



HOPEBRIGHT

S C H O O L

Evacuation Policy

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EVACUATION POLICY

Hopebright School Bolton is committed to safeguarding and promoting the welfare of children and young people and requires all staff to act in the best interests of pupils at all times.

1. Introduction

Hopebright School Bolton recognises its duty to provide a safe environment for pupils, staff, visitors and contractors.

This policy outlines the procedures and responsibilities for the safe evacuation of all individuals from school premises in the event of fire, security threats, gas leaks, structural concerns, medical emergencies or any other situation requiring emergency evacuation.

The school is committed to ensuring that evacuation procedures are clear, well-practised and effective in minimising risks to health, safety and wellbeing.

This policy applies to all pupils, staff, volunteers, agency staff, visitors, contractors and any other individual on the school site or involved in school activities.

This policy should be read alongside:

- Health and Safety Policy
- Fire Safety Policy
- Child Protection Policy
- First Aid Policy
- Lockdown Policy
- Lone Working Policy
- Off-Site Visits Policy
- Risk Assessment Procedures
- Safe Working Practice Policy (Code of Conduct)

2. Aims and objectives

The aims of this policy are to:

- protect the health, safety and welfare of pupils, staff and visitors.
- ensure safe and orderly evacuation procedures are in place.
- minimise risks during emergency situations.
- ensure all individuals understand their responsibilities during an evacuation.
- ensure appropriate arrangements are in place for vulnerable individuals.
- comply with relevant legislation and statutory guidance.

3. Legal framework

This policy has been developed in accordance with:

- The Health and Safety at Work etc. Act 1974
- The Regulatory Reform (Fire Safety) Order 2005
- Management of Health and Safety at Work Regulations 1999



- The Children Act 1989 and 2004
- Equality Act 2010
- Keeping Children Safe in Education (KCSIE)

Hopebright School Bolton recognises its duty to assess and manage risks associated with emergency evacuation procedures.

4. Roles and responsibilities

The Head Teacher

The Head Teacher is responsible for:

- ensuring effective evacuation arrangements are in place.
- ensuring emergency procedures are communicated to staff and pupils.
- ensuring regular drills are undertaken and reviewed.
- ensuring risk assessments and PEEPs are completed where required.
- ensuring appropriate staff training is provided.

Senior Leaders and Managers

Senior leaders are responsible for:

- supporting the implementation of evacuation procedures.
- coordinating evacuations where required.
- ensuring staff understand their responsibilities.
- reporting and reviewing incidents.

Staff

All staff are responsible for:

- familiarising themselves with evacuation procedures.
- supervising pupils appropriately during evacuations.
- following instructions from senior staff or emergency services.
- reporting hazards or concerns promptly.
- assisting pupils and visitors where appropriate.

Pupils

Pupils are expected to:

- follow staff instructions immediately.
- evacuate calmly and safely.
- remain at the designated assembly point until instructed otherwise.

Visitors and contractors

Visitors and contractors must:

- comply with evacuation procedures.
- follow staff instructions at all times.
- sign in and out in accordance with school procedures.



5. Types of evacuation

The school recognises that evacuation procedures may vary depending on the nature of the emergency.

Situations requiring evacuation may include:

- fire or smoke detection
- gas leaks
- bomb threats or suspicious packages
- structural damage
- flooding
- chemical spills
- utilities failure
- security incidents
- any other emergency presenting a significant risk to safety

The school may also implement partial evacuations, evacuation or lockdown procedures where appropriate.

6. Fire evacuation procedures

On hearing the fire alarm:

- all occupants must stop activities immediately.
- staff must supervise pupils calmly and safely.
- the nearest safe exit must be used.
- personal belongings should not be collected unless essential for safety or medical reasons.
- doors should be closed where safe to do so.
- lifts must not be used during a fire evacuation.

Staff must:

- escort pupils to the designated assembly point.
- conduct a register or headcount.
- report missing individuals immediately.
- remain with pupils until instructed otherwise.

No person may re-enter the building until authorised by the Head Teacher, senior leader or emergency services.

7. Emergency evacuation procedures

In emergencies other than fire, staff will follow instructions issued by senior leaders or emergency services.

Procedures may include:

- evacuation of all or part of the building.
- movement to alternative safe locations.
- implementation of lockdown or evacuation procedures.
- restricting movement within the site.

The priority at all times is the safety and wellbeing of pupils, staff and visitors.

8. Personal Emergency Evacuation Plans (PEEPs)

Hopebright School Bolton recognises that some individuals may require additional support during an evacuation.

Personal Emergency Evacuation Plans (PEEPs) will be completed where appropriate for:

- pupils with disabilities or mobility needs
- staff with identified support needs
- individuals with sensory impairments
- individuals with medical or communication needs

PEEPs will:

- identify support requirements.
- outline evacuation arrangements.
- identify responsible staff members where appropriate.
- be reviewed regularly and following any significant change.

9. Evacuation arrangements for pupils and visitors

Staff are responsible for ensuring that pupils and visitors evacuate safely.

Particular consideration must be given to:

- younger or vulnerable pupils
- pupils with SEND
- visitors unfamiliar with the premises
- contractors working on site
- individuals requiring medical support

Visitors must be directed to the appropriate assembly point and accounted for during roll call procedures.

10. Assembly points and roll call procedures

Designated assembly points will be identified and communicated clearly to staff, pupils and visitors.

At assembly points:

- staff must supervise pupils appropriately.
- registers or headcounts must be completed promptly.
- missing persons must be reported immediately to senior staff or emergency services.
- individuals must remain at the assembly point until authorised to leave.

Alternative assembly points may be identified where circumstances require.

11. Use of lifts and specialist equipment

Lifts must not be used during fire evacuations unless specifically designated as evacuation lifts and authorised for such use.

Where specialist evacuation equipment is required:



- staff must receive appropriate training.
- equipment must be maintained and checked regularly.
- arrangements must be reflected within relevant PEEPs.

12. Lockdown and evacuation procedures

In some situations it may be safer to remain inside the building rather than evacuate.

Lockdown or evacuation procedures may be implemented in response to:

- security threats
- dangerous individuals in the local area
- severe weather
- environmental hazards
- police advice

During lockdown or evacuation:

- staff and pupils must follow instructions immediately.
- doors and windows should be secured where appropriate.
- movement around the site should be restricted.
- communication procedures must be followed.

13. Off-site visits and educational activities

Evacuation arrangements must be considered during all off-site visits and educational activities.

Risk assessments must identify:

- emergency evacuation procedures.
- assembly points.
- communication arrangements.
- medical and safeguarding considerations.

Staff supervising off-site activities must familiarise themselves with venue evacuation procedures.

14. Communication procedures

Clear communication is essential during emergencies.

The school will ensure:

- emergency contact details are maintained.
- staff understand communication arrangements.
- emergency services are contacted promptly where required.
- parents/carers are informed appropriately following significant incidents.

Communication systems may include:

- alarm systems
- radios or telephones
- messaging systems
- verbal instructions

15. Training and fire drills

Hopebright School Bolton will ensure that staff and pupils receive appropriate instruction regarding evacuation procedures.

This includes:

- induction information for new staff and pupils
- regular evacuation drills
- fire safety awareness
- role-specific training where appropriate
- refresher training following significant changes or incidents

Evacuation drills will be recorded and reviewed to identify any improvements required.

16. Recording and reporting incidents

All evacuation incidents, drills and significant concerns must be recorded appropriately.

Records may include:

- date and time of the incident or drill
- evacuation times
- issues identified
- actions taken
- injuries or safeguarding concerns
- recommendations for improvement

Serious incidents must be reported in accordance with safeguarding, health and safety and statutory reporting procedures.

17. Monitoring and review

The Head Teacher is responsible for the implementation, monitoring and review of this policy.

This policy will be reviewed annually or sooner in response to:

- legislative or regulatory changes
- significant incidents
- changes to the premises or site layout
- updated risk assessments
- guidance from emergency services or relevant authorities

If you have any questions or concerns regarding this policy, please contact the Head Teacher.