



Fire and Emergency Evacuation Policy

Author:	Version:	Review Date	Date Approved:	Page 1 of 11
Mel Hmami	4	July 2022		

1. INTRODUCTION

As part of the general Health and Safety Policy for the Academy Trust, it is necessary for all staff and pupils to be aware of matters related to both fire prevention and the safe evacuation of academy premises, in case of fire or other emergency.

2. HEALTH & SAFETY POLICY STATEMENT

The health and safety at work act 1974 requires that employers must, so far as is reasonably practicable, ensure the health, safety and welfare of their employees and others who may be affected by their operations. This policy details the responsibilities and arrangements for effectively managing and promoting health & safety within Great Academies Education Trust. If health & safety is to be effective, safety should underpin the whole culture and ethos of the Academy Trust. Failure to comply with the health & safety at work act or other statutory requirements could result in prosecution

3. OBJECTIVES

This policy is designed to ensure:

- That pupils, staff and visitors are aware of procedures to be followed in the event of a fire alarm being activated or a bomb scare being notified
- That the risk of fire breaking out is reduced by minimising possible fire risks
- The safe passage of pupils, staff and visitors if the academy buildings need to be evacuated
- That damage to academy property in the event of fire is minimised as far as possible without endangering lives
- Compliance with all relevant legislation

Each person's primary responsibility in the event of a fire alarm being sounded is their own safety. No person should deliberately or recklessly endanger themselves in an attempt to follow these procedures or save the lives of others.

Once evacuated, nobody is permitted to re-enter the building without express permission of the Fire Brigade, a member of the Academy Leadership Team or, in the event of a drill, a designated Fire Marshall or Fire Warden.

4. RESPONSIBILITIES

The Fire Marshalls (the office staff) are responsible for making their way to the designated assembly points to manage the evacuation from outside of the building.

The Fire Wardens (Phase leaders or a designated deputy Marshall) are responsible for ensuring their department is clear and they are the last person to leave.

Author:	Version:	Review Date	Date Approved:	Page 2 of 11
Mel Hmami	4	July 2022		

The Governing Body is responsible for approving the policy. The day-to-day management of the policy lies with the Academy Leadership Team.

5. BASIC FIRE PREVENTION METHODS

In order to prevent fire:

- All areas should be kept as clean and tidy as possible.
- Staircase enclosures and corridors must be clear of obstructions and combustible materials or furnishings.
- No supplementary heating should be used without the prior agreement of the Facilities Manager.
- No smoking is permitted on academy premises or within the academy grounds.
- Where possible, flammables will be stored in separate buildings.
- Where flammable substances need to be stored in the academy, quantities should be minimised and they should be kept in locked storage areas. This storage will preferably be fire resisting.
- Action points identified by a Fire Risk Assessment and subsequently agreed with management must be addressed within an agreed time scale.
- All existing health and safety procedures of the Academy Trust, and such safe systems of work relating to fire safety, must be adhered to, to enable fast and effective evacuation should an alarm be raised

To enable fast and effective evacuation should an alarm be raised:

- All doors from classrooms should be kept unlocked and unobstructed, whilst rooms are occupied.
- A Fire Notice must be displayed in every classroom, providing evacuation information for that location.
- All staff should ensure that Fire Notices are displayed in their areas. If any replacements are required, they should contact the Facilities Manager.

6. FIRE RISK ASSESSMENT

Each Academy will undergo an annual Fire Risk Assessment, which will be carried out by the Health & Safety Advisors or suitably trained appointed nominee. Following each assessment the Assessor will make recommendations for action. These recommendations will inform a Fire Improvement Action Plan, which should be agreed by the Health & Safety Committee. Progress on executing the plan will be monitored by the Health & Safety Committee

Author:	Version:	Review Date	Date Approved:	Page 3 of 11
Mel Hmami	4	July 2022		

7. PROCUREMENT AND MAINTENANCE OF FIRE FIGHTING, FIRE EVACUATION AND FIRE DETECTION EQUIPMENT

Fire Extinguishers

Each academy must appoint a suitable supplier for fire fighting equipment and this supplier will annually service all fire extinguishers within the Academy. The Facilities Manager is responsible for following up on any required remedial works resulting from the annual service and for carrying out a visual inspection of equipment to identify defects or missing fire fighting appliances when undertaking the monthly site inspection.

Fire Alarm Testing

The Facilities Manager will ensure that the fire alarm system is tested every week on a set day at an agreed time. A different call point should be used each week in rotation until all call points have been tested. The Facilities Manager should record the test in the log recording the call point used, the date and time of the test and any issues arising. Any issues should be resolved in an appropriate timescale.

Fire Log Book, Maintenance and Testing Records

The following will define what will be recorded in the Fire Log Book (and may be duplicated where records are required elsewhere for maintenance records)

- Location of main electricity and gas controls
- Nature and location of special hazards e.g. flammable solvent
- Location of fire alarms and fire fighting equipment
- Maintenance of fire alarm, emergency lighting, fire fighting equipment and smoke detectors
- Record of fire drills (a minimum of one every term)
- Fire wardens and deputies
- Record of formal visits e.g. Fire Brigade Officer
- False alarms
- Records of weekly fire alarm tests

The Facilities Manager will also receive additional reports of periodic servicing from contractors of certain tests and should take copies for insertion in the appropriate Fire Log Book. The Facilities Manager will ensure that remedial action is taken to rectify any faults identified.

8. FIRE ALARM ACTIVATION AND INVESTIGATION CAUSE

If a member of staff sees a fire, however small, smells smoke or sees smoke, smells gas or suspects some unusual hazard which may cause harm to people or trap them in some way, they should sound the alarm and go to the assembly point so the emergency services can be sent for, if necessary.

Author:	Version:	Review Date	Date Approved:	Page 4 of 11
Mel Hmami	4	July 2022		

Activation

The fire alarm must be activated should any emergency occur where the immediate evacuation of the building is required. Any person discovering a fire or other emergency should activate the nearest fire alarm call point and the fire evacuation procedure should then be followed. Once out of the building the person should attempt to contact a member of the Senior Leadership Team to inform them of the reason for the activation.

Accidental activation

Anyone who accidentally activates the fire alarm either from a call point or by undertaking an activity which has resulted in an automatic detection device (for example a smoke detector) being activated must inform a member of the Senior Leadership Team immediately.

Malicious activation

Malicious activation of the fire alarm is defined as deliberately activating or causing another person to activate the fire alarm without suspecting a fire or other emergency. This action constitutes a disciplinary offence and will be dealt with appropriately.

All staff and students should be encouraged to report any information they have in the event of a malicious activation

Investigation of the cause of the alarm after the incident

Upon notification of a fire alarm incident, the Facilities Manager will investigate the reason for activation and progress any action to prevent reoccurrence.

9. EVACUATION PROCEDURE

During normal Academy hours

General responsibilities

- Every member of staff is ultimately responsible for the children in his or her care and any decision to deviate from the normal exit route.
- All staff should acquaint themselves with the location of the fire alarm evacuation plans and muster points.
- Staff are responsible for any visitors who may be with them at the time of an alarm

Author:	Version:	Review Date	Date Approved:	Page 5 of 11
Mel Hmami	4	July 2022		

Procedures

- Anyone discovering a fire should raise the alarm by activating the nearest alarm point
- The fire alarm is a continuous bell
- Upon hearing the fire alarm all persons except for nominated evacuation wardens and staff or personnel on a personal evacuation plan will evacuate the building by exiting via the nearest fire exit to themselves proceeding in an orderly manner to their designated assembly point and remain until instructed otherwise
- Lifts must not be used in the event of a fire alarm
- Where possible staff and students should take action to ensure that their immediate environment is left in a safe state before commencing evacuation procedures (e.g. close doors and windows)
- Fire Wardens should report to the Fire Marshal and give details of their zone i.e. whether it is clear, any hazards observed, any persons remaining in the building or areas they were unable to check.

Assembly points

- Teachers will supervise the evacuation of the children and other adults, according to the evacuation route plans displayed in every room throughout the Academy
- Students, staff and others on site will leave quietly by the nearest exit and assemble at the designated assembly point
- Students should be lined up in register order
- A designated Fire Warden will open the perimeter gates to allow access for the fire brigade if required
- Class Teachers and support staff will supervise the students.
- Class teachers will check children initially by head count and then by name reporting any missing children to the Fire Marshal
- The class teacher will confirm to the Fire Marshal that all children are accounted for. Everyone should remain in their designated assembly point and keep as quiet as possible until asked to re-enter the building.
- If no children are present adults will leave the Academy by the nearest exit and assemble at the designated assembly point.

Outside normal Academy hours

Evacuation and Assembly:

- When the building is occupied outside academy hours, the alarm will be raised, as previously indicated and the assembly points are the same.
- A member of the Facilities Team will ensure that the gates are opened for evacuation and access purposes.

Other Information:

Author:	Version:	Review Date	Date Approved:	Page 6 of 11
Mel Hmami	4	July 2022		

- Fire drills will be carried out at least once a term (3 times a year) to familiarise students and staff with routines and procedures.
- At the beginning of term in September, students will be informed / reminded of the evacuation procedures via assemblies. This will be followed by a fire drill.
- Fire drills will be recorded in the Fire Log and kept by the Facilities Manager in the FM Office.

Duties of Fire Wardens

Fire Wardens will check (sweep) their designated area of the building to ensure that all persons have been evacuated, doors are closed, rooms are empty and note any hazards. Any person refusing to evacuate without a valid reason (for example, injury or specific duty) should be informed by the Fire Warden that failure to evacuate puts others at risk.

- To confirm that their designated area is cleared of all staff and visitors
- To assist with emergency evacuation
- Update their department team with any changes to the policy.
- In the event of a fire evacuation, ensure that doors propped open due to Covid 19 arrangements are closed behind them.
- Fire Wardens must not proceed into areas of the building where there are signs of fire or where they feel to do so would place them in immediate danger. In addition, Fire Wardens should aim to have checked their designated area and be in a fire protected area within 3-4 minutes of the fire alarm being activated.
- Fire Wardens should then report to the Fire Marshall, and give details of their zone, whether it is clear, any hazards observed, any persons remaining in the building or areas they were unable to check.

Management Responsibilities:

It is the duty of the Academy Leadership Team to ensure that all persons under their control are made aware of their individual responsibilities under these procedures.

Staff Responsibilities:

Staff members who are teaching should ensure their class evacuate the building by the nearest available exit. They should ensure their own area is clear, close their classroom door and exit the building closing any additional internal doors e.g. cloakroom and the external door behind them. Any person who refuses or is unable to evacuate, should be reported to a Fire Warden.

Author:	Version:	Review Date	Date Approved:	Page 7 of 11
Mel Hmami	4	July 2022		

Duties of Fire Marshall

A Fire Marshall will confirm the location of the fire at the fire panel and proceed to investigate in the relevant area.

The main duties of Fire Marshalls are:

- To check that their designated assembly point has the correct number of staff members, children and visitors as detailed in the registers.
- To liaise with the other Fire Marshalls to ensure that any unaccounted-for person is located.

The Fire Marshalls will:

- Ensure that escape routes are clear and available for use at all times.
- Such areas are free from flammable materials or other obstructions.
- Give the all clear to re-enter building

Evacuation of people with disabilities

Generic Personal Emergency Evacuation Plans (PEEPs) are in place for the evacuation of people who have disclosed any disabilities to the Academy which may impact on their ability to exit the building unaided

Procedure on activation of alarm

Upon hearing the fire alarm, the individual should exit the building as identified as part of their PEEP. If exiting the building they should make their way to an alternative location identified as part of their PEEP, ideally one of the Academy fire protected stairways (if available).

Reaching the refuge

Once within the refuge you should now be in a fire protected stairway, if the doors are closed then you will be protected and safe for 60 minutes.

Communication

The nominated person per the PEEP will access the location and advise whether it will be necessary for you to evacuate the building fully. In addition the stairway refuges are checked by fire wardens as part of their procedure. If it is considered necessary to move you from your current location to final evacuation, the Academy will provide at least two evacuation assistants who will assist you from the building.

10. TRAINING

Author:	Version:	Review Date	Date Approved:	Page 8 of 11
Mel Hmami	4	July 2022		

All persons with roles and responsibilities indicated in the appendices will receive suitable and sufficient training.

All staff will receive information on fire safety on induction and after any significant changes to the procedures. All students should also receive a fire safety briefing during their induction.

11. MONITORING AND REVIEW

The fire and emergency policy is monitored and reviewed by the Health and Safety Committee. The policy is reviewed in line with the Academy policy review schedule.

APPENDIX 1 - Guidelines for staff

Author:	Version:	Review Date	Date Approved:	Page 9 of 11
Mel Hmami	4	July 2022		

FIRE EMERGENCY PROCEDURES GENERAL: Staff

TREAT EVERY ALARM AS AN EMERGENCY

1. Familiarise yourself with the plan of the evacuation route posted in every classroom and other parts of the Academy.
2. If one is missing or becomes defaced, replacements can be obtained from the office.
3. There will be a fire practice at least once a term (3 times a year)
4. All soundings of the bell must be treated as an emergency, until you are told otherwise after the drill.
5. Staff leaving the rooms are to make a visual check of their room as they leave the building.
6. Classroom doors must be unlocked.

WHEN THE ALARM SOUNDS

1. Staff and students must leave the building, as directed

STUDENTS

1. To be instructed by teacher to leave by nearest exit, take no bags and go to the assembly area. Staff to close doors and make experiments safe (if safe to do so). Do not re-enter the building.
2. Teaching group to be escorted to the nearest exit
3. Student's line up in registration form groups in designated area as far apart as possible.
4. Students should remain as silent as possible to ensure any instructions are clearly heard.

TEACHING STAFF

Author:	Version:	Review Date	Date Approved:	Page 10 of 11
Mel Hmami	4	July 2022		

1. Read FIRE instructions posted in classroom, especially, if in an unfamiliar room.
2. Close, but do not lock, **all** doors behind you.
3. Leave building by nearest exit. Do not re-enter the building.
4. Form teachers / co-teachers assemble their students at the appropriate assembly point.
5. Any teacher not responsible for a form should assemble with other staff at the designated assembly point.

NON-TEACHING STAFF

1. Assemble at the designated assembly point with the other staff/visitors.

VISITORS

1. Visitors to be escorted, by whoever they are visiting, to the assembly point.

PREVENTION OF NEW VISITORS ENTERING SITE

1. A Fire Warden will be allocated to the main gate with a radio.
2. They will stop visitors from entering the academy.

MEETING THE FIRE BRIGADE

1. The headteacher or a Fire Warden will meet the Fire Brigade on arrival and advise the location of the fire.
2. The headteacher or a Fire Warden will report, via radios, to the Fire Marshall when it is safe to re-enter the building.
3. The Fire Marshalls will advise staff and Form / Co-form teachers when it is safe for staff and students to re-enter the building in a calm and orderly manner.

IN THE EVENT OF A BOMB WARNING/ HOAX PHONE CALL, THE FIRE BRIGADE MUST BE INFORMED. NO ONE IS PERMITTED TO RE-ENTER THE BUILDING UNTIL THE FIRE BRIGADE GIVE THEM THE ALL- CLEAR.

Author:	Version:	Review Date	Date Approved:	Page 11 of 11
Mel Hmami	4	July 2022		