

Health and Safety "H&S" Code of Practice

FIRE SAFETY AND EMERGENCY EVACUATION

Purpose

H&S is an important consideration for all within Wingate School. The School will take all reasonable steps to provide a safe and suitable environment for students, staff and visitors. A safe and rapid evacuation of the school is necessary in emergency situations.

Responsibilities:

The School will:

- Ensure staff and students are made familiar with the evacuation alarm and the procedures for safe evacuation
- The Emergency Evacuation poster is included as a separate document
- The Emergency Evacuation poster is to be displayed in all classrooms and relevant offices and rooms in the school
- The school will provide a safe and healthy working environment with respect to fire safety
- The school is obliged to carry out two fire evacuation drills each year, these are recorded in the "Fire Drill" folder held in the School Office. An annual evacuation is monitored by 'Grupo Previn' the H&S company retained by Wingate School
- School fire fighting equipment is checked annually

Staff will:

- Ensure the safe transition to the relevant assembly point
- Quickly register the class and report all present or who is missing to the Fire Marshall at their assembly point using the red or green flash cards to aid easier identification
- Maintain order until the "all clear" is given
- In the event of a fire, staff should use their best judgement as to whether to tackle the blaze with local hand held appliances or to just concentrate on raising the alarm and evacuation
- **Under no circumstances** should a member of staff re-enter a building where a fire is present but wait for the emergency services to arrive
- **Under no circumstances** should students be allowed to use their mobile phones. Staff must be vigilant with their students

Communication:

- Fire Marshalls must take their mobile phones and use the whatsapp group to communicate between the Primary, North and South evacuation areas

Fire Marshalls:

- South Car Park; Foundation Exit - Miss J Barnett "JB" (LP if JB is absent)
- Primary Car Park; Primary Exit - Mrs E Ramirez "ER" (LE if ER is absent)
- North Car Park; Secondary and Sixth Form, Students Exit - Miss N García "NG" (or S Everett "SE" if NG is absent)
- North Car Park; Visitors, Secondary Exit - Miss S Everett "SE" (or Mr D Burgess if SE is absent)
- Senior Staff assist with registers of any absent staff or Spanish teachers who are tutors who may be in the south evacuation point
- Head Fire Marshall - Mr M Howells

Evacuation Routes:

- South car park opposite double gates by Nursery:
 - ALL EYFS (except any in the Hall)
 - The first EYFS teacher to arrive opens BOTH doors to effect maximum evacuation
 - EYFS classes in Spanish lessons are taken by the subject teacher to the south car park opposite the Foundation Entrance, the class teacher assists the subject teachers to take the registers. The subject teachers stay in the south car park, the Fire Marshall must inform the North Marshall
 - Class tutors confirm all children present to the Fire Marshall by showing red or green cards
- Primary Car Park:
 - Years 3 and 5 and 6KS classes to evacuate through the main Primary exit door (ER or the first teacher to arrive to open the double doors and gate before the students arrive to ease the flow of students exiting)
 - Years 4 and 6SM to evacuate through the School Office exit door (SE to open)
 - All Primary classes to line-up in class register order in front of the Year number displayed on the wall
 - Class tutors confirm all children present to the Fire Marshall by showing red or green cards
- Spanish lessons in the Tower for Foundation and Primary:
 - Spanish teachers to take the EYFS and Year 1 and 2 classes to the Foundation evacuation point. The class teacher assists the Spanish teachers with the registers. The Spanish teachers stay in the South Car Park, with the EYFS/1/2 class the Fire Marshall in the South Car park must inform the North Fire Marshall

- o Spanish teachers to take the Primary classes to the Primary evacuation point, in front of the Sixth Form Centre. The class teacher assists the Spanish teacher with the register. The Spanish teachers stay in the Primary Car Park with the Primary Classes. The Fire Marshall to advise the North Car Park Marshall.
- o Any registers of Spanish teachers tutor groups must be taken by CT or DB.
- North Car Park:
 - o ALL Senior School and Sixth Form classes
 - o S1, S2 & Sixth Form Study Centre evacuate to the north via Calle Guacimara via the back of the Sixth Form
 - o Any lesson or assembly in the Hall including Primary or EYFS classes via the rear fire escape and EYFS or Primary classes line-up in the staff car park area
 - o EYFS and Primary having Spanish lessons in the N classrooms go to the North staff car park a little away from the seniors lines, then inform the Firemarshal of the student's they have. The Fire Marshal will inform the South Fire Marshal and tutors to confirm all students are present and accounted for
 - o Any students sitting exams in the Hall must be kept isolated from the main group and strictly supervised by the invigilator(s) to prevent malpractice (also see External Exams Policy). They should be marshalled in the north staff car park away from the other classes
 - o Any staff or visitors in school when the alarm sounds
 - o All Seniors and Sixth Form classes lineup in tutor group register order
 - o Class tutors confirm all children present to the Fire Marshall
- Primary car park outside S1 & S2:
 - o Exam students if an exam is taking place in the Sixth Form block. The invigilator will ensure they are separated from the other students and use the exam phone to contact Mr Howells or contact the Fire Marshalls via the whatsapp group

Registering Classes:

- All class teachers and tutors must bring an electronic means either chromebook or mobile phone, or on paper
- SE will bring the Visitors register to check off any visitor
- NG to take a list of full-time teachers & part-time teachers for the North Car Park, JB to do the same for the South Car Parks
- Senior Staff assist with registers of any absent staff or Spanish teachers who are tutors who may be in the south evacuation point

It is imperative that the registers are taken **swiftly and accurately** and then reported to the Fire Marshalls clearly and precisely using the red or green flash cards to aid easier identification

Emergency services will enter by the Main North Entrance along Calle Tinguaro. Evacuated classes at the north of the school should be marshalled to keep the access clear.

The *"All Clear"* should only be given by a senior member of staff and in communication between the north and south marshalls, before classes return to the school in an organised and safe manner.

Mr M Howells
Head of Wingate School

Date of Review: August 2025