

# HOLLAND HOUSE SCHOOL



## 12b - FIRE SAFETY POLICY

|                     |                                    |
|---------------------|------------------------------------|
| Responsibility      | Headmistress & School Site Manager |
| Date of last review | September 2020                     |
| Date of next review | September 2021                     |

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## INTRODUCTION

In accordance with its organisational values the Board of Governors of Holland House School, 1 Broadhurst Avenue, Edgware, Middlesex, HA8 8TP (hereafter referred to as the premises) recognise that it is imperative that they provide an environment for pupils, visitors and staff that is maintained safe from the effects of fire, at all times.

The Regulatory Reform (Fire Safety) Order 2005 (hereafter referred to as the RRO) is identified as the current primary fire safety legislation in England and Wales and to this end the standard of fire safety arrangements required to conform to this legislation will be the **minimum standard** provided at Holland House School. The Board of Governors will strive to achieve a fire safety provision that exceeds this standard, provides resilience to the property itself and facilitates the minimum possible risk to its insurers.

## FIRE SAFETY ARRANGEMENTS:

Fire safety arrangements will be considered in two distinct aspects, the first being prevention of a fire from occurring and then protective active and passive fire safety systems will be provided within the premises to ensure all persons are able to make their exit. Fire safety management provision will be established to monitor, review, revise and maintain effective application of the principles of prevention along with suitable servicing and maintenance of fire safety systems and protective measures in the premises. Relevant information will be provided to all employees and bespoke training will be given to persons who have a specific responsibility (competent persons) for fire related matters at the site.

Specific details of the preventative and protective fire safety measures are contained within the fire risk assessment document.

## POLICY REVIEW

This fire safety policy and its addendums will be reviewed on an annual basis unless there is reason to believe they require more urgent amendment as a consequence of a fire risk assessment review or enforcement activity.

## FIRE RISK ASSESSMENT

A fire risk assessment document has been produced for the buildings on the site and is maintained current. Control and rectification of the matters contained within the significant findings of this document are the subject of an ongoing fire safety business /action plan for the site. This document is part of the fire risk assessment and is also maintained current.

The Site Manager is the Fire Safety Officer and will undertake a review of the fire risk assessment on an annual basis unless there is cause to review it as a consequence of changes covered within article 9 of the RRO in the meantime. The School also engages a professional fire risk assessor to examine our processes and procedures.

## RESPONSIBLE PERSON

The Board of Governors of Holland House School is considered to be the responsible person as defined under article 3 Of the RRO.

## COMPETENT PERSON

The School's Site Manager has completed Fire Safety and Fire Warden training. In addition, the School engages an external Health and Safety Advisor with reference to specialist advice, when necessary.

## RESPONSIBILITIES IN RELATION TO FIRE SAFETY MATTERS

The following responsibilities are hereby nominated in relation to providing suitable fire safety arrangements at Holland House School: These roles are also considered to be competent persons (**except the governors who are responsible persons as a corporate group**) in regard to the provision of fire safety arrangements in accordance with the RRO.

**Board of Governors** - To maintain suitable fire safety arrangements at the premises in accordance with the requirements of the Regulatory Reform (Fire Safety) Order 2005.

**Site Manager** - To maintain Holland House School premises and the activities carried on within it in accordance with the requirements of the Regulatory Reform (Fire Safety) Order 2005. As far as can reasonably be expected utilising the management responsibilities, budgetary controls and reporting lines of the role. This includes reporting to the Governors in relation to fire safety matters each term, recommending fire safety training for all staff and arrangement/rehearsal of fire evacuation each term. The role will also provide checks and 'sign off' of all fire safety arrangements (This document is contained within the fire log book).

The Site Manager will work with the Headmistress to engage competent persons, as necessary, to assist in this role

### ***Staff with a management responsibility:***

To ensure all staff for whom they have a management responsibility undertake fire safety training commensurate with their role at Holland House School in a timely manner on at least an annual basis and to ensure staff undertake their roles in relation to fire safety matters in an efficient and effective manner.

### ***All Staff:***

Have a responsibility to undertake their role in a manner that supports the fire safety arrangements at Holland House School in accordance with the training that they have been given.

## **FIRE SAFETY TRAINING**

### ***Governors at Holland House School:***

- A briefing in relation to management of fire safety matters at Holland House School including an explanation of roles and responsibilities, via the Governor(s) who attends the termly Health & Safety Committee meeting.

### ***School staff***

Fire safety in education training is completed annually, via an e-training service, which covers:

- The nature of fire
- Fire risks
- Use of fire extinguishers
- What to do in the event of a major fire

### ***Site Manager as Fire Marshal***

Specific Fire Marshal training is provided, which covers:

- Roles and responsibilities of Fire Marshals
- The importance of effective fire safety procedures
- The legal position and the requirement for effective safety management systems that demonstrate statutory compliance.
- Fire policy and procedure
- The systems required to ensure the safety of vulnerable people such as employees or visitors with disabilities.
- Top five fire hazards and how to manage them in a safe and effective way.
- The different classes of fire and their meanings
- How to prevent the spread of fire
- Fire measures, drills, signage and fire detection to aid in the safe evacuation of a building
- Use of fire fighting equipment.

## TESTING AND MAINTENANCE OF FIRE SAFETY SYSTEMS

**The testing and maintenance detailed above will be recorded in the fire log book by the person undertaking the relevant test or audit. Chubb maintain our fire systems quarterly.**

Fire safety systems will be maintained in accordance with the following:

- Fire alarm systems will be tested by manual operation of a different fire alarm call point on a weekly basis.
- All emergency lighting units will be function tested on a monthly basis.
- All fire doors will be tested to ensure that they are not wedged open and to ensure they close firmly.
- All exit doors will be tested to ensure that they operate upon a single action and without the aid of a key.
- All portable firefighting equipment will be confirmed in their relevant positions according to the fire safety plan on a monthly basis.
- The fire alarm will be serviced by Chubb at suitable intervals in accordance with British standard 5839 part 1
- The emergency lighting will be serviced by a competent contractor at suitable intervals in accordance with British standard 5266 part 1.
- Portable firefighting equipment will be tested and serviced in accordance with the provisions of British standard 5306 part1. By Fire Stop Solutions annually.
- All repairs to active or passive fire safety equipment will be undertaken by competent persons.
- All automatic hold open devices will be tested on a weekly basis in association with the fire alarm tests.

The following fire safety related provisions will be subject to identification by suitable marking of individual units:

- All doors nominated as a fire exit have signage above
- Fire alarm call points and fire detectors.
- All fire doors
- Portable firefighting equipment

All portable electrical appliances will be subject to an annual Portable Appliance Test (PAT) and will be subject to suitable asset management.

All fixed electrical equipment will be subject to regular testing by a competent person in accordance with current IEE regulations this includes any lightning/earth facilities.

The filters and extraction provision in the cooker extraction unit will be cleaned by a competent contractor on a yearly basis and the unit itself will be maintained in accordance with the daily kitchen cleaning regime.

Only competent contractors will be engaged to undertake work on any fire related systems and any work that affects such systems will be documented in the fire safety log book so as to provide a clear audit trail.

## **MONITORING FIRE SAFETY ARRANGEMENTS:**

The arrangements detailed within the fire safety responsibilities and maintenance section above provides the framework for suitable monitoring of fire safety arrangements at the site. However, fire safety matters have an extremely dynamic element and all relevant information staff at the site become aware of, should be passed directly to the Site Manager in a timely fashion in order that it can be duly considered and acted upon within a suitable time frame.

## **PORTABLE FIREFIGHTING EQUIPMENT**

It is a fundamental aspect of this policy that pupils, visitors or staff will not seek to extinguish any fire which occurs at the premises unless it is necessary to evacuate. This position is underpinned by the fact that Holland House School will not seek to train staff to use firefighting equipment to fight a fire. It will merely make staff familiar with the type and use of the portable firefighting equipment provided. This position is based on the fact that relative safety in the premises (in case of a fire) will be available on all occasions without recourse to firefighting action by staff.

## **FIRE EMERGENCY PLAN**

It is recognised that the fire service do not undertake a functional role in evacuation of any occupants of premises and action of staff in the event of a fire must be to ensure that all pupils are able to move to a location of ultimate safety (outside and away from the premises) through the school gate and along the footpath, which is considered to be the designated fire assembly point. (This location should be varied in accordance with conditions that prevail at the time).

All visitors are presented with the fire and evacuation instructions, and are expected to evacuate the premises immediately the fire alarm operates.

The fire service will be called (999) via the telephone system whenever it is suspected that a fire has occurred.

### ***The fire emergency plan is based around the current fire alarm system at the site:***

The Fire Emergency Plan must be initiated whenever the fire alarm operates or a fire is suspected and continue in operation until all persons in the premises are safe from the effects of fire.

- Anyone discovering a fire should break a fire alarm call point and make their exit immediately from the building by the nearest fire exit route.
- All persons hearing the fire alarm should make their exit immediately from the building by the nearest fire exit route.
- If a fire is discovered or suspected the site manager (or other senior available person) must contact the fire service immediately via a 999 call. (If it is a false alarm activation persons

should be allowed back into the building and details of the cause of the alarm entered into the fire log book).

- All staff must assist the evacuation of the premises.
- Each part of the School has two fire evacuation routes.
- Each classroom has written emergency evacuation routes, highlighting the evacuation point.
- Those responsible for a class should ensure that the children leave quietly with no running. Paper registers are in each classroom and should be taken by the teacher.
- Staff must undertake a role call at the fire assembly location. The visitor's book, staff sign in/out book and pupil sign in/out book should be taken to the fire assembly point to assist with this.
- The fire service must be met at the site by the Site Manager. The fire service will be briefed immediately with the details of any persons believed to be missing and give the details of the location of the incident. The fire service will be directed to the nearest point of entry to the premises and provided any further assistance, as required.
- Once the fire service have confirmed that the fire has been extinguished/incident has been made safe the building can be re-occupied but only on the instructions of the site manager once he has liaised with the Headmistress to ensure all areas provide a safe environment.

## **DANGEROUS SUBSTANCES**

**To reduce risk, there are no dangerous substances stored in or near school teaching accommodation premises. Any dangerous substances are stored in designated areas and controlled in accordance with Dangerous Substances and Explosive Atmosphere Regulations which is based on minimum quantities being held and stored in suitable facilities.**

## **STATEMENT ON COVID-19**

In light of the COVID-19 pandemic, the School has updated its emergency fire routes. Our pupils are now standing behind their chairs at the sound of the fire buzzer, rather than lining up at the classroom doors. This is to encourage social distancing, however, in the event of a fire it is recognised that the evacuation of the building takes precedence.

## **POLICY REVIEW AND REVISION**

This fire safety policy and its addendums will be reviewed on an annual basis by the Site Manager and Headmistress with reference to specialist advice (if necessary) from an external Health & Safety advisor. Unless there is reason to believe they require more urgent amendment as a consequence of a fire risk assessment review, enforcement activity or other relevant information.

Following the review phase, the policy will be amended as necessary and reissued.

## **PROMULGATION OF THIS POLICY**

All staff/governors will be briefed (during governor, staff / team meetings and a record will be made of this fact), as soon as possible after it has been amended.

# **FIRE ROUTES – September 2020**

## **EXIT PROCEDURES FROM THE UPSTAIRS CLASSROOMS**

### **YEAR 2**

#### **Route A**

At the sound of the fire buzzer the children should stand, push their chair under the desk & wait for instruction from the teacher. The teacher, with a class list must lead the class down the internal stairs. When downstairs lead the class past YR & Y1 to the playground. Line up at the designated number written on the playground floor.

Once at the assembly point, Registers should be taken by the teacher using the printed class list. Teachers must bring this with them from the classroom and hand it to the school secretary once completed, informing her of any absent children so this can be confirmed.

#### **Route B**

At the sound of the fire buzzer the children should stand & push their chair under the desk & wait for instruction from the teacher. The teacher must lead the class. If the internal stairs are blocked the teacher will follow Y3 & Y4 down the main stairs to the playground. Once in the playground line up at the designated number written on the playground floor

Registers should be taken by the teacher using the printed class list. Teachers must bring this with them from the classroom and hand it to the school secretary once completed, informing her of any absent children so this can be confirmed.

### **ART / DRAMA / MUSIC ROOM**

#### **Route A**

At the sound of the fire buzzer the teacher will ask the children to stand up behind their chair. Once the teacher has a class list they must lead the class down the main stairs. (On the right-hand side) When entering the playground turn right & go down the stairs into the playground. The class is to be lined up at their designated number written on the playground floor.

Once at the assembly point, Registers should be taken by the teacher using the printed class list. Teachers must bring this with them from the classroom and hand it to the school secretary once completed, informing her of any absent children so this can be confirmed.

#### **Route B**

At the sound of the fire buzzer the teacher will ask the children to stand up behind their chair. The teacher must lead the class. If the main stair is blocked the teacher will follow years 5 & 6 through the ICT room & go down the inside stairs to the front door. The teacher will exit the school through the front door and lead the class to the School safe point, located at Windsor Avenue.

Registers should be taken by the teacher using the printed class list. Teachers must bring this with them from the classroom and hand it to the school secretary once completed, informing her of any absent children so this can be confirmed.

### **YEAR 3**

#### **Route A**

At the sound of the fire buzzer the children should stand, push their chair under the desk & wait for instruction from the teacher. The teacher must remind the last child to inform Year 4 that the whole class has gone. Once the teacher has a class list they must lead the class down the main stairs. (On the right-hand side) When entering the playground turn right & go down the stairs into the playground. The class is to be lined up at their designated number written on the playground floor.

Once at the assembly point, Registers should be taken by the teacher using the printed class list. Teachers must bring this with them from the classroom and hand it to the school secretary once completed, informing her of any absent children so this can be confirmed.

#### **Route B**

At the sound of the fire buzzer the children should stand, push their chair under the desk & wait for instruction from the teacher. The teacher must lead the class. If the main stair is blocked the teacher will follow years 5 & 6 through the ICT room & go down the inside stairs to the front door. The teacher will exit the school through the front door and lead the class to the School safe point, located at Windsor Avenue.

Registers should be taken by the teacher using the printed class list. Teachers must bring this with them from the classroom and hand it to the school secretary once completed, informing her of any absent children so this can be confirmed

### **YEAR 4**

#### **Route A**

At the sound of the fire buzzer the children should stand, push their chair under the desk & wait for instruction from the teacher. The teacher will then ask the class to follow Year 3 to the playground. The teacher will pick up a class list & follow the class checking Year 3, year 2 and Art / Drama/ Music room. The should line up at their designated number written on the playground floor.

Once at the assembly point, Registers should be taken by the teacher using the printed class list. Teachers must bring this with them from the classroom and hand it to the school secretary once completed, informing her of any absent children so this can be confirmed.

#### **Route B**

At the sound of the fire buzzer the children should stand, push their chair under the desk & wait for instruction from the teacher. The teacher will then ask the class to follow Year 3 through the ICT room & go down the inside stairs to the front door. Year 3 & 4 will exit the school through the front door and make their way to the School safe point, located at Windsor Avenue.

The teacher will follow the class checking Years 3, & Art / Drama/ Music room.

Registers should be taken by the teacher using the printed class list. Teachers must bring this with them from the classroom and hand it to the school secretary once completed, informing her of any absent children so this can be confirmed

## **ICT ROOM**

### **Route A**

At the sound of the fire buzzer the children should stand, push their chair under the desk & wait for instruction from the teacher. Once the teacher has a class list they must lead the class down the main stairs (On the left-hand side). When entering the playground turn left & walk along the slope into the playground. The class is to be lined up at their designated number written on the playground floor.

Once at the assembly point, Registers should be taken by the teacher using the printed class list. Teachers must bring this with them from the classroom and hand it to the school secretary once completed, informing her of any absent children so this can be confirmed.

### **Route B**

At the sound of the fire buzzer the children should stand, push their chair under the desk & wait for instruction from the teacher. If the main stairs are blocked the teacher will turn and go back through the ICT room to go down the inside stairs to the front door. Exit the school through the front door and make their way to the School safe point, located at Windsor Avenue.

Registers should be taken by the teacher using the printed class list. Teachers must bring this with them from the classroom and hand it to the school secretary once completed, informing her of any absent children so this can be confirmed

## **YEAR 5**

### **Route A**

At the sound of the fire buzzer the children should stand, push their chair under the desk & wait for instruction from the teacher. remind the last child to inform Year 6 that the whole class has evacuated the classroom. Once the teacher has a class list they must lead the class down the main stairs (On the left-hand side). When entering the playground turn left & walk along the slope into the playground. The class is to be lined up at their designated number written on the playground floor.

Once at the assembly point, Registers should be taken by the teacher using the printed class list. Teachers must bring this with them from the classroom and hand it to the school secretary once completed, informing her of any absent children so this can be confirmed.

## **Route B**

At the sound of the fire buzzer the children should stand, push their chair under the desk & wait for instruction from the teacher. The teacher must lead the class. If the main stairs are blocked the teacher will tell the years 6 teacher who will lead the class through the ICT room & down the front stairs to the front door. The teacher will exit the school through the front door and lead the class to the School safe point, located at Windsor Avenue.

Registers should be taken by the teacher using the printed class list. Teachers must bring this with them from the classroom and hand it to the school secretary once completed, informing her of any absent children so this can be confirmed

## **YEAR 6**

### **Route A**

At the sound of the fire buzzer the children should stand, push their chair under the desk & wait for instruction from the teacher. The teacher will then ask the class to follow Year 5 to the playground. The teacher will pick up a class list & check the ICT room & toilets. The teacher will then catch up with her class & follow to the playground. The class should line up at their designated number written on the playground floor.

Once at the assembly point, Registers should be taken by the teacher using the printed class list. Teachers must bring this with them from the classroom and hand it to the school secretary once completed, informing her of any absent children so this can be confirmed.

### **Route B**

At the sound of the fire buzzer the children should stand, push their chair under the desk & wait for instruction from the teacher. The class will follow year 5. If the main stairs are blocked the year 5 teacher will tell the years 6 teacher who will lead the class through the ICT room & down the front stairs to the front door. The teacher will exit the school through the front door and lead the class to the School safe point, located at Windsor Avenue.

Registers should be taken by the teacher using the printed class list. Teachers must bring this with them from the classroom and hand it to the school secretary once completed, informing her of any absent children so this can be confirmed

## **STAFFROOM**

If there are any members of staff in the staffroom when the fire buzzer sounds, they should make their way down the stairs and help Years 3 and 4 to exit the building.

When all the registers have been checked any missing child **must be reported immediately** to the Headmistress or Fire Marshall.

- The teachers must stay with their class at all times.
- No one should go back into the school until they have been told it is safe to do so.
- If it is necessary the playground gate will be opened and the teachers will lead their class down the street away from the School.

# **EXIT PROCEDURES FROM THE DOWNSTAIRS CLASSROOMS**

## **RECEPTION CLASSROOM**

### **Route A**

At the sound of the fire buzzer the children should stand, push their chair under the desk & wait for instruction from the teacher. The teacher can then take the class out through the fire exit door to the playground. Once at the assembly point, Registers should be taken by the teacher using the printed class list. Teachers must bring this with them from the classroom and hand it to the school secretary once completed, informing her of any absent children so this can be confirmed.

### **Route B**

At the sound of the fire buzzer the children should stand, push their chair under the desk & wait for instruction from the teacher. If for any reason their exit is blocked, the teacher will exit the school through the front door and lead the class to the School safe point, located at Windsor Avenue.

Registers should be taken by the teacher using the printed class list. Teachers must bring this with them from the classroom and hand it to the school secretary once completed, informing her of any absent children so this can be confirmed

## **YEAR 1 CLASSROOM**

### **Route A**

At the sound of the fire buzzer the children should stand, push their chair under the desk & wait for instruction from the teacher. The teacher can then take the class through the fire exit door to the playground. Once at the assembly point, Registers should be taken by the teacher using the printed class list. Teachers must bring this with them from the classroom and hand it to the school secretary once completed, informing her of any absent children so this can be confirmed.

### **Route B**

At the sound of the fire buzzer the children should stand, push their chair under the desk & wait for instruction from the teacher. If for any reason their exit is blocked, the teacher will exit the school through the front door and lead the class to the School safe point, located at Windsor Avenue.

Registers should be taken by the teacher using the printed class list. Teachers must bring this with them from the classroom and hand it to the school secretary once completed, informing her of any absent children so this can be confirmed

## **SCHOOL OFFICES**

At the sound of the fire buzzer leave the Office remembering to collect the hands free phone. Make your way to the playground via the main entrance. On-route to the Main Entrance staff should check the toilets, YR and Year 1 classrooms to ensure all pupils are evacuated.

If for any reason you can't get to the playground, exit the school through the front door and make your way to the safe area at Windsor Avenue.

## **WAITING AREA / SECRETARY**

At the sound of the fire buzzer leave the waiting area, collect all the signing in books and make your way to the playground via the main entrance. On-route to the Main Entrance staff should check the toilets, YR and Year 1 classrooms to ensure all pupils are evacuated.

If for any reason you can't get to the playground, exit the school through the front door and make your way to the safe area at Windsor Avenue.

## **KITCHEN**

At the sound of the fire buzzer, close the serving shutter, turn off all the appliances that may be on and leave the kitchen via the Fire Exit. If appropriate, please assist any teachers in the School Hall to evacuate the children.

## **FIRST-AID**

### **Route A**

At the sound of the fire buzzer leave the first-aid room via the children's entrance, check the boys toilets then make your way to the assembly point. Making sure you take any first aid you might need.

### **Route B**

If for any reason you can't get to the playground, exit the school through the front door and make your way to the safe area at Windsor Avenue.

## **SCHOOL HALL**

### **Route A**

At the sound of the fire buzzer the teacher will ask the children to line up at the Fire Exit door. This is located at the back of the Hall leading directly onto the playground. Once the teacher has a class list they can then lead the children to the Assembly Point. Kitchen staff will assist with evacuation.

### **Route B**

At the sound of the fire buzzer the teacher will ask the children to line up at the door leading to the library. The teacher will take the class through the library and exit the school through the front door and lead the class to the School safe point, located at Windsor Avenue.

Registers should be taken by the teacher using the printed class list. Teachers must bring this with them from the classroom and hand it to the school secretary once completed, informing her of any absent children so this can be confirmed.

## **PLAYGROUND**

At the sound of the fire buzzer the teacher and staff on duty will ask the children to line up at the Assembly Point area. The teacher and staff on duty should stay with the children in the playground until each Form Teacher has arrived to take charge of their class & take a register. No one is permitted to enter the School building, even to retrieve a child as the staff inside the building will check the site is clear.

## **SCHOOL LIBRARY**

### **Route A**

At the sound of the fire buzzer the teacher will ask the class to line up at the Fire Exit door leading to the school hall. The teacher will then take the class through the hall to the playground. When in the playground at the assembly the teacher should use the class list to take the register.

### **Route B**

At the sound of the fire buzzer the teacher will take ask the class to line up at the door leading to the waiting area. The teacher will exit the school through the front door and lead the class to the School safe point, located at Windsor Avenue.

Registers should be taken by the teacher using the printed class list. Teachers must bring this with them from the classroom and hand it to the school secretary once completed, informing her of any absent children so this can be confirmed.

When all the registers have been checked any missing child **must be reported immediately** to the Headmistress or Fire Marshall.

- The teachers must stay with their class at all times.
- No one should go back into the school until they have been told it is safe to do so.
- If it is necessary the playground gate will be opened and the teachers will lead their class down the street away from the School.