



## **Fire risk assessment review**

**COVID-19 15.06.20**

In light of the current COVID-19 pandemic, the academy will be functioning with less staff, pupils and visitors on site. Various protocols have been adapted to ensure the school can remain a safe environment for all who attend. This review should be read in conjunction with the academies fire risk assessment and COVID-19 risk assessment.

### **Changes to the site environment**

Doors propped open

To ensure good ventilation and reduce the number of surfaces that require hand contact. It has been recommended that doors are propped open until further notice. If the fire alarm is sounded during this period, staff are advised to close all doors behind them where possible. The fire coordinator is asked to close any remaining doors when sweeping the building.

### **Changes to the fire marshal procedure**

We have been required to make various alterations on how fire sweeping will take place during the pandemic. Within a normal working environment, the academy would have an appointed fire marshal along with a team of fire sweepers. Given that staff levels are significantly reduced and the possibility of further reductions due to illness, a member of SLT will be designated to coordinate fire evacuations during this period. Another member of SLT or staff member should be allocated the role of assistant. The fire sweeping procedures have been adapted as follows–

1. Upon activation of the fire alarm, the fire coordinator should collect the staff register and ensure they have a 2 way radio. Once in possession, they should make their way to the fire alarm panel and locate the area of which the alarm was activated
2. An additional member of SLT or designated member of staff must ensure that they have a two way radio, and then make their way to the muster point to coordinate the external registration. The staff member is to ensure social distancing procedures are being implemented and also must ensure that all pupils are accounted for.
3. The fire coordinator should communicate the activation area via 2 way radio and let the assistant know that a sweep is about to commence



4. The fire coordinator will then sweep the building both physically and visually ensuring that the first area of surveillance is the place of activation.
5. Regular contact with the fire coordinator and assistant should be maintained when sweeping is taking place.
6. Once all the building has been swept, and is clear of any signs of fire, the fire alarm panel can be deactivated. This may require for a call point to be reset if this is the point of activation.
7. Now that the building has been deemed safe, the fire coordinator should liaise with their assistant to ensure that all pupils, staff and visitors are accounted for.
8. If all site users are accounted for, and the building is clear, the fire coordinator should make a decision on allowing all site users to re-enter the building in a safe coordinated manner.
9. Procedures for entering the building and classrooms under the COVID-19 climate must be followed at all times.

## **Changes to the general fire evacuation**

Whilst the general procedures that are in place for fire evacuations will remain the same. The following changes have been implemented to aid with current COVID-19 precautionary measures.

1. Two way radios to be carried out all times where possible.
2. Designated fire evacuation routes to be communicated to avoid contact with other bubbles where possible.
3. Social distancing markers placed at muster points. Classes should be instructed to line up at the furthest available marker.

## **Personal emergency evacuation procedures**

As part of the wider reopening plans implemented within the academy, teaching bubbles are required to ensure social distancing can be maintained. Given that teaching bubbles may consist of multiple pupils from various classes, the following has been considered with regards to PEEP's.

1. PEEP's may need adjusting to allow social distancing to take place.
2. Staff in charge of teaching bubbles must be made aware of any PEEPs in place for pupils within their bubbles (staff to sign them to say they have read and understood)