

Annex 1

COVID-RELATED AMENDUM TO FIRE EVACUATION PROCEDURES

Note: This is an addendum to the Academy's current Fire Safety policy & associated evacuation procedures and does not replace the Academy's main policy. It will remain in place temporarily in response to the current Covid- 19 pandemic. The addendum may be amended on receiving any further guidance from the Department for Education or local authority.

School Name: Fishtoft Academy

Policy owner: Head of Academy

Date: 31.05.20

Date shared with staff: 01.06.20

Context:

From 20th March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend.

[Covid-19-safeguarding-in-schools-update](#)

Schools and all childcare providers were asked to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

As of 1st June 2020, schools were asked to begin to admit a wider number of pupils: namely EYFS, Y1 and Y6 in addition to maintaining childcare for Key Workers and Vulnerable pupils.

Amendments to Policy:

1) Although fire prevention training will tell you that fire doors should normally never be wedged open, in the light of the pandemic, recommendations have been made by the Department of Education in terms of ventilating rooms and reducing the need for door handles to be used. Therefore, for the duration of the pandemic response only, internal classroom doors may be wedged open providing that it does not compromise safeguarding in any way (allowing access to premises) and providing that they are not used on auto-release fire doors (those which automatically close upon the sounding of the alarm system) as it can damage the closing mechanism. It is the responsibility of the last adult out of each room to remove the wedge from the door to help reduce the risk of the fire spreading. The fire marshal(s) should check during their sweep of the building this has been done. Only the provided wedges should be used to keep doors open and no other objects / implements.

2) Although social distancing is to be promoted in schools and children are placed in discrete 'bubbles' which should not mix, in the event of a fire, the need to evacuate

quickly and calmly supersedes any need to socially distance/prevent the mixing of bubbles.

3) Children on site will line up at the fire muster points below:

Bubble 1 (EYFS, KS1 and Y3) will gather on the yellow footprints against the Gaysfield Road Boundary.

Bubble 2 (Y4-6) will gather on the red footprints on the against the Gaysfield Road Boundary.

4) The allocated teacher for each 'bubble' will register their group, whilst the second staff member linked to the 'bubble' will ensure the maintaining of good order if they are not allocated to other duties such as the provision of support for children with PEEPs or Fire Marshalling.

5) As staff members may be teaching in different rooms to normal, they should familiarise themselves with the fire evacuation route(s) for their new teaching space.

6) As children may be being taught in different rooms to normal, the fire evacuation procedure / route must be talked through with students on the first day that they return to school and the evacuation route walked through.