

Fire Safety Policy & Emergency Evacuation Procedures

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1. Emergency Evacuation Procedures

On the alarm being activated, the following procedures will apply:

Phase one:

- The alarm will continue to sound whilst the building is evacuated in silence.
- Lessons should stop immediately, and full evacuation as detailed below (phase two) applies.

Phase two:

- Staff with roles defined in **Appendix B** react appropriately.
- All staff teaching classes direct / accompany pupils to evacuate, **IN SILENCE**, via the nearest exit and follow the evacuation route to the assembly point in the Playground.
- Bags and coats should be left in the classrooms, except during evacuations after lunch. In the event of a P5 evacuation, bags may be taken if it is safe to do so without delay.
- Pupils are required to line up in PD groups, in silence.
- Paper registers will be distributed by the Attendance Officer and PD teachers should complete the roll call of pupils. Completed registers should then be immediately returned to the Attendance Officer by the PSA attached to the year group.
- Staff absences are collated by the HR Manager who maintains a master register of staff and is located on the steps outside the Playground.
- PD teachers report to their Heads of Year.
- Heads of Year immediately register PD teachers and, if any are absent, designate an available member of the Year Team to register students in their place.
- Pastoral Support Staff register with the year group they are attached to, and absences are reported to the HR Manager.
- All support staff report to their Heads of Department to be registered and absences are reported to the HR Manager.
- Visitors should report to the Office Manager at the Visitor muster point.
- All catering staff to report to the Catering Manager and line up with KS3. The Catering Manager should report any absences to Head of Operations & Finance
- Designated fire marshals must report to the Head of Operations & Finance that their area of the building is clear.
- We aim to achieve full evacuation in under 4 minutes. Roll call should equally be completed within 5 minutes.
- Re-entry to the building is only permitted once the Principal has confirmed the all-clear.

2 Fire Safety Policy

- a) The entire Academy building is subject to an automatically triggered sprinkler system. This system is designed to activate in the area of the fire only. In view of the sprinkler system, reliance on remedial fire-fighting equipment such as extinguishers and fire blankets are significantly reduced.
- b) Considering the existence of the sprinkler system, specific training in the use of fire extinguishers is being arranged for the Fire Marshalls in addition to the Academy's fire marshals being required to direct occupants to exits in the event of an evacuation.
- c) Fire Extinguishers and Fire Blankets are kept in strategic places throughout the Academy (see **Appendix A**). These are clearly marked, regularly maintained, and checked weekly. All maintenance and weekly checks are recorded in the appropriate Fire Log and signed by the person who made the check. Any fire extinguisher used will immediately be refilled.
- d) Fire alarms are checked weekly. A record of each check is made on the PPM schedule.
- e) Each room has instructions for pupils and staff evacuation and a map showing evacuation routes and assembly points clearly displayed. These instructions are reviewed annually.
- f) All fire exits and evacuation routes are clearly labeled and means of opening the doors in an emergency are clearly shown.
- g) Evacuation routes are checked regularly to ensure that they remain free of obstruction.
- h) Unannounced fire drills are held each term. These may contain obstacles placed in the way of evacuation routes. Pupils may also be held back in order to test the accuracy of register taking at the muster point. Feedback to staff and pupils will be given at the next briefing or assembly.
- i) All staff will be given training in fire safety procedures at least once a year. Pupils will regularly be reminded about fire evacuation procedures and all official meetings will begin with the presenter pointing out the evacuation routes and assembly points
- j) A Fire Logbook is maintained by the Premises and Facilities Manager. All checks, drills and evacuations are recorded in this book. Every fire incident is also recorded.
- k) Staff designated official fire marshals are given updated awareness training every year. Their names are detailed in **Appendix B**.
- l) Staff who discovers a fire will alert the Academy by setting off the fire alarm.
- m) In the event of any evacuation, designated floor Marshalls should check all toilets and any other area where pupils may congregate out of class. All other non-teaching staff should continue to clear their immediate areas of occupation ensuring pupils evacuate quickly and in silence.
- n) During a fire evacuation, all connecting doors should be closed after pupils and staff have passed through them.
- o) If smoke is seen coming from a room, the door into that room should not be opened by staff or pupils.
- p) In the event of a fire alert, ALL staff in the buildings, including office and kitchen staff, must evacuate and report to the Assembly area.
- q) A roll call of staff and pupils should be taken at the first opportunity (see Procedures).
- r) All staff with an upward reporting responsibility should designate a second member of staff (deputy) who will register and report in their absence. Inform the HR Manager and own team of who this person is.
- s) All staff should become aware of who their main report and deputy is.
- t) All non-classroom staff report to their Heads of Department to be registered and absences are reported to the HR Manager
- u) No one shall re-enter the buildings until it is declared safe to do so.
- v) A book in which the names of pupils who have been registered but have officially left the building, is kept. This book is made available, along with registers, for the roll call. The Attendance Officer is responsible for ensuring these are made available.

- w) If the fire alarm is triggered, the monitoring company is automatically notified, who then call the security officers phone to confirm if the fire brigade is needed. If no response, the fire brigade is automatically called.
- x) The priorities once a fire is discovered are as follows:
 - (1) Evacuate the pupils quickly, safely, and quietly to a place of safety
 - (2) Inform the Fire Brigade
 - (3) Secure the building by closing all doors and windows
 - (4) Account for all pupils and staff
- y) The Academy organizes familiarization visits from the local fire brigade
- z) In the event of a significant fire, please refer to the Critical Incident Policy for detailed steps on incident management.
- aa) The Academy conducts periodic Fire risk assessments and acts on recommendations made.
- bb) Evacuation chairs are located at the top of each stairwell. No staff should use the evacuation chair unless they have been trained.

2. Non-ambulatory person

- a) Staff need to ensure they are familiar with students in their classes that may require assistance with the procedures for evacuation of non-ambulatory person. They must also ensure that non-ambulatory person in their class are made aware of these procedures. In addition, during normal Academy opening hours, on evacuating the building they must inform a member of the Premises team immediately of the location of any non-ambulant person.
- b) Non-ambulant students should have a Personal Emergency Evacuation Plan (PEEP). We have evac chairs on all stairwells to help with the safe evacuation of people that have a PEEP, or any non-ambulant students/staff that require additional assistance in evacuating the buildings.
- c) For non-ambulatory staff working alone during the normal Academy working day 07.00 - 18.00, line managers must ensure that there are adequate arrangements in place which permit the non-ambulatory person to reach a place of safety (as per the normal evacuation procedures) and to alert the Premises team to their whereabouts. Under no circumstances can a non-ambulant person, who cannot reach their designated place of safety unaided, work as a lone worker.

3. Occupants of the building

- a) The following is a description of the occupants that may be present in the Academy building. This list covers term time and out of term time, as well as evenings, weekends, and out of normal school hours:
 - Cleaning and care taking staff
 - Kitchen staff
 - Teaching staff (including supply staff)
 - Support staff (including supply staff)
 - Pupils
 - Site team
 - Visitors (including visiting professionals, Governors, parents, delivery personnel, external facilities users, and contractors)
 - Other staff, children and parents / careers attending out of term time play scheme or other extended school services.
 - Catering staff, customers, and visitors
- b) In line with the guidance above, with the alarm being activated, all events taking place outside normal school hours must stop and the building fully evacuated. All occupants without exception must evacuate to assembly point which is the Multi Use Games Area (MUGA) and the Academy playground. A roll call must be conducted to ensure all occupants are accounted for. Nobody is allowed to re-enter the building until the caretaker declares it is safe to do so.

Appendix A

Floor	Location	Type Extinguisher	Type of Fire Blanket	Form	Standard
			H2O		
Lower Ground	Switchgear Room	Co2			
	Plant Room LGD05 (Rainwater Harvester)	Co2			
	Kitchen	Co2 x2			
	Kitchen			Foam	
	Kitchen	Wet Chemical			
	Kitchen				Fire Blanket
	Kitchen				Fire Blanket
	Theatre	Co2			
	Theatre		H2O		
	Theatre backstage	Co2			
	Theatre backstage	Water			
	Learning Centre			Foam	
	Main Plant Room	Co2 x2			
Ground Floor	Staff Room	Co2			
	Reception	Co2			
	G13	Co2			
	G17	Co2			
	G26 (Server Room)	Co2			
	Library	Co2			
	Library	Co2			
	G36	Co2			
	Reprographics	Co2			
	G44	Co2			
	G44	Water			
	G54	Co2			
	G62	Co2			
	G51 (Food Prep Room)	Co2			
	G51 (Food Prep Room)			Foam	
	G50 (Home Economics)			Foam	
	G50 (Home Economics)				Fire Blanket
	G50 (Home Economics)				Fire Blanket
First Floor	F05	Co2			
	F06	Co2			
	F10	Co2			
	F11	Co2			
	F12	Co2			
	F13	Co2			
	F14	Co2			
	F15	Co2			
	F16	Co2			
	F17	Co2			
	F18	Co2			
	F45	Co2			
	F55	Co2			
Second Floor	S44	Co2			
	S53 (Kiln Room)	Co2			

Appendix B

Designated Fire Marshals

Fire Marshalls listed below should ensure their designated area is clear and should then report this to the Head of Operations & Finance (Premises and Facilities Mgr. Deputizing in absence) on arrival at the Assembly Point. Doors should be closed on empty rooms, but not locked, and corridor doors should be closed once the area is clear.

Lower Ground Floor:

- | | |
|---|------------------------------------|
| • PE Teaching staff | Sports/Changing rooms/Dance studio |
| • Learning Ctr Mgr. Deputy DBA & SDU | The Learning Centre |
| • Catering Chef Manager | Kitchens / Delivery area |

Ground Floor:

- | | |
|------------------------------|----------------------------------|
| • Librarian WLU | LRC and surrounding rooms |
| • IT Technician 1 DFA | LRC and surrounding rooms |
| • IT Technician 2 NKA | LRC and surrounding rooms |
| • Network manager JKH | Admin area and community offices |

First Floor:

- | | |
|---------------------------------|--|
| • Yr 07 Pastoral HJA | First Floor and surrounding classrooms |
| • Yr 08 Pastoral MCR | First Floor and surrounding classrooms |
| • Science Technician NHM | First Floor and surrounding classrooms |

Second Floor:

- | | |
|-----------------------------|---|
| • Post 16 SSO HKH | Second Floor and surrounding classrooms |
| • Yr 09 Pastoral SGD | Second Floor and surrounding classrooms |
| • Yr 10 Pastoral SHI | Second Floor and surrounding classrooms |

Internal Exclusion:

- | | |
|-----------------------------|--------------------|
| • PFSW AOG | Internal Exclusion |
| • Yr 11 Pastoral WGR | Internal Exclusion |

Other responsibilities:

- | | |
|---------------------------------|---|
| • Attendance Officer NGE | Print registers / collect student signing in & out books. |
| | Pastoral Mgr FAS - Assist Attendance Officer |

- Exams officer **WPO** Apply Examination procedures as applicable
- Principal's PA / **OGR**
- HR Manager **FDL** Take Staff register
- Office Mgr. /**CHO**
- Finance Asst.**CEB** Take Visitor register