



**Believe
to Achieve**

COVID 19 Amendments

SCHOOL Re-Opening Risk Assessment

Fire Evacuation

School: Kates Hill Primary School

Date: May 2020

IDENTIFIED SIGNIFICANT HAZARD		IMPLICATIONS				RISK BEFORE ACTION TAKEN			ACTION REQUIRED / ACTION TAKEN	RISK AFTER ACTION TAKEN		
		STAFF	PUPIL	OTHER PUPILS	OTHER	HIGH	MEDIUM	LOW		HIGH	MEDIUM	LOW
1	Social Distancing Vacating At Muster Point Re – Entering	X	X	X			X		Social distancing rules should be applied. However, the priority is to evacuate the building as quickly as possible. Staff will share fire procedures with staff on the day that they return to school and will give instructions during fire drill/emergency evacuation.			X
2	Fire Marshals Reduced number of fire marshals on site	X	X				X		Non teaching staff to have responsibility for sweeping the area they are working in or are close to. Staff will not go to other areas of school. Zone cards will be collected and handed to M Hollis in her absence a member of SLT			X

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		STAFF	PUPIL	OTHER PUPILS	OTHER	HIGH	MEDIUM	LOW	ACTION REQUIRED / ACTION TAKEN			HIGH	MEDIUM	LOW
									Areas not checked will be reported to attending fire service					
3	Children with Personal Emergency Evacuation Procedures (PEEPs)	x	x						<p>Staff will have a record of children in their group who requires support to evacuate. However, 1-1 may not be possible.</p> <p>Hearing impaired will be given 1-1 instruction on returning to school and questioned to ensure understanding. Particular attention to flashing light (Red Light) alert for fire. Child to be aware of procedure to go to class teacher/ adult who will evacuate at the front of the group with them.</p> <p>For children with hearing/ visual/mobility impairments social distancing with the adult may not be possible. Priority will be to evacuate the child safely.</p> <p>Risk assessment will be monitored and adjusted where appropriate.</p>				x	
3	Shortage of staff	x	x			x			Rota in place to cover staff absence Member of SLT on site at all times.					x
4	Muster Point	x	x				x		All groups including EYFS to muster on school field.					x

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		STAFF	PUPIL	OTHER PUPILS	OTHER	HIGH	MEDIUM	LOW	ACTION REQUIRED / ACTION TAKEN	HIGH	MEDIUM	LOW
5	Registers	x	x			x			Pupil attendance will be recorded by lead adult each day and taken outside during evacuation. School office will print record of attendees of pupils and staff for roll call.			x
6	Turning off alarm after fire drill/ child setting off fire alarm.	x	x				x		There will be a member of staff on site at all times who can turn off the fire alarm.			x
7	Intruder on/in premises Lockdown- (Social distancing)	x	x						Social distancing- where possible children should follow social distancing i.e. 1 child under 1 table . However, the priority is to keep children safe a, secure and calm so this may not be appropriate.		x	
8												
9												
10												
11												

ADDITIONAL CONSIDERATIONS

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Assessment carried out by: M Hollis	Date assessment carried out: May 20	Review date: Daily review Changes will be made reflecting guidance /legislation and any issues arising.
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Head Teachers Signature

Staff Signatures

