

6.28 Fire & Emergency Evacuation Procedures Policy

2025 - 2026

This policy should be read in conjunction with the
6.28.1 Lockdown Policy
School's Fire Risk Assessment

FIRE POLICY STATEMENT

The *Regulatory Reform (Fire Safety) Order 2005* places a legal duty on any person who has some level of control in premises, they must take reasonable steps to reduce the risk from fire and make sure people can safely escape if there is a fire.

As the employer the Governing Body together with the Head will hold the absolute duty of the responsible person to ensure the safety of everyone who uses the school site and those in the immediate vicinity who may be at risk if there is a fire. This responsibility cannot be discharged by delegation.

ROLES & ACCOUNTABILITIES

The Governing Body & Head will promote a positive workplace culture that:

- Complies with legal requirements and best practice including guidance from the Department for Communities and Local Government and the Fire & Rescue Service
- Monitors the management arrangements that effectively identifies the hazards and risks associated with a fire on the school site
- Sees the provision of information and appropriate training as a core element of fire safety

The Head is accountable on behalf of the responsible person for ensuring that this policy is implemented and managed effectively in accordance with fire safety best practice principles. These duties entail:

- Ensuring a fire risk assessment is undertaken to identify the general fire precautions needed for the safety of those within the building, the building itself and any site issues. (The completion of the risk assessment may be delegated to another person, but the responsible person will ultimately own the fire risk assessment)
- Consulting with staff about nominating people to carry out particular roles in connection with fire safety and about proposals for improving fire safety
- Considering the presence of any dangerous substances and the risk this presents to all users of the school from fire and provide the fire and rescue service with any information about these dangerous substances
- Providing appropriate information, instruction, and training to employees, during their normal working hours, about the fire precautions in the school, when they start employment, and from time to time throughout their employment

The Head has day to day responsibility for fire safety performance and to take all reasonably practicable steps to secure the safety of pupils, staff and others using the school premises. These responsibilities entail:

- Establishing a robust management structure for managing fire safety, including the fire risk assessment process and together with the H&S Officer, the H&S Governor, monitor its effectiveness
- Appointing one or more competent persons to assist in undertaking any of the preventive and protective measures required to effectively manage fire safety
- Ensuring that the buildings and any equipment provided in connection with firefighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance and are maintained by a competent person in an efficient state, in efficient working order and in good repair.
- Implementing appropriate arrangements to ensure that staff, students, visitors, hirers, and contractors know what to do in the event of a fire evacuation.
- Ensuring safe working conditions for fire safety of pupils, staff and others using the school premises, site, and facilities

- Ensuring safe working practices and procedures throughout the school including those relating to the provision, maintenance and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all fire risks are controlled
- Receiving reports from fire enforcement officers and advisory bodies and where appropriate, take relevant actions to address the fire issues raised, and
- Encouraging staff and others to promote fire safety and to suggest ways and means of reducing the risks of fire

The *Health and Safety Officer (assisted by the H&S Administrator)* is to ensure that arrangements are in place to cover the foreseeable, significant risks to fire safety arising at the school. To do this they will:

- Co-ordinate the fire risk assessment process for the school to allow the prompt identification of potential hazards
- Co-ordinate general workplace fire safety monitoring inspections and performance monitoring processes
- Keep records of all fire safety related activities
- Ensure staff are adequately informed of all fire safety matters in connection with their specific workplace and the school generally
- Ensure that any defects in the premises, its plant, equipment, or facilities which relate to or may affect fire safety of pupils, staff and others are made safe without delay
- Collate fire incident information and, when necessary, in liaison with the Head carry out fire incident investigations
- Co-ordinate periodic fire safety reviews and fire safety audits
- Advise the Head of situations or activities that are potentially hazardous to the fire safety of staff, pupils, and visitors

All Employees must co-operate with the *Head and H&S Officer* to ensure the school site is safe from fire and its effects. They must:

- Not do anything that will place themselves or other people at risk of fire
- Identify fire risks that are present in their activities and areas of work and do all they can to reduce and manage these risks
- Know what the fire arrangements are so that in the event of a fire everyone can escape quickly and safely.

The successful implementation of this policy can only be achieved by a co-operative effort at all levels within the school. Everyone is directly accountable for ensuring this policy and supporting documentation is known and duly acted upon.

ARRANGEMENTS

Procedure in the event of finding a fire or hearing the fire alarm:

Action on Discovering a Fire

- Sound an alarm using the nearest break-glass point.
- Send out any pupils for whom you are responsible at the time to the double tennis court.
- Assess whether anyone is in immediate danger and act accordingly.
- Contact the Office and tell them the details of the fire (where, material burning etc) for them to pass on to the fire brigade.
- Tackle the fire if it is safe to do so.
- Move to the assembly point.

- Alert the building next to you

Action When the Fire Alarm Sounds

If the alarm sounds in an adjacent building then sound the alarm in your location

- Close any windows in the room where you are.
- With the class you are teaching, leave the room without picking up belongings. Shut the door behind you.
- Go with the students out of the building by the most appropriate exit.
- Walk in silence to the assembly point on the double tennis courts.
- Students line up in form or class groups in silence
- Staff meet their tutor team or class and check that all students are present: see below ('Roll call')
- Staff to report roll call to the Fire Warden to collate the full school roll call

Summoning the Fire & Rescue Service

- The Office will ring the Fire Brigade, giving them, the details relayed by the person who found the fire.
- At the school entrance, the Head and/or other member of the Estate Team will meet the fire brigade and give them details of the fire, the site, and other relevant information.

Roll Call

- Students will line up in form or class groups
- The administration staff will bring out the absence list and the signing-out sheets for checking.
- The tutor team and class teachers will assemble with their year group or class and check that all students and staff are accounted for.
- The Head of Year or another member of the tutor team will complete the Roll Call form (brought out by a member of the office staff) and give it to the Assistant Head acting as the Fire Warden, who will report to the Head.
- Support Staff and staff who are not in tutor teams will report verbally to the member of the office staff who has a list of their names.

Visitors and Contractors

All visitors and contractors should report to the appropriate member of staff, signing in the appropriate book on arrival and before leaving the premises.

In the event of a fire evacuation, the person hosting the visitor is responsible for escorting him/her to the fire assembly point.

Contractors should be informed of the fire and emergency procedures that apply including:

- action to be taken on hearing the fire alarm or discovering a fire
- fire evacuation procedures including means of escape, location of the fire assembly points and name of the person in charge of evacuation procedures
- the location of firefighting equipment and fire alarm call points in relation to the area of their work.

Contractor's employees working on the premises when full time staff are absent (e.g. at night or at weekends) should have adequate fire evacuation arrangements in place and know how to call the fire and rescue service.

The risk of fire arising out of the work of any contractor at the premises should be assessed and appropriate precautionary measures put in place. Any hot work activities should be closely monitored using risk assessments.

Hirers and persons who organise evening events should be informed of or given written instructions as regards what action to take in the event of discovering a fire or on hearing the fire alarm sounded.

Evacuation Routes

Evacuation routes will be kept free from obstruction and adequately and clearly marked. Sufficient notices are displayed at appropriate places; these will indicate the action to be taken on discovering a fire or upon hearing the fire alarm.

Fire Alarm Test

This will take place weekly, early in the morning or in the evening when there are no students on site.

Firefighting Equipment

Firefighting equipment will be examined and tested at least once a year by a competent service engineer.

Fire Alarm Practice

A practice evacuation will be carried at least in two terms per year.

Post Fire

Refer to Critical Incident Policy if buildings are rendered unsafe.

False Alarm Procedure

- On hearing the alarm, buildings will be evacuated in the normal way.
- Estates staff will tour perimeter of the building to check for signs of fire.
- Two Estates staff will examine fire alarm panel in affected building and will go to the area highlighted to ascertain the cause of the alarm being activated.
- If no emergency, the Head will be informed, and will give the all-clear to return to buildings.
- Investigation by Estates staff to ascertain cause of false alarm and any technical fault remedied.

Arrival of Fire Brigade:

- The Head will inform them of any missing pupils or staff, and of the location of the fire.
- The Estates Team will inform them of the various mains supply valves etc., and of any hazards in the region of the fire.

Reviewed by: LG	September 2025
Date for Review: Head	September 2026

Authorised by Governor	
Signed	
Dated	