



## FIRE POLICY

(Updated and Ratified by the Governing Body July 2021)

Policy reviewed, updated and ratified by the GB:	July 21
Date of next review:	July 24

The school's absolute priority is to ensure that there is no risk to life in the event of a fire. Making staff fully aware of the required response to the sound of the fire alarm forms part of their induction programme together with specific responsibilities allocated.

### **Fire Precaution Procedures**

All staff and visitors are advised of the school's fire procedure on arrival and comply with the school's procedures. A briefing sheet will be provided on the first day at the school explaining Fire Emergency Evacuation Procedures. Visitors will need to read this briefing document.

The site is designated a non-smoking area.

The fire alarm will be tested for approximately 10-15 seconds after school every Friday during term-time by the premises staff. If it continues longer, staff must follow evacuation procedures. The alarm is a continuous electronic sound, different to the school bell that signals change of lessons. Fire drills will be held termly without advance warning. Access routes must be kept free from any obstructions at all times. Fire exit routes will be inspected regularly and any items obstructing them will be removed.

#### Specific Requirements:

- Stairways and fire exit doors must never be obstructed or prevented from being opened
- Rubbish and combustible waste must not be allowed to accumulate in laboratories, workshops, practical rooms, boiler rooms and storage areas or passageways
- In laboratories and workshops DES Safety Series must be applied
- No hazardous experiments should be conducted near doorways
- Storage of flammable liquids must be limited to prevailing guidelines
- Electrical office equipment should be switched off at the end of each day
- Wiring should only be undertaken by a qualified electrician
- Cables should be as short as possible for the purpose required
- Fuses may only be replaced with others of the appropriate rating

#### Fire Emergency Preparedness

Fire drill instructions for students are read out at the first assembly each term and a copy clearly visible in each classroom.

Be familiar with fire points and emergency exits on each floor.

Ensure no item obstructs any fire exit in the classroom.

Fire alarms should only be used for evacuation procedures; you should respond immediately on hearing one whatever the time of day.

### **Fire Emergency Evacuation Procedures**

#### *Discovering a Fire*

If you discover a fire, or one is reported to you, operate the fire alarm immediately.

Premises staff will immediately locate the location of the alarm release and confirm to the Duty Manager whether or not there is a requirement for the Fire Brigade to be called.

A member of Premises staff to be available in Reception to check the fire point and make themselves aware of the fire location.

No attempt should be made to fight the fire unless the student's safety has been assured.

Premises to contact the Headteacher to inform of the details and dial 999 when instructed to do so by the Headteacher/Duty Manager (member of LG on duty for that day).

If the fire is real, then the Duty Manager/Headteacher will either ask Premises to call 999 immediately or call 999 themselves.

### Getting to Safety

All staff, visitors, guests, contractors and casual staff should ensure that on hearing the fire alarm they leave the building by the most direct route and go directly to the Fire Evacuation Area (FEA).

Teachers' first duty in the event of a fire is to attend to the safety of students in their care.

HOYs/pastoral staff will immediately remove the students in their care to the evacuation point.

Students should not pack away.

Do not collect personal belongings.

Do not use the lifts

Escort students to the Fire Evacuation Area (FEA) (MUGA/Multi Use Games Area) using the most direct route.

- Remember that you are responsible for your students.
- Ensure that they leave the building with you and remain with you until they are in the FEA and can join their form tutor.

Move quickly away from the building, leaving the exits clear for others to vacate the premises after you.

Doors should be closed behind you but not locked.

Do not re-enter the building until instructed to do so by the Duty Manager/Headteacher.

### Student / Staff checking

The Attendance Administrator will print up to date student registers and take them from the School Office and meet the staff in the FEA at their specific points. They will distribute the registers to form tutors so all students can be accounted for.

Registers need to be returned to the attendance administrator once the all clear has been confirmed.

The Receptionist will bring all signing in/out paperwork, staff lists and the staff cover sheet to the FEA to make sure all staff, visitors, guests, contractors and casual staff can be accounted for.

The AHT will check off the teaching staff, the Office Manager will check the support staff and visitors making sure that they are all accounted for.

If the alarm is false, then the premises staff will silence the alarm to allow staff and students to return to class once the Duty Manager / Headteacher has given the 'all clear'. They will then reset the alarms.

### *Specific Duties:*

- a. HODs to take responsibility for their area, including checking toilets
- b. Attendance Administrator to update student lists daily / print registers and place them in main office. If possible, the Attendance Officer will print up to the minute student registers when the alarm sounds and bring one or the other of these registers to the muster point for form tutors
- c. Office Manager to update staff lists and Cover sheets daily and place in main office to allow transfer to FEA
- d. Receptionist to take visitor, staff lists and Cover sheets to FEA
- e. At FEA:
  - o AHT to check off teachers from the teacher list
  - o Form Tutors to check off students from their form group lists
  - o Office manager to check off support staff, visitors, guests and contractors from the support staff list and signing in book.
  - o DHT /AHT/ HOY to oversee students
  - o Premises Staff to check alarm
  - o Premises Staff to check for the fire and report to the Duty Manager / Headteacher
  - o Premises / Duty Manager / Headteacher to dial 999 if needed

### **Wheelchair Evacuation**

On hearing the Fire Alarm any person in a wheelchair should go to the nearest Refuge Point accompanied by a member of the teaching staff.

The class teacher should direct their students to follow other classes to the designated Evacuation area whilst waiting for the designated staff with the wheelchair user at the Refuge Point. The Designated staff will have to go through EVAC Chair training every 3 years.

Once the designated staff have reached your position the member of teaching staff to go directly to the designated Evacuation Area.

Designated staff will then use the EVAC CHAIR to evacuate any person out of the building and to the Evacuation Area.

### **Refuge Points**

North Stair – Exterior – First Floor and Second Floor  
 East Stair – Interior - First Floor and Second Floor  
 West Stair – Interior - First Floor and Second Floor

### **Refuge Call Point**

On reaching the Refuge Point, the Refuge Call Point should be pressed. This will alert Premises staff in the Administration area to your position. The Call Point will be answered so that you can be reassured that someone will come to you immediately.

### **Outside of Normal School Hours**

- o Outside of normal school hours, the most senior member of staff on the site will take responsibility for the fire evacuation procedures
- o The general principles outlined above will apply and it will be that member of staff's responsibility to ensure that all persons on site are accounted for
- o Outside of these hours and days, each teacher on site will be responsible for the students/staff/visitors under their particular care on that particular day and should follow the same general principles. Each teacher/non-teaching staff member is personally responsible for their own safety and wellbeing out of school hours

- It is therefore essential that the “non-term time” register be signed by all those attending at the school on weekends, holidays and summer school when LG staff may not be present. This register will be kept at the entrance to the school being used for that activity. Staff with queries should address them to the school’s Premises Manager.

### During Examinations

In the event of a fire alarm interrupting examinations, the following will apply:

#### **Internal Examinations**

- Evacuate to the FEA as normal
- Return to the examination when informed it is safe to do so

#### **External Examinations**

- Escape from the area being used to hold examinations via the appropriate exits and then move quickly and in silence to the FEA
- Assemble on the FEA near to the designated point for register check by the Examinations Officer
- Return to the examinations only when the Duty Manager (member of LG on duty that day) confirms that it is safe to do so



#### **North Stair - First Floor & Second Floor – Call Point**

(This point will need to be opened – use the lever)



#### **East Stair – First Floor & Second Floor – Call Point**



#### **West Stair – First Floor & Second Floor – Call Point**

### **Fire Policy Action Points**

Action	Responsibility
--------	----------------

Ensure awareness of fire procedures within induction programme	Headteacher (teaching staff) Line Manager (non-teaching staff)
Reporting concerns or deficiencies with equipment and or procedure to Schools H&S Officer/Premises Dept.	All staff
Ensure proper maintenance of fire safety equipment and systems	Premises Manager
Report concerns or deficiencies with equipment and/or procedures to Schools H&S Officer/Premises Manager.	All staff
Provide all visitors and staff with fire procedures information sheet /ensure they have read the procedures	Member of admin team on reception duty
Test the fire alarm weekly	Premises staff
Conduct termly fire drills	HT / Premises Manager
Keep access routes free	All staff
Inspect fire exit routes regularly	Premises staff
Read out fire drill instructions to students at start of each term	Headteacher/ DH Pastoral / HOY
Ensure fire procedures posted in each classroom	Premises Manager
Ensure familiarity with fire points and emergency exits	All staff
Ensure no items obstruct fire exits in classrooms	Classroom teachers
Respond to any sounding of the fire alarm	All staff
Fire wardens	HODs to take responsibility for their area, including checking toilets
Make staff and student registers available at muster point	Attendance Coordinator to update student lists daily / print registers and place in main office to allow transfer to FEA. Attendance Coordinator needs to email teachers/LSAs if any of disabled students sick for the day. Office Manager to update staff lists daily and place in main office to allow transfer to FEA
At the FEA: Mark off Teacher list Mark off Support Staff List Oversee Students	AHT Head's PA /Office Manager DHT/ AHT / HOYs
Make teacher, visitor and casual staff lists available at muster point and mark attendance	Receptionist
Check Alarm	Premises staff
Check for the Fire and report via radio to the Duty Manager/Headteacher	Premises staff

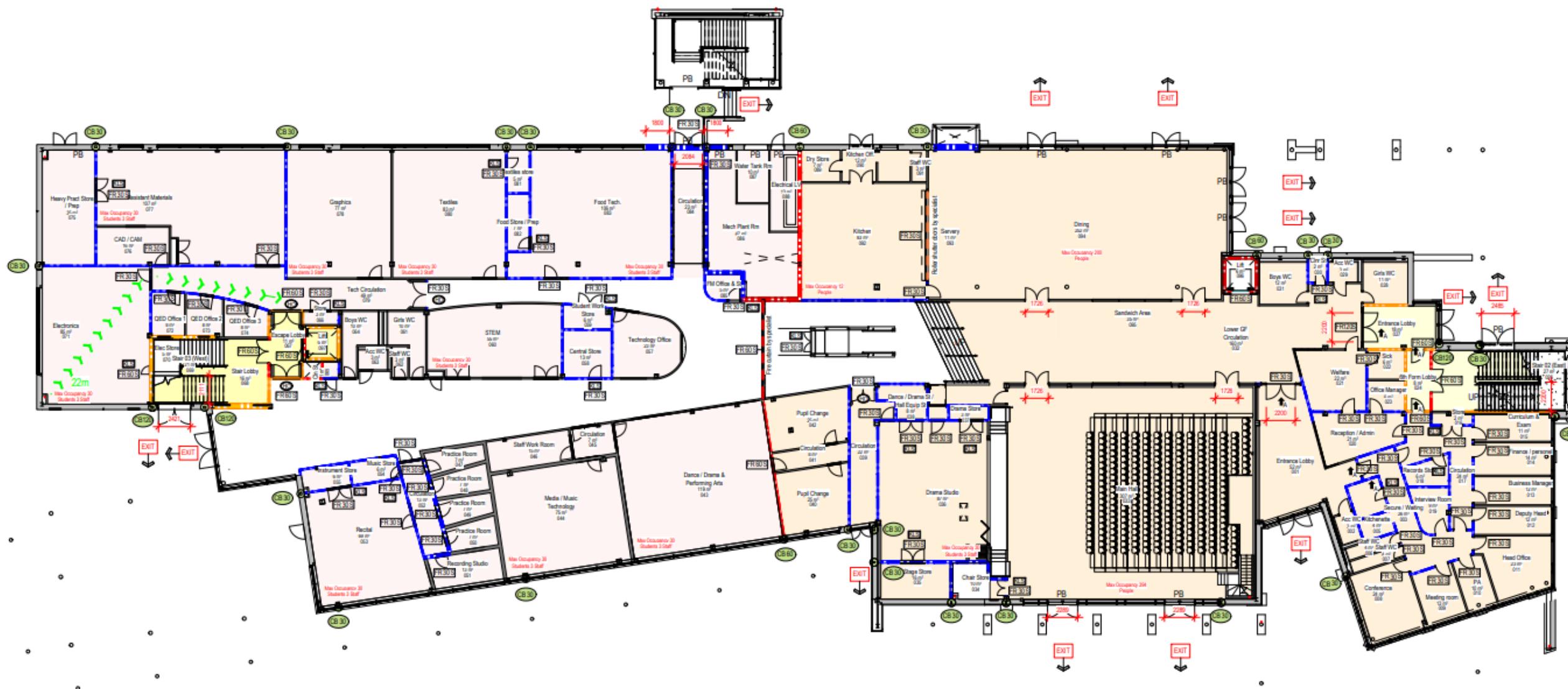
## Appendix 1

**Fire Evacuation Area (FEA) = MUGA/Multi Use Games Area  
(Where to be on the MUGA in case of fire)**



## Appendix 2

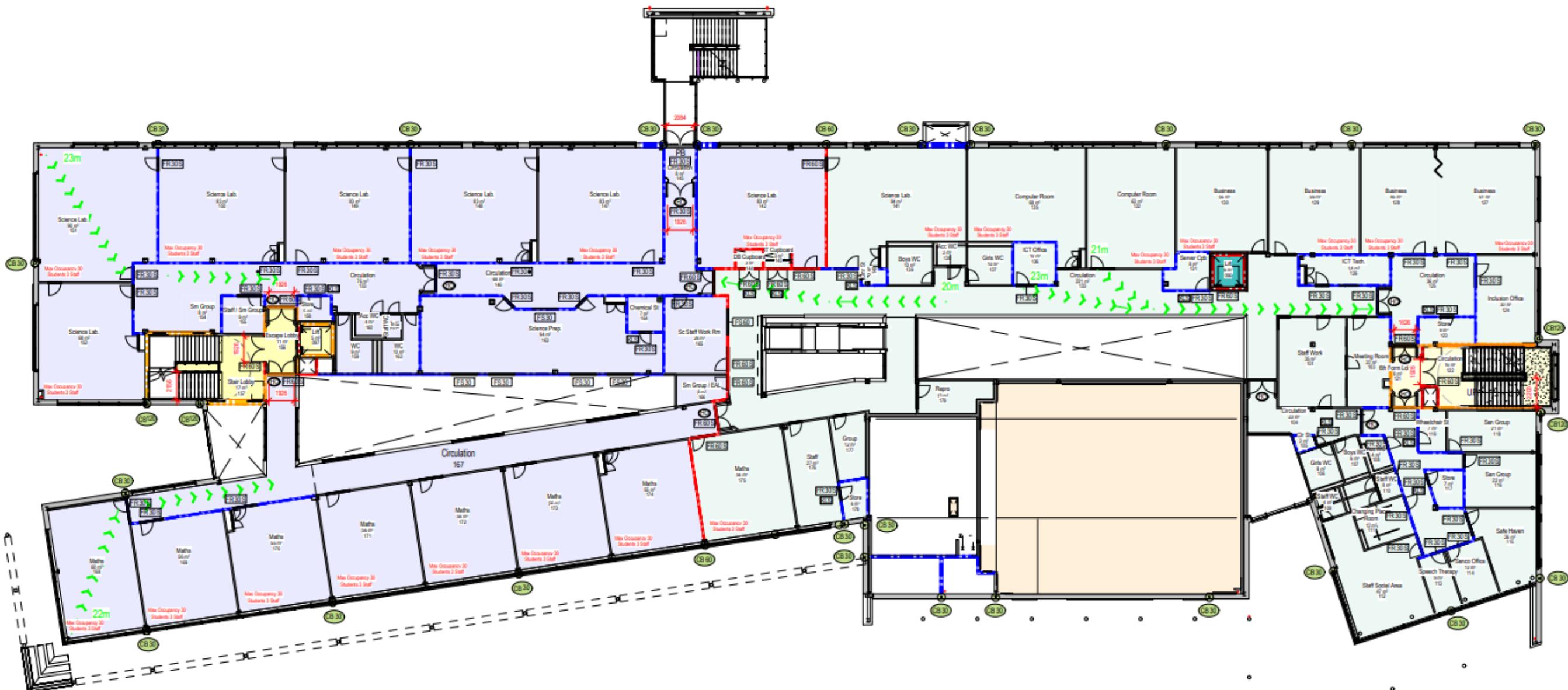
## **Fire Strategy Plan: Ground Floor**



**1** Fire Strategy Plan: Ground Floor Plan  
1 : 200

## **Appendix 3**

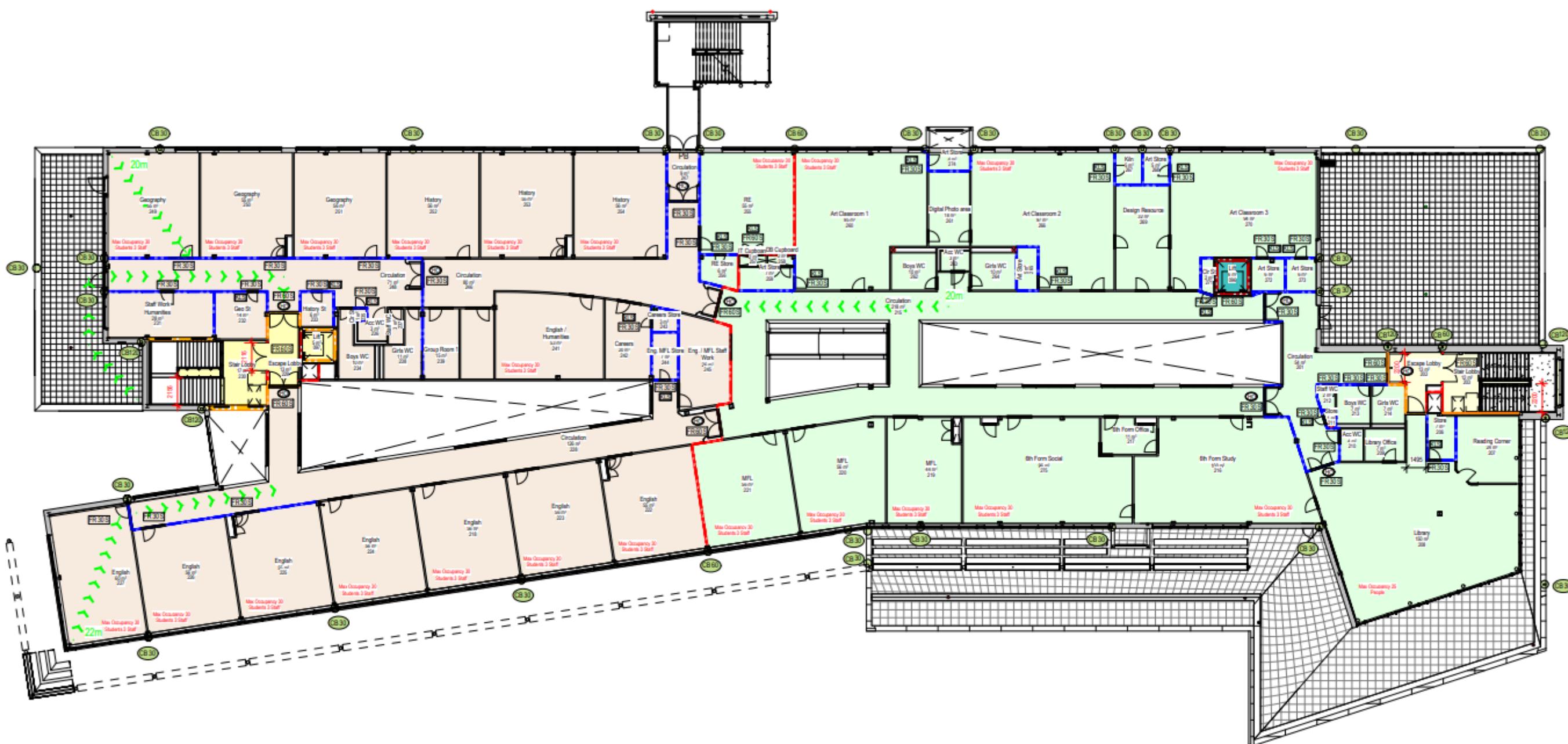
## **Fire Strategy Plan: First Floor**



## **1 Fire Strategy Plan: First Floor Plan**

## Appendix 4

Fire Strategy Plan: Second Floor



## 1 Fire Strategy Plan: Second Floor Plan

## Appendix 5

### Fire Strategy Plan: Sports Building

