



beatrice tate school

Policy status	Non- statutory
Reviewed and adopted	March 2025
Review date	March 2027

Safeguarding Statement

At Beatrice Tate School we respect and value all children and young people and are committed to providing a caring, friendly and safe environment for all our students so they can learn, in a relaxed and secure atmosphere. We believe every student should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Beatrice Tate School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our learners by protecting them from physical, sexual and emotional abuse, neglect and bullying.

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1 Version Control

Version	Date	Author	Description of change
June 2022	11.07.22	WH/PC	New Policy
March 2025	24.03.25	WH/PC	Updated Appendix 1 - Fire Management Roles

2 Introduction

These fire and emergency evacuation procedures cover all uses and users of Beatrice Tate School at all times of the day and year. The procedures contain information necessary to allow a quick and effective evacuation of the buildings, if the need arises.

These procedures will be reviewed regularly to ensure they cover all uses and users of Beatrice Tate School and any other factors that may affect a safe evacuation in the case of fire.

Beatrice Tate is a special school with 115 students on roll. It employs approximately 125 staff and has facilities including a hydrotherapy pool, activity studios and multisensory studios.

Beatrice Tate has a comprehensive fire detection and alarm system. The addressable system indicates exactly which device in which room has been activated compared to the conventional systems indicating only which zone which may contain many detection devices.

The system incorporates detection devices such as manual call points (break glass), smoke detectors and heat detectors. If any of the devices detect smoke or heat or a call point is pressed, the voice message system is activated. The alarm is tested in-house on a weekly basis and quarterly by specialist contractors to ensure it is always in good working order.

If anyone discovers a fire, they should activate the fire alarm by pressing the nearest manual call point (break glass) to initiate the alarm. The alarm should be activated for all fires no matter how small. It is important to try to determine what is on fire or the source of the fire as this may be of significance to the fire brigade.

3 Occupants

The following occupants may be present on the Beatrice Tate School premises:

- Students
- Visitors (including visiting professionals, parents, delivery personnel, external facilities users and contractors)
- External pool users
- Visiting professionals
- Parents
- Teaching staff (including supply staff)
- Teaching Assistants
- Administrative staff
- Site supervisors
- Cleaning staff

- Kitchen staff
- Governors
- Out of hours staff for lettings
- Contractors

4 What happens in the event of a fire?

- The alarm panel in the front lobby will sound and evacuation voice messages will begin. See Appendix 1 for information about the voice messages and what to do.
- Designated trained members of staff will go to the panel, acknowledge and initiate an investigation into the cause of the fire. If it is a confirmed false alarm and this is communicated to the person at the panel, the panel can be reset.
- If the cause of the fire is not known, a further five minutes after acknowledgement is available to investigate.
- Voice messages will continue until silenced manually or system reset when safe to do so.

5 How will you know if there is a fire?

You will hear an alarm and a voice message in the event of a fire in your zone or adjacent zone. If you are in a safe zone, you will not hear a message.

6 What do you do if there is a fire?

- Follow the voice instructions.
- If you are told to leave the building by the nearest available exit, move to an adjacent safe zone or evacuate the building through the ground floor escape doors to the assembly areas at the front of the school.
- Do not exit through main entrance.
- **Fire Marshals (or if absent, Deputy Fire Marshals)** will sweep the designated evacuation area from top floor down, unless directed otherwise and direct staff and students to the designated adjacent safe zone or evacuation point to the assembly areas.
- Lifts can be used to move down to a safe zone or evacuate the building.
- Do not return to the building unless authorised by the Headteacher.
- The administrative staff will gather the visitor book and registration documents and take them to the assembly areas.

7 How should the evacuation process be carried out?

- The school has 8 main fire safe zones (made up of 35 sub-zones). Safe zones have fire protection for up to 1 hour. If all the fire zones detect a fire, a full evacuation is required. See Appendix 2 for information on zones.
- The fire management system is based on the principle of 'phased evacuation'. Staff will respond to voice commands and/or direction from fire Marshals to evacuate fire zones to a zone of safety.
- Immediate 'full evacuation' is a highly unlikely scenario due to the high level of fire protection in each zone. Full evacuation may be reached by phased, zone by zone, evacuation or be ordered by the evacuation leader or by the fire brigade.

- Everyone on site must respond to the fire alarm voice messages and respond in a calm and controlled manner.
- The school is open from 6.30 am to 6.30 pm and the fire management system operates during this period.
- All visitors to the school will be made aware of the fire management procedures.

8 Responsible people for fire safety

- Everyone on site has some responsibility towards their own and others safety, which is why it is important to be prepared and know what to do in an emergency.
- The Headteacher will be the Evacuation Leader and in his absence, the Deputy Headteacher or a nominated Assistant Headteacher will take this role.

8.1 Evacuation Leader will:

- Wait in the lobby (if safe to do so) for the site supervisor to collect information from the identified area to establish if there is a fire or false alarm
- Give the all clear to silence or reset the alarm and re-enter the buildings if the cause of the fire alarm is known to be a false alarm through tamper, system fault or unknown reason.
- Call the emergency services if required
- Nominate a person to wait for the emergency services to arrive and direct them to the location

8.2 Evacuation Manager (Premises Manager or Site Officer) will:

- Be contacted as soon as the fire panel sounds
- Go to the identified area to establish cause of alarm activation
- Relay information to the evacuation leader
- If the alarm is due to system fault of other false alarm the cause can be rectified and the system reset
- Arrange for the system maintenance contractor to attend site if required
- Fill in the fire log with details of cause of alarm and any notes about the evacuation

8.3 Members of the Administration team will:

- Be the first fire panel responders up until 4.30 pm – after 4.30 pm the alarm company will telephone the site supervisor
- Telephone the site supervisor
- Collect visitor signing in books and registers and prepare to go to the assembly points if instructed to do so by the evacuation leader
- Remain at assembly points to prevent access into the building until the evacuation leader has given the all clear and to supervise the groups assembled there

8.4 Fire Marshals (or if absent, Deputy Fire Marshals) will:

- sweep their designated evacuation area from top floor down, unless directed otherwise
- direct staff and students to the designated adjacent safe zone or evacuation point and then to the designated assembly points at the front of the school.
- ensure registers are checked by Tutors
- double check registers and report any discrepancies to the Evacuation Leader

9 How the emergency services will be called and by whom

The emergency services will be called by the Evacuation Leader.

10 Special considerations

10.1 Evacuation of the Hydrotherapy pool

Fire in the pool area

- Raise the fire alarm. The call point is located by pool emergency exit/chemical store.
- Use space blankets provided for staff and students.
- Usual fire evacuation procedures to be followed.
- Exit via pool-side fire exit to the car park or from changing room corridor and then exit the building.

Fire evacuation by voice commands

- Follow standard procedure: Follow the voice instructions
See **Appendix 4 - Hydrotherapy Guidelines**

10.2 Evacuation of non-ambulant persons

- In the event that a person is unable or unwilling to evacuate, Evacuation Safety Mats are located within each Zone with teaching and learning spaces to facilitate the safe evacuation to the nearest safe zone or Assembly Point.
- The Teacher, HLTA or STA with the group will assess the need for the Evacuation Safety Mat in consultation with the Phase Fire Marshal or Deputy Fire Marshal.
- The Evacuation Safety Mat will be deployed according to the guidelines in Appendix 5 – Evacuation Safety Mat Guidelines.

10.3 Fire in the electricity sub-station

- The fire will be immediately reported to the emergency services
- The school will immediately assemble fire Marshals and evacuate the fire zones on the south side of the building (3,6 & 8)
- The school will follow the advice of the emergency services and our standard procedures
- Off-site evacuation will be considered.
- Off-site evacuation assembly point in small park area opposite Derwent House. Exit via north gate.

The sub-station is alarmed. The company will contact the premises manager if alarm is activated

10.4 Known lift faults

- Lift faults will be reported immediately to site supervisors and senior management.
- Fire Marshals will meet to decide on 'contingency fire evacuation' plans
- These plans will be made in relation to which lift or lifts are not operational and occupancy levels and student needs on each floor
- All necessary action will be taken to reduce any fire evacuation risk. This may lead to suspending parts of the timetable and moving vulnerable students to ensure low risk levels are maintained.

10.5 Fire system alarm fault/failure

A fire system alarm fault/failure does not affect the fire safety capacity of each zone or the principle of phased evacuation. The only difference is that phased 'full evacuation' will always be necessary in the event of a fire.

General principles

- The fault will be reported immediately to the system management company by site supervisors or senior management.
- All 'hold back' fire doors will be manually closed
- All necessary action will be taken to reduce any fire evacuation risk. This may include suspending parts of the timetable and moving vulnerable students to ensure low risk levels are maintained.
- The school will consider sending students home. The school may remain closed to students until the fault is repaired
- The Tannoy system, if operational, will be used to direct staff

Known fault during working hours

- Fire Marshals will meet to implement 'Emergency fire evacuation' plan.
 - Staff will be informed of the fault and 'emergency' status
 - Students will be moved as necessary to lower any immediate risk

In the event of a fire with system in fault mode

- Any fire will be reported immediately to Reception. At the same time:
 - Staff will evacuate the fire zone to a zone of safety
 - They will inform others within the fire zone to evacuate
 - The emergency services will be contacted
 - The evacuation leader will direct evacuation of the building
 - A site supervisor and a fire Marshal will be sent to the fire zone to ensure the evacuation is underway and to prepare to instruct adjacent zones as directed
 - The evacuation leader will direct remaining fire Marshals to fully evacuate the building in a phased, zone by zone, calm and controlled manner. *Replacing the established automated voice command evacuation system with spoken instruction by fire Marshals*

System failure: the likelihood that the fire system fails to respond to a fire is extremely, extremely unlikely, as the system is built to report faults of any nature.

- As 'In the event of a fire' above but with no notice!

10.6 Critical incident

See Critical Incident Plan at <http://www.beatricetate.towerhamlets.sch.uk/school-policies/whole-school-policies/>

11 Appendix 1 – Fire Management Roles

		Name	Primary role
1.	Headteacher	Wayne Hazzard	Evacuation leader
2.	Deputy Headteacher	Amanda Lambert	Deputy Evacuation leader/evacuation manager
3.	Premises Manager	Paul Cox	Alarm investigation/evacuation manager
4.	Site Officer	Kieren Cenac	Alarm investigation/evacuation manager
5.	Business Manager	Sam Kempley	Alarm Panel first response
6.	Home-School Liaison	Jilu Rahman	Alarm Panel first response
7.	Admin Officer	Simon Asiedu	Fire Marshal Zones 1 & 2
8.	Admin Officer	Michaela Alexander/ Faith Olumoyegun	Deputy Fire Marshal Zones 1 & 2
9.	AHT	Diana Roig	Fire Marshal Upper School
10.	HLTA	Faith Allen	Deputy Fire Marshal Upper School
11.	AHT	Jack WalkerWoo	Fire Marshal Middle School
12.	HLTA	Kimilina Lord	Deputy Fire Marshal Middle School
13.	AHT	Ania Dubinska	Fire Marshal Lower School

14.	HLTA	Fatima Begum-Sunder	Deputy Fire Marshal Lower School
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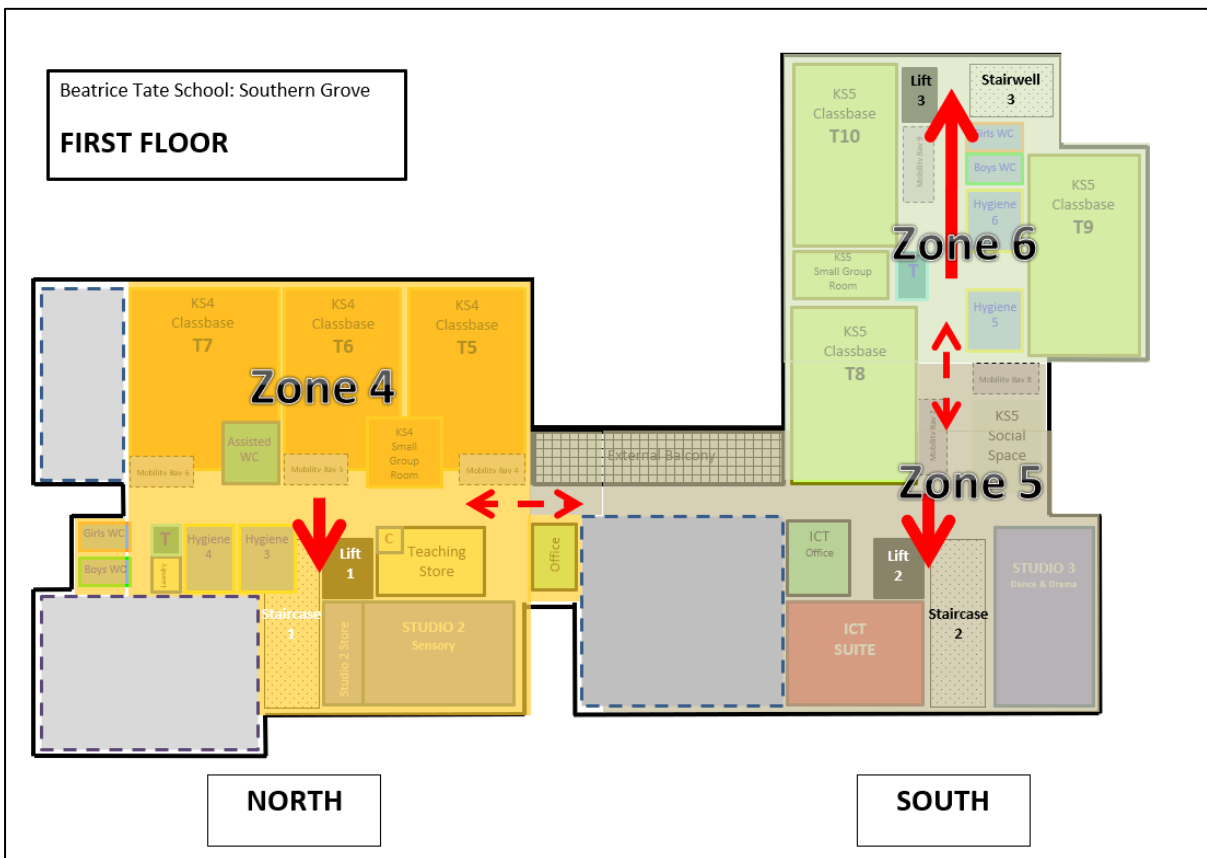
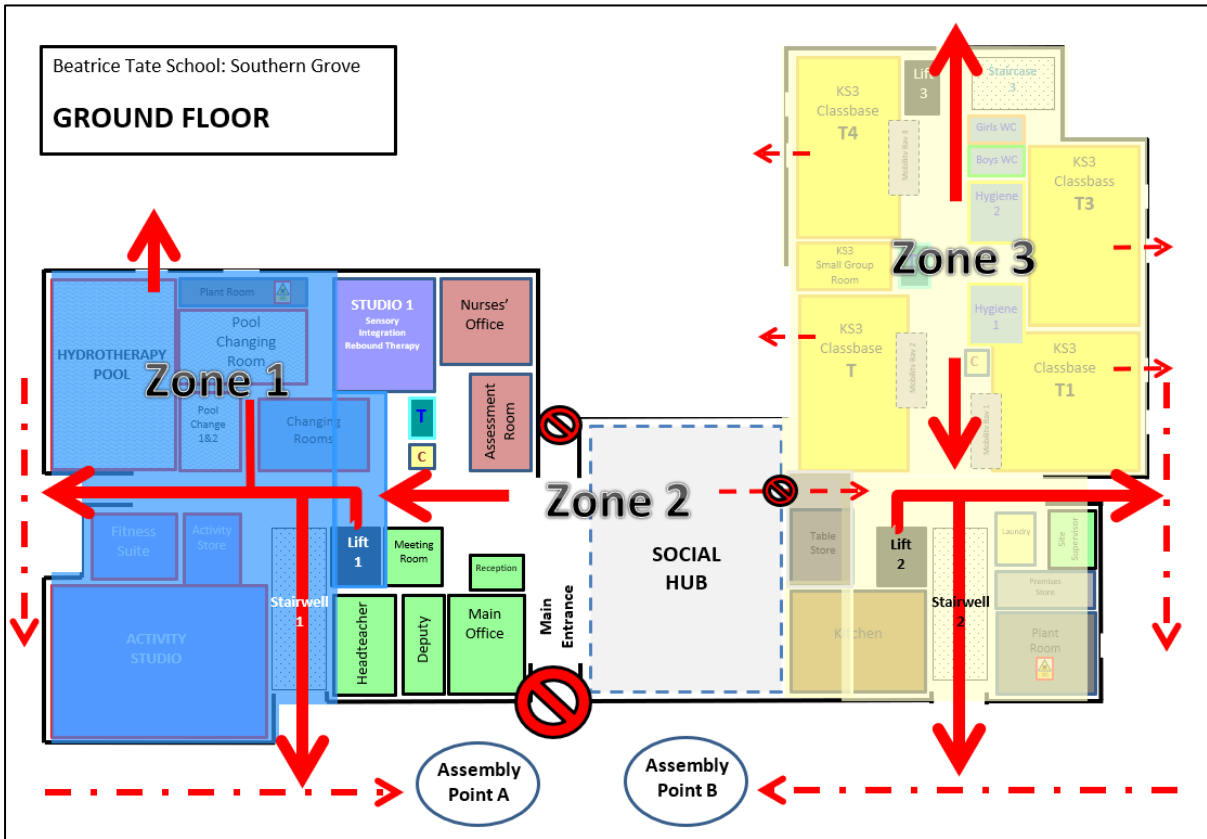
12 Appendix 2 - Voice Alarm Zone Commands

FIRE EVACUATION and VOICE ALARMS

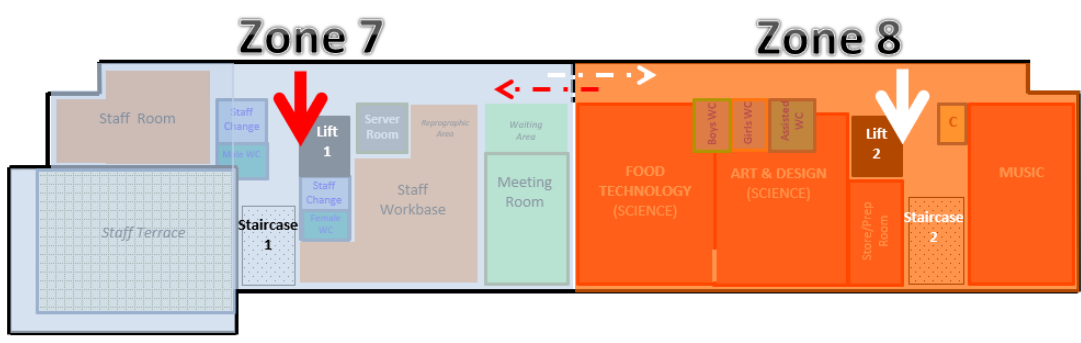
Voice Alarm Zone Commands		What do I do?
<p>A fire has been reported</p> <p>Please leave the building by the nearest available exit</p>	<p>A sensor has been activated in your fire zone</p>	<p style="color: red; text-align: center;">Evacuate your zone and exit the building</p> <ul style="list-style-type: none"> Calmly move to the designated Fire Assembly Point at the front of the school Lower School – exit via delivery entrance to <u>Assembly Point C</u> (Bike Shed area) Middle School/Reception area – exit via crash doors in stair-well to <u>Assembly Point A</u> (North) Upper School – exit via crash doors in stair-well to <u>Assembly Point B</u> (South)
<p>Attention please A situation is being investigated</p> <p>Please standby for further announcements</p>	<p>A sensor has been activated adjacent to your zone</p>	<p style="color: orange; text-align: center;">Stay in your zone Standby for further instruction</p> <ul style="list-style-type: none"> Calmly prepare to move if necessary Your fire zone is safe for at least 1 hour Do not leave your zone unless directed by voice alarm or by a fire marshal
<p>No voice command -</p> <p>You are in a safe zone!</p>	<p>You are in a safe zone</p>	<p style="color: green; text-align: center;">Stay in your zone</p> <ul style="list-style-type: none"> There is at least one zone between you and a zone that is red Ignore commands you may hear from other zones Only respond to a voice alarm in your zone or to instruction from a fire marshal

13 Appendix 3 - Zone Information

FIRE MANAGEMENT PLAN

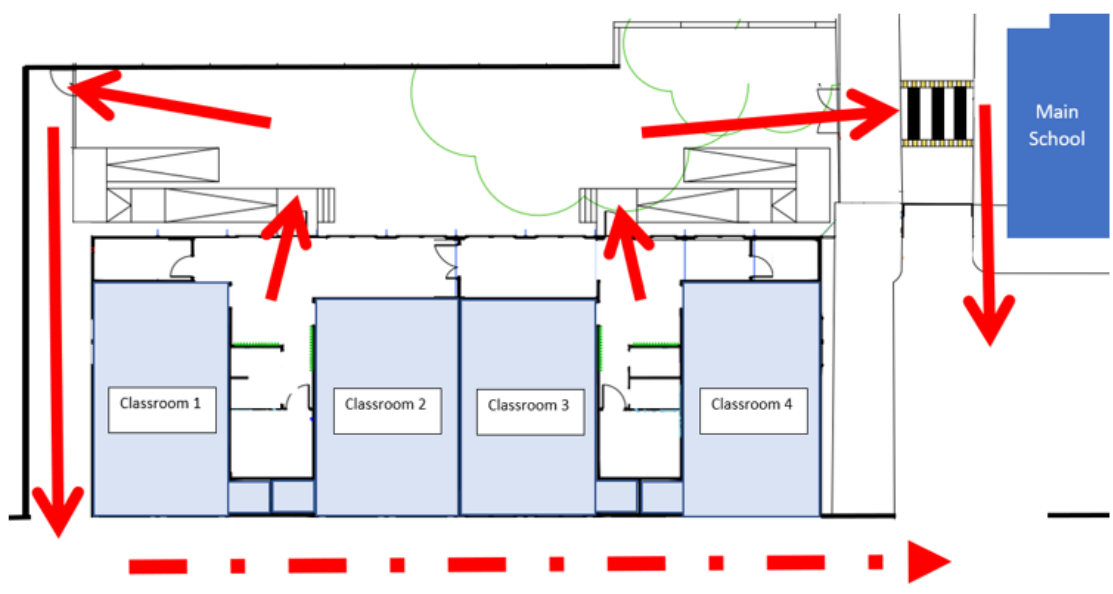


Beatrice Tate School: Southern Grove
SECOND FLOOR



Beatrice Tate School: Southern Grove
MODULAR BUILDING

Part of Zone 1



14 Appendix 4 – Hydrotherapy Guidelines

HYDROTHERAPY GUIDELINES



Before the first session:

- A full risk assessment must be carried out by the teacher in charge of the Hydrotherapy session in consultation with the Designated Moving and Handling Lead.
- The ratio of adults to children must be assessed and agreed by team leaders before the lesson starts. The needs of each student including their behaviour and any medical condition must be considered.
- Attention must be paid to any factors that may inhibit or alter emergency evacuation procedures. Individual students may require a specific hydro pool plan and the school nurse may need to be informed when they are using the pool. *See School Nurse.*
- Staff must be aware of the students' care plans and medical conditions before the start of the session and staff allocated accordingly.
- Students with epilepsy must have at least 1:1 support in the pool. Children wearing grommets may not enter the water unless medically authorised by a health professional.

Before entering the water:

- **Before each session, all adults must be clear of their roles and what to do in the event of an emergency.**
- There must be a minimum of two adults in the pool area when there are children using the pool (i.e. one adult in the pool and one poolside) plus additional staff to help with hydro programmes, changing, transporting, etc.
- Emergency exits must be kept clear of equipment.
- Staff to be first on and last off poolside. First in and last out of pool.
- No jewellery to be worn except plain studs and ring bands
- Usual hygiene procedures must be followed when changing students
- Drinking water can be taken into the pool area in plastic containers only

EMERGENCY EVACUATION GUIDELINES

In the event of a serious emergency please ensure that the following steps are taken as CALMLY and as QUICKLY and SAFELY as possible.

[SEE SPECIFIC INSTRUCTIONS FOR EPILEPTIC SEIZURES AND *SUSPECTED SPINAL INJURY ON Page 2](#)

As far as possible the following steps should happen at the same time:

- Support the casualty to ensure that their head remains above water
- **Phone 33 for the School Nurse. Then phone 22 (Headteacher) or 29 (Deputy Headteacher) or 21 (Reception).**
- **Activate emergency alarm button.** *The alarm sounds in reception*
The phone and emergency alarm button are pool-side near the viewing panel
- **Open the changing bay exit doors.**
- **When *safe to do so, either move the casualty onto a 'ball mat' to the shallow end of the pool by the steps or to the changing bay side ready for moving and handling.**
- **Remove the casualty from the pool to a pool-side mat or hoist to a changing bed. Place in the recovery position. Hoist the casualty if possible, but manually lift if necessary.**
- **Other staff and students** to leave the water at the earliest and safest opportunity.
- Staff to remove students away from the pool side as calmly and quickly as possible and move to an appropriate area within the pool complex, leaving exits clear.

HYDROTHERAPY GUIDELINES



- **In the event of emergency evacuation**, staff and students must use the emergency space blankets and dry towels to keep themselves warm. Space blankets are located in the pool-side cupboard.
- **Evacuation route is to the rear carpark via the emergency exit crash door and then to the nearest safe zone**

Epileptic seizure in the pool: Following a seizure in the water the user should be supported safely in the pool with the head held above the surface, away from the sides, until the seizure has subsided (within the safe time limits*). If possible move to the shallow end of pool near steps. Note the time of the onset of the seizure and phone the Nurse.

If the safe time limit is exceeded then emergency medication will need to be administered. Land the casualty and deal with this according to their individual procedures.

*Refer to student's Epilepsy Care Plan

***Suspected spinal injury: Casualty to be moved as little as possible.** Follow all other evacuation procedures and await further instruction. The ambulance service will be informed of possible spinal injury.

- **Fire in the pool area**

Raise the fire alarm (call point located by pool emergency exit/chemical store). Exit pool via pool-side fire exit or from changing room corridor exit right. Use space blankets. Usual fire evacuation procedures to be followed

- **Fire in school building**

Upon hearing a fire alarm voice command follow command instructions and normal alarm procedures.

- **Structural failure**

In the unlikely event of dangerous structural failure occurring (i.e. ceiling collapsing) evacuate the pool area as quickly as possible, pressing the panic button if there is time.

- **Extreme student behaviour**

Use phone or staff to call for help, remove swimmers from pool and poolside as safely and quickly as possible.

- **Faeces, Vomit or Blood in the pool**

Faeces: All swimmers exit the pool. Retrieve as much of the solid waste as possible using the net, located in the cupboard by the pool steps and dispose of this in the yellow bin located in the changing bay. Inform the Premises Manager who will take the appropriate action on pool closure. For incidents involving vomit or blood, the pool must be evacuated and the Premises Manager informed who will make a decision as to what further action needs to be taken.

ALL EMERGENCIES TO BE REPORTED TO HEADTEACHER OR DEPUTY HEADTEACHER

15 Appendix 5 – Evacuation Safety Mat Guidelines



Evac Safety Mat



Using the Evac Safety Mat

- In an Emergency remove the Evac Safety Mat from the storage bag and unfold the mat.
- Transfer the individual on to the Evac Mat; for ease of movement place feet within the foot pocket.
- Secure the individual in place on the mat using the seat belt style cross straps.
- Using the end pull handles move the individual to a safe area.
- When going down stairs it is important to pull the mat from the foot end.