	Medium
8-15	High
16-25	Very high

Criteria		Guidance and Additional Commentary
• Has a Disability (Impairment) Risk Assessment for Emergency Fire Evacuations (Appendix 5) been completed for the Employee/Student?	*Delete as appropriate.* Yes / No	*Guidance:* *Please ensure that a Disability (Impairment) Risk Assessment for Emergency Fire Evacuations (Appendix 5) has been completed for the Employee/Student.*
• How will the Employee/Student be alerted when an emergency fire evacuation protocol has been initiated?	*Delete as appropriate.* • Alarm Sounder • Visual Alert • Vibrating Pager • Other, please specify	
• Is the Employee/Student fully aware of all the designated 'Safe Escape Routes' out of the building and designated 'Disabled Refuge Points' within the building?	*Delete as appropriate.* Yes / No	

• Has the Employee/Student been given hard copies of the following:
  • Disability (Impairment) Risk Assessment for Emergency Fire Evacuations (Appendix 5)
  • Personal Emergency Evacuation Plan (PEEP) – Fire (Appendix 6)
  • Emergency Fire Evacuation Protocol?
  • Site/building/floor drawings that clearly show all designated 'Safe Escape Routes' out of the building and designated 'Disabled Refuge Points'?
	Delete as appropriate.
	
	Yes / No	

• Is the Employee/Student fully aware of what is required from them when the fire evacuation protocol has been initiated?	*Delete as appropriate.* Yes / No	
• Does the Employee/Student accept full responsibility of what they need to do in the event of an emergency fire evacuation?	*Delete as appropriate.* Yes / No	

Additional Notes:
(Details provided here should include any additional specific step-by-step instructions of how the Employee/Student will reach a place of safety from being alerted of alarm activation to final exit, i.e. buddy, assistance etc.)

Assessor Signature:		**Employee/Student/Parent Signature:**	