



Annex: Supplemental Fire and Emergency Evacuation Plan during the reopening of schools

May 2020

1. Context

From 1st June 2020 EYFS, Year 1, Year 6, vulnerable children and children of critical workers are reintegrated back to school following the following Government Guidance:

<https://www.gov.uk/government/news/details-on-phased-wider-opening-of-schools-colleges-and-nurseries>

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>

This annex to the school Fire and Emergency Evacuation Plan reflects new arrangements in place due to the reorganisation of the school in response to COVID-19 and the attendance of the children of critical keyworkers, vulnerable pupils and those in key year groups as directed by the government (and in line with local risk assessments). All other provisions in Fire and Emergency Evacuation plan remain in force. Therefore, staff should refer to the original plan to support the information contained within this annex.

2. Protective Measures

In order to keep the children and staff as safe as possible and in line with Government guidance we have split our year groups into smaller groups. Pupil numbers will not exceed 15, and only where the room is big enough. These groups will be arranged into different classrooms around the school as identified below to allow for social distancing measures to be adhered to where possible. These arrangements will be in place from June 1st 2020 and in line with the school reintegration plan.

Key worker

Name of group	KW1	KW2
Teacher/ key adult	James Atkinson Hannah Windley Mr Hayes	Louise Harrison Ashley Simpson Lewis Batting Felicity Little
Classroom	violet	magenta

Nursery

Name of group	F1A	F1B
Year group	nursery	nursery
Teacher/ key adult	Sarah Harris	Sarah Harris
Support staff available	Felicia Montagne Lucy Kitchington	Felicia Montagne Lucy Kitchington

	Rachel Warren Wendy Kelham	Rachel Warren Wendy Kelham
Classroom	nursery	turquoise

Reception

Name of group	F2A	F2B
Year group	reception	reception
Teacher/ key adult	Hannah Charlesworth	Jodie Hawkley Emily Whetton
Support staff available	Lisa Turner	
Classroom	blue	red

Year 1

Name of group	Y1a	Y1b	Y1c	Y1d
Year group	Year 1	Year 1	Year 1	Year 1
Teacher/ key adult	Sarah Pullen	Sarah Scott	Amanda Smith	Carren Arscott
Support staff available	Lisa Foster	Leigh Howell	Jane Reeder	Jayne Woodward
Classroom	green	orange	yellow	purple

Year 6

Name of group	Y6a	Y6b	Y6c	Y6d
Year group	Year 6	Year 6	Year 6	Year 6
Teacher/ key adult	Karin Roberts	Sharon Potter	Nick Deacon	Adam Walker
Support staff available	Kim Bryant James Cooper			
Classroom	aqua	indigo	crimson	emerald

Teachers (and other staff) will be allocated to a group and will remain with their allocated group, as far as possible, during the day and throughout the whole week.

Whole school assemblies will not take place. Teaching staff will address individual groups within their classroom.

3. Further amendments to the Fire and Emergency Evacuation Plan

5.0 Immediate Actions to be taken on discovering a fire or on hearing the fire alarm

Windows and doors will remain open to help reduce the likelihood of spreading the COVID virus. In the case of an evacuation, doors and windows should be closed on leaving the building **BUT**

ONLY IF IT IS SAFE TO DO SO DUE TO THE NUMBERS OF DOORS/ WINDOWS WHICH COULD BE OPEN.

All routes to the fire assembly point are as previous please follow the maps in each room

8.3 Fire Marshals

The following staff have been identified as fire marshals and are responsible for assisting in the safe evacuation of the building with identified areas of the building to check/sweep prior to leaving the building (if safe to do so).

The areas relate to the classrooms they are based in for this period:

- o Anne Williams – Office/ Staff Toilets/ Hall
- o Lisa Turner – reception classrooms and toilets
- o Lisa Foster – year 1/2 corridor, classrooms and toilets (currently being used by year 1)
- o Felicia Montagne/ Lucy Kitchington – nursery classrooms and toilets
- o Kim Bryant – double mobile and toilets (being used by keyworkers)
- o James Cooper – Year 5/6 Corridors & Classrooms (Currently being used for Year 6)
- o Alison Gray – Elsa room, SLT room and year 5/6 toilets

10.0 Arrangements for Safe Evacuation and Muster (Assembly)

Assembly points remain in the same area of the school (KS2 football pitch). Signage and allocated areas have been changed to reflect the class names in place during the COVID reintegration.

Social distancing should be adhered to as much as possible and if safe to do so when children are making their way to their muster point and lining up.

4. Staff training

This annex will be shared with all staff to be read in conjunction with the Fire and Emergency Evacuation plan and the COVID 19 Reopening risk assessment.

A walk-through fire drill will be carried out with children on their return. Fire drills will continue to be carried out as per the annual cycle.