

London Borough of Richmond Upon Thames  
Civic Centre,  
44 York St,  
Twickenham  
TW1 3BZ



12<sup>th</sup> July 2024

**Our Reference: 12123/CW/HL**

## **REASONABLE EXCEPTION STATEMENT**

**Ref: Full Planning Application for The Governors of Nelson Primary School, Nelson Road, Twickenham TW2 7BU**

This statement has been prepared on behalf of the client as supporting information for the full planning application at Nelson Primary School, Twickenham.

The proposal comprises alterations to enhance the existing entrance to the school car park, providing new pedestrian and vehicular access gates. The proposed entrance meets the highest standards of fire safety and is proportionate to the development, as stated in the London Plan policy D12(A). The proposal will have no detrimental impact on the existing fire strategy or evacuation plan and will fully comply with the latest building regulations.

A fire strategy plan has been provided by Nelson Primary School (please see documents below) showing evidence that all evacuation and assembly points are situated to the rear of the school and the proposal situated in front of the school does not affect the criteria set out in the London Plan policy D12(A) and D5.

### **1. Identify suitably positioned unobstructed outside space for:**

#### **a. Fire Appliance Positions.**

The proposed vehicular and pedestrian entrances have no impact on existing outside spaces with regards to fire appliance positions and are therefore unchanged as part of the proposal.

#### **b. Appropriate for use as an evacuation assembly point.**

The proposal has no impact towards the evacuation assembly points and/ or evacuation plan.

**2. Are designed to incorporate appropriate features which reduce the risk to life and the risk of serious injury in the event of a fire; including appropriate fire alarm systems and passive and active fire safety measures.**

The proposed vehicular and pedestrian entrances do not effect the existing fire alarm system within the school, as alterations are to the boundary of the school car park.

**3. Are constructed in an appropriate way to minimise the risk of fire spread.**

The proposed entrances will be constructed in an appropriate way to minimise the risk of fire spread; fully complying with latest building regulations. The proposal will not incorporate combustible materials.

**4. Provide suitable and convenient means of escape, and associated evacuation strategy for all building users.**

No changes will be made to the existing means of escape and/ or evacuation strategy as part of the proposal.

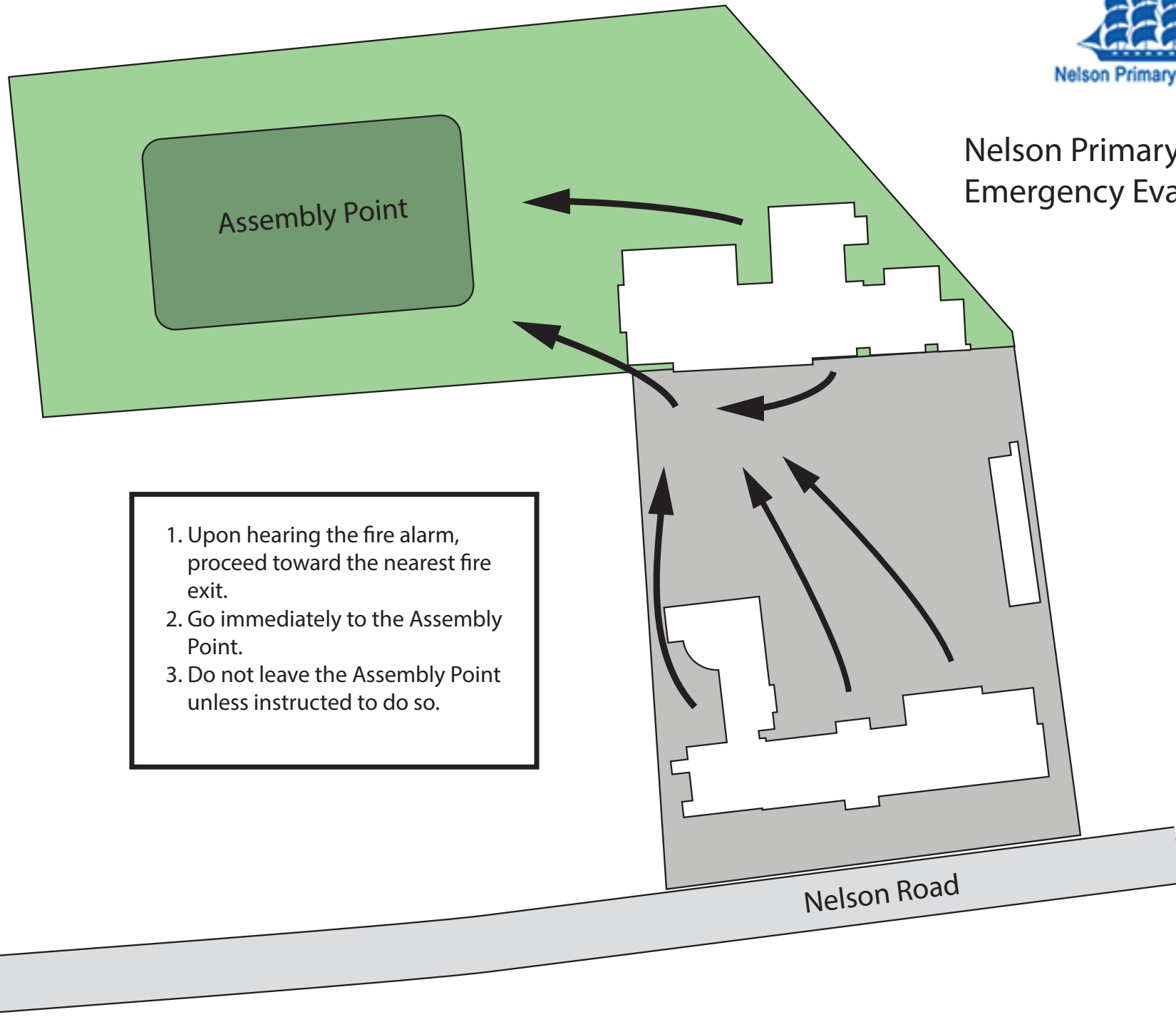
**5. Develop a robust strategy for evacuation which can be periodically updated and published, and which all building users can have confidence in.**

The proposed vehicular and pedestrian entrances do not increase the number of users at the school. Therefore, there are no changes to the evacuation strategy.

**6. Provide suitable access and equipment for firefighting which is appropriate for the size and use of the development.**

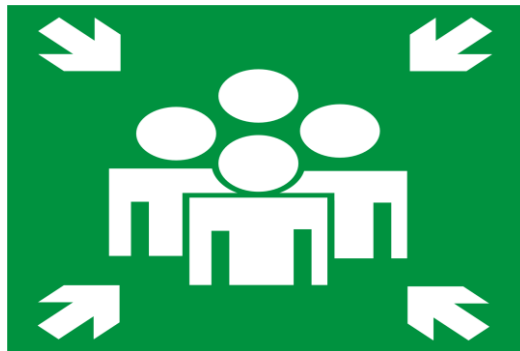
The proposed entrances have no impact on existing access and equipment for firefighting, as the proposed vehicular entrance is situated in the same position as the existing.

## Nelson Primary School Emergency Evacuation Routes



1. Upon hearing the fire alarm, proceed toward the nearest fire exit.
2. Go immediately to the Assembly Point.
3. Do not leave the Assembly Point unless instructed to do so.

# NPS SCHOOL FIRE MARSHAL INFORMATION



## Contents.

The scope of the fire evacuation and the role of the fire marshal.
Fire triangle and Classifications
The building fire control systems.
Types of extinguishers
Fire refuge explained.
The 3 types of fire alarm activation
Questions and notes
Fire exit route map.

**REMEMBER:**

**No one expects you to do anything which will put you at risk.**

**Your priority is ALWAYS to get out of the building safely.**

**It would be greatly appreciated if you could continue to act as Fire Marshal once safely out of the building encouraging people to the Assembly Point.**

**The scope of the fire evacuation and the role of the fire marshal.**

1. Fire Marshal should be appointed for each area of the building. In some cases, due to the complexity of the building, it may be necessary to have more than one Fire Marshal. In the event of a fire, the Fire Marshals are responsible for ensuring that their areas are evacuated; on completion of this task the Fire Marshal reports that their area is clear to the Fire Marshal Coordinator who is overall in-charge and positioned at the Fire Assembly Point.
  
1. It should be stressed that no one in the building should delay their evacuation pending instructions from a Fire Marshal. The absence of Fire Marshal should have no effect on the evacuation, but could affect the reliability of information that is passed on to the fire marshal coordinator and Fire service.
  
2. To be effective Fire Marshal we must react immediately and be authoritative when getting people to leave. A systematic sweep of the building must include all areas that are open and accessible to occupants, which includes toilets. And must ensure that there assigned area is completely clear. When carrying out the sweep, doors and windows should be closed - this is to prevent the spread of fire throughout the building and aid fire-fighters who may have to enter and deal with the fire. Persons encountering mobility problems support may have to be left in a fire refuge till fire service can evacuate them. Above all, Fire Marshalls must remain vigilant at all times and on no account place themselves in any Danger; if a fire is discovered the alarm should be raised and evacuation started, only then show fighting the fire correct fire extinguisher should be attempted.
  
3. Once a fire marshal has completed there areas sweep and has exited the building they must proceeded and report to the fire marshal controller.

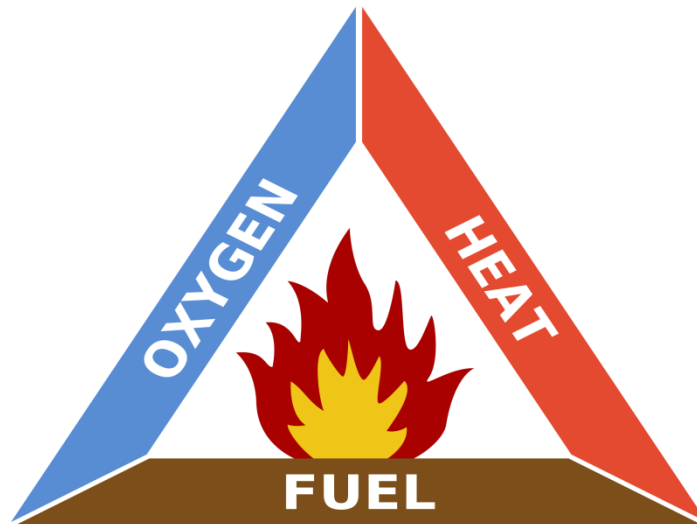
➤ 1. There assigned area is clear or not.

➤ 2. Any information with regards fire location and size.

4. Our buildings have Fire Protection measures installed; these include Fire Doors, Fire Extinguishers, Fire Blankets Fire Alarms, Emergency Lighting, Sprinkler Systems and refuge areas. Fire Protection measures are maintained at **ALL** times and it is the responsibility of the premises team to

ensure they remain in good working order and are not tampered with i.e. doors propped open, extinguishers removed and that fire alarms are sounding properly. If the Fire Protection measures are found defective, then it must be reported immediately to the Premises team.

Fire triangle and Fire Classifications.



Oxygen, heat, and fuel are frequently referred to as the "fire triangle." Add in the fourth element, the chemical reaction, and you actually have a fire "tetrahedron." The important thing to remember is: take any of these four things away, and you will not have a fire or the fire will be extinguished.



**Class A** fire risks such as wood, paper, material and cloth

**Class B** fire risks - flammable liquids such as petrol, spirits and diesel.

**Class C** for flammable gas

**Class D** for fires involving metals such as aluminium, magnesium, titanium etc

**Electrical Hazards** - For fires involving Electrical equipment.

**Class F** - For fires involving cooking oil & fat etc.

The building fire control systems.

The school buildings all have from protection systems built in; these include fire doors, fire extinguishers, fire blankets, fire resistant refuge areas, emergency lighting, service cut offs and a zoned auto sprinkler system..





- Internal fire doors will automatically release. (To prevent spread of fire and smoke.
- Gas, electrical, water and air handling units will shut down.
- The building fire panel will also automatically notify the fire service.
- Fire blanket to be used on persons who are on fire.

### Types of extinguishers

There are 7 types which have standardized colours.

Water
Dry powder
AFFF Foam
Co2
Vaporising liquid
Wet chemical
Halon. Now banned

In these building we have 4 types.

Fire Extinguisher Type and Usage		Type of Fire				
Colour	Type	Solids (wood, paper, cloth, etc.)	Flammable Liquids	Flammable Gasses	Electrical Equipment	Cooking Oils & Fats
	Water	✓ Yes	⊘ No	⊘ No	⊘ No	⊘ No
	Foam	✓ Yes	✓ Yes	⊘ No	⊘ No	✓ Yes
	Dry Powder	✓ Yes	✓ Yes	✓ Yes	✓ Yes	⊘ No
	Carbon Dioxide (CO <sup>2</sup> )	⊘ No	✓ Yes	⊘ No	✓ Yes	✓ Yes

We shall take a closer look at these later.

### The 3 types of fire alarm activation

**Type 1-** some one deliberately sets off the alarm with no fire. A full evacuation will take place.

**Green type 2-** This is a planed drill. Fire marshals will be made aware ahead of time. (A full evacuation will take place and the fire service is not called, and we may return to the building after the premises team reset the control systems.



**Red type 3-** this is live alarm activation. A full evacuation will take place. The fire service are automatically be notified. (Should we not be allowed to re-enter the building the leadership team will advise how the students will be dismissed.





- **After any evacuation we welcome all constructive feedback which will assist in the refining the process. Please Email premises manager.**

Question and Notes	
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## NPS FIRE EVACUATION DRILL GREEN.

1

- Fire alarm is activated. **(IN TEST MODE/ MONITORING WILL HAVE BEEN STOODOWN)**
- Start evacuation of all persons from the buildings.
- All persons are to be directed towards the Astro turf once out of the building.
- Premises team will follow their duties list.

2

- Fire Marshall start clearing rooms and moving people towards the closest fire exit.
- When reaching the assembly point the Fire Marshall must report to the Fire Marshall Coordinator and inform them that their assigned area is clear.

3

- Signs in the astro turf will show where forms will line up to be checked by tutor.
- Staff and visitors will meet in the assembly point and will also be checked off.

4

- Other than the Premises Team no persons must be allowed to leave the assembly.
- Fire Marshall Coordinator will receive all information from teachers, admin/reception.

5

- At the time the Fire Marshall Coordinator informs the Premises team all persons are accounted for, the alarms will be silenced.
- The Fire Marshall Coordinator / leadership team will address the school on the astro turf that this was a drill. And that it is safe to return into the building. ( please use normal entrances, not fire exits.

6

- Premises team will start resetting systems throughout the building.
- Fire Coordinator will hand fire file to Premises Manager so reset lists can be completed.

7

- All staff are reminded to email Premises with any ideas for improvement of the system.
- All feedback is welcomed .

8

- Premises manager to check systems and items are all in place and ready for next activation.
- Premises Manager to feed back to leadership team.

## NPS LIVE FIRE EVACUATION RED

1

- Fire alarm is activated. ( THE FIRE SERVICE WILL AUTOMATICALLY BE CALLED VIA MONITORING SERVICE.)
- Start evacuation of all persons from the buildings.
- All persons are to be directed towards the assembly point once out of the building.
- Premises Team will follow their duties list.

2

- Fire Marshall start clearing rooms and moving people towards the closest fire exit.
- When reaching the assembly point each Fire Marshall must report to the Fire Marshall Coordinator and inform that their assigned area is clear.
- Note:- Names and Location of any persons who remain in refuge.

3

- Signs in the assembly point will show where forms will line up to be checked by tutor.
- Staff and visitors will meet in the front corner of the astro turf and will also be checked off.

4

- Other than the Premises Team no persons must be allowed leave the assembly point.
- Fire Marshall Coordinator will receive all information from teachers, admin/reception.

5

- At the time the Fire Marshall Coordinator informs the Premises Team that all persons are accounted for, the alarms will be may silenced.
- The fire Marshall Coordinator / leadership team will address the school on the astro turf that this is not a drill and that they must await further instructions.

6

- Fire service to be met by Premises team and told about any missing persons, refuge persons, and the location and nature of the fire.
- They will be directed to entrances.
- The fire service will assume control of the building.

7

- All persons will remain on the assembly point, unless instructed to leave by Fire Marshall Coordinator. If the building is not going to be made safe for that day the leadership team will take steps to release students to leave the site.
- Remote access to network will be used to notify parents that site evacuation has been necessary and that students have been dismissed.

8

- If building is handed back to the Head or the Premises Manager then all students and personnel will be instructed to re-enter the buildings, via main entrances not the Fire Exits.
- Premises Team will start the re-securing and resetting of the building control systems and checking all is in working order.

9

- Leadership Team and Premises Manager to meet with Fire service.

10

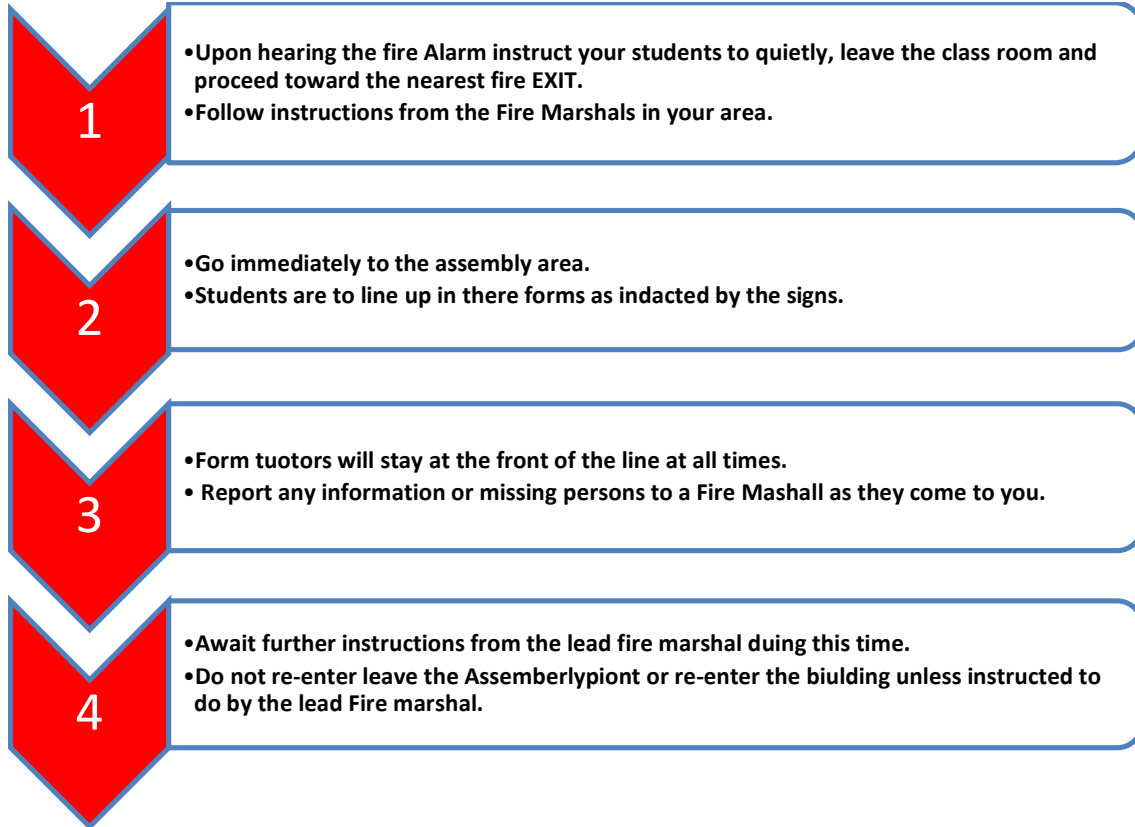
- All feedback is welcome and will be used to improve the evacuation process. (email the Premises Manager)

# Staff Fire Actions

**1. Sound the alarm.**

**2. Leave the building by the nearest exit.**

**3. Report to the assembly point.**



**Use exit closest to you.**

**Do not delay your exit to collect belongings.**

**Ensure students do not run and remain quiet.**

**Do not attempt extinguish / fight if you are guiding students to an exit.**

**If instructed to re-entering the building only use the main entrance( not fire exits)**

For further information email the Premises Manger.

## NPS Fire evacuation information for all staff

### Raising the alarm

If you discover a fire you raise the alarm by pushing the red fire alarm button.



This will sound the alarm in all areas in both buildings.

**Note.** Even if there is a false or accidentally activated alarm a full evacuation will still take place.

### The alarm .

- Due to the alarm system being a very large circuit it can take up to 10 to 15 seconds from the point of activation for the signal to reach every room.
- If the alarm is going to be tested there will be a PA announcement. Explaining the system will be tested and not to be evacuated unless informed otherwise, tests are during the holidays on each Wednesday Morning (0700-0800hrs) [REDACTED] to confirm.

### Front Exit doors.

During a fire drill the green release button next to the door will need to be pushed in order to release the door before pushing the bar. Front reception door.

