

# St Thomas of Canterbury Church of England Infant and Junior Schools

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## **St Thomas of Canterbury Schools** **Fire Evacuation Policy for Out of School Hours**

If you are using St Thomas of Canterbury Schools for an event outside of the normal school day please read and follow these fire regulations alongside any other relevant school policies.

These events include, for example, concerts, plays, fund raising events etc. In order to ensure the safety of everyone, the following guidelines must be followed before and whilst an event is taking place:

1. The organiser of the event will be responsible, in the event of the fire alarm sounding or fire being discovered, for the safe evacuation of everyone.
2. Procedures will be followed as specified in the Fire Evacuation Drill (displayed in every room and corridor around the school) of the whole school Health and Safety Policy.
3. The assembly points described in the drill will be used as far as is reasonably practicable.
4. The organiser will also be responsible for the following
  - Determining the location and suitability of the assembly point(s). This may be dependent on the building(s) being used and the nature of the activity.
  - Ensuring the fire exits are functional and clear from any obstructions and that emergency lighting on escape routes is operational before the attendees are admitted. Emergency lighting advice can be received from the school caretaker.
  - Identifying to the attendees the escape routes and assembly points and ensuring that there are sufficient competent attendants to look after attendees.
  - Having a knowledge of how many attendees are at the event and be able to ensure everyone is accounted for in the event of an evacuation.
  - Ensuring that a means of communication is readily available in order to summons emergency help.
  - To carry a torch whenever part of the public area is in darkness.
  - Ensuring there are no areas of overcrowding. (Relevant guidance for how many people can use each room is available)
  - Keeping gangways clear.
  - To be aware of the need of any people with disabilities.
5. The organiser will be responsible for confirming to the Fire Brigade that the building is clear.
6. Everyone must be informed that they must stay out of all School buildings until they are told by the organiser or Fire Brigade that it is safe to return.

These guidelines have been compiled from information included in Regulatory Reform (Fire Safety) Order 2005 and the DCSF publication Managing School Facilities – Fire Safety Guide 6.

Approved at Governors' Finance & Site Management Committee Meeting (05/03/2013)

***On behalf of St Thomas of Canterbury Church of England Infant and Junior Schools***