

CROSSLEY STREET PRIMARY SCHOOL



Crossley Street Primary School

Fire Safety Management & Evacuation

October 2026

Date of Policy approval :

Date of Policy review:

Policy approved by :

1. School Overview

This section establishes the site baseline, operational parameters, and occupancy limits required for effective risk assessment and fire safety management:

School Name & Address:	Crossley Street Primary School, Crossley Street, Wetherby, LS22 6RT
School Type & Structure:	One-form entry primary school with integrated pre-school/nursery.
Age Range:	Children from 3 years (Preschool) up to 11 years (Year 6).
Number on Roll (NOR):	Approximately 240, subject to nursery intake
Current Staff Count:	29 staff members
Maximum Hall Capacity:	280 Standing OR 140 Seated (based on fire engineering exit calculations).
Site Evacuation Strategy:	Simultaneous Evacuation Strategy across all premises.

2. Purpose & Statutory Framework

The purpose of this plan and policy is to ensure that all occupants of Crossley Street Primary School, including staff, pupils, visitors, and contractors, are fully protected from the risk of fire and that clear, robust evacuation procedures are operational at all times.

In order to comply with modern UK statutory requirements and DfE Risk Protection Arrangement (RPA) guidance, this policy integrates:

- Regulatory Reform (Fire Safety) Order 2005: General fire safety duties and life safety risk management.
- Fire Safety Act 2021 & Fire Safety (England) Regulations 2022: Enhanced statutory duties regarding building structure, fire doors, and emergency information.
- Section 156 of the Building Safety Act 2022: Mandatory duty to record ALL fire risk assessments in full, document safety arrangements, and share details with co-occupants/dutyholders.
- DfE Risk Protection Arrangement (RPA) Standard: Guidance requiring a recorded emergency plan based on FRA findings, accessible to all employees, union representatives, and enforcing authorities.

DfE RPA & STATUTORY COMPLIANCE NOTE: This document must be made fully available to all staff members, safety representatives, and West Yorkshire Fire & Rescue Service officers. Annual fire safety evacuation training is compulsory for all staff.

3. Roles & Delegated Responsibilities

Overall legal accountability for fire safety rests with the Responsible Person. Day-to-day operational management is delegated to designated competent persons within the school governance and leadership structure.

3.1 Key Contacts & Duties Table

Role Title	Designated Person	Deputy Person	Key Operational Responsibilities
Responsible Person	Head of School Mrs G Laverty	Head of School Mrs G Stanton	Overall site compliance, signing off FRA, final incident authority, authorising offsite evacuation.
Competent Person (Admin & FRA)	School Business Manager Mrs L Viner		FRA review coordination, timing drills, visitor/staff registers, PEEP administration, contacting St Joseph's.
Competent Person (Premises)	Caretaker Mr L Tamai		Weekly/monthly testing, isolating utilities/gas, meeting Fire Service with premises plans and hazard data.
Zone Fire Wardens	Mrs L Viner Key Stage 1 & PreSchool	Mr Tamai Key Stage 2, Hall & Staff Areas.	Sweeping designated zones (KS1/Kitchen/Nursery, KS2/Hall/Staffroom), reporting zone clearance at assembly point.

4. Emergency Evacuation Procedures (DfE RPA Standard)

The school operates a Simultaneous Evacuation Strategy. Phased evacuation is not utilised due to single-storey/primary layout. All occupants evacuate immediately upon alarm activation.

4.1 Raising the Alarm & Discovering a Fire

- **Fire Warning System:** The alarm is a high-pitched, continuous siren sounding throughout all internal areas.
- **Action on Discovery:** Anyone discovering smoke or fire must immediately operate the nearest break-glass call point FIRST. Do not attempt to extinguish fire before raising the alarm.

4.2 Key Escape Routes & Means of Escape

- All classrooms have direct external exit doors or short protected corridors leading to final exit doors.
- Emergency escape routes lead directly to places of ultimate safety (Playground / Field).
- All fire doors open in the direction of escape, are equipped with emergency exit hardware, and must remain unblocked at all times.
- Escape routes requiring illumination are fitted with battery-backed emergency lighting.

4.3 Assembly Points, Roll Call & Clearance Verification

- Primary Assembly Point: Key Stage 1 Playground
- Secondary Off-Site Refuge: St Joseph's Primary School, LS22 6PR via rear Kids Planet Gate
- Registration Verification: Teachers perform live roll calls using synced tablets (InVentry Evac). Office staff perform live staff/visitor/contractor count using InVentry Evac.
- Physical Sweep Verification: Zone Fire Wardens perform a rapid sweep of classrooms, toilets, and common areas (closing doors behind them) and report zone status directly to the Headteacher at the assembly point.

4.4 Isolation of Utilities & High-Risk Areas

- Kitchen Isolation: Kitchen staff must hit emergency gas cut-off switches and power isolators before evacuating, if safe to do so.
- Mains Isolation: The Site Manager isolates main gas supplies and plant room shutoffs upon alarm activation, if safe.
- High-Risk Areas: Boiler rooms, main electrical intake cupboards, and chemical store areas (cleaning supplies) are protected by 30/60-minute fire-rated doors and kept locked at all times.

4.5 Meeting the Fire & Rescue Service

The Site Manager / Headteacher will meet West Yorkshire Fire and Rescue Service at the main entrance gates with the Emergency Fire Pack containing:

1. Site zone map detailing alarm zones, hydrants, and final exit routes.
2. Locations of hazardous/flammable stores (gas intake, science chemicals, boiler plant).
3. Roll-call status (confirming whether any person is missing or trapped).

4.6 Life Safety System Failure Contingency Plans

If the fire alarm or detection system fails:

- Fire Watch Implemented: Continuous physical patrols of all corridors and high-risk zones by designated staff.
- Manual Warning: Air horns or manual handbells distributed to wardens to raise alarm manually.
- Urgent Repair: Immediate emergency call-out of alarm maintenance contractor: Rosse systems

5. Personal Emergency Evacuation Plans (PEEPs)

Tailored PEEPs are mandatory for any occupant requiring egress assistance, addressing:

- Mobility / Wheelchair Users: Ramped escape routes, evac-chairs (if multi-level), and assigned double-staff support.
- Hearing Impaired / Deaf: Visual strobe alarms, vibrating pagers, or assigned peer buddy/support staff.
- Visually Impaired: Tactile escape route guidance, clear doorway contrast, and guided accompaniment.
- Neurodivergent / Behavioral Needs: Specific staff reassurances, ear defenders for alarm noise distress, and tailored exit protocols.
- Visitors & Public: Reception screens for access needs upon sign-in; host staff member holds direct responsibility for escorting visitors to safety.

6. System Inspection & Testing Schedule

Testing routines recorded in the Caretaker's Fire Safety File:

System / Equipment	Testing Frequency & Action	Responsible Party / Contractor
Fire Alarm System	Weekly call point test (rotating points) + Termly service	Caretaker / Rosse
Emergency Lighting	Monthly functional test + Annual full discharge test	Caretaker / Rosse
Fire Extinguishers	Monthly visual inspection + Annual professional service	Caretaker / Kylefire
Fire Doors & Exit Routes	Weekly check (closers, cold smoke seals, latching, zero wedges)	Caretaker
PAT Testing	Annual portable appliance testing across all electrical assets	Pat Test Us

7. Visitors, Lettings, Training & Contractors

- Staff Training Requirements: All staff complete mandatory fire safety induction upon hire and annual refresher training. Fire Wardens complete formal external warden training every 3 years.
- Hirers / Lettings Agreements: External hirers must sign a Lettings Agreement, receive a site fire walkthrough, appoint a designated Emergency Controller, and hold an annual fire drill.
- Contractor Safety Controls: Hot Work Permits are required for flame work. Skips must be sited at least 4 metres away from building structures.

8. Emergency Contact Directory

Verified emergency contacts:

Organisation / Service	Contact Telephone Number
Emergency Services (Fire, Police, Ambulance)	999
Local Police (Non-Emergency)	101
Leeds City Council Health & Safety Team	0113 378 8298
St Joseph's Primary School (Reciprocal Refuge)	01937 582163
Gas Emergency / Cut-off (Northern Gas Networks)	0800 111 999
Electricity Power Cut / Grid Emergency	105 / 0800 40 40 90
Yorkshire Water Emergency	0345 124 2424
Local Medical Practice / Surgery	01937 543200