

## **Fire Safety & Emergency Evacuation Policy**

|                           |                      |
|---------------------------|----------------------|
| Reviewed by:              | Resources Committee. |
| Signed (Governing Board): |                      |
| Date:                     | October 2025         |
| Next Review due:          | October 2026         |

| Control Log |                                                             |
|-------------|-------------------------------------------------------------|
| October 25  | Updated Deputy fire wardens and fire evacuation supervisors |

## **Introduction**

The responsibility for ensuring the fire safety of all persons within the workplace (the school) including staff and members of the public lies with the employer, i.e. the Local Authority (LA) and/or the Governors. This responsibility is delegated to the Head Teacher or her nominated person.

It is the responsibility of all employees (teachers and non-teaching staff) to co-operate with the Head Teacher to allow her to discharge any responsibility placed upon them.

The Head Teacher may decide to delegate the duty to discharge this task to another member of staff who has sufficient authority within the school to insist upon compliance with requirements. The responsibility to ensure compliance remains with the Head Teacher not the nominated person. The responsibility of any nominated person is to discharge the duty given them.

The Head Teacher is responsible for ensuring any advice given by the LA on the management and housekeeping of fire safety in the premises is implemented on a continuing basis.

The Head Teacher is responsible for ensuring existing standards of fire safety are not allowed to deteriorate while any building work required is being prioritised prior to implementation. She is also responsible for ensuring any improvements to housekeeping or the management of the premises required after assessment are implemented.

The Head Teacher is responsible for ensuring standards are maintained at all times by ensuring that premises are inspected at the prescribed intervals.

## **Policy Statement**

This policy statement supplements Policies and Guidance that have been written by Bolton Metropolitan Borough Council.

The Governing Board / Head Teacher recognises their responsibility to the health, safety and welfare of all staff, students and other persons visiting the school premises in particular respect to Fire and Emergencies.

It is the policy of the Governing Board/ Head Teacher, so far as is reasonably practicable:

- To maintain all areas under the control of the Governors and Head Teacher in a condition that is fire safe and without risk to health;
- To establish and maintain a fire safe environment throughout the school;
- To establish and maintain fire safe working procedures among staff and students;
- To maintain legally required standards of fire safety maintenance;
- To provide and maintain means of access to and egress from that place of work that are safe and without risk;
- To keep appropriate records.

In the event of a fire, it is the policy of the school that the priority is to evacuate the premises of all students and staff.

Staff should not attempt to fight the fire, as this will take them from their duty to ensure that the students are evacuated in an orderly, supervised manner.

This policy and the associated documents will be reviewed annually, in the light of any changes to legislation or guidance that may have a bearing on this area of responsibility, or whenever events affect the policy.

## **Discovery of a Fire**

- Immediately sound the fire alarm using the nearest call point.
- Commence the evacuation using the shortest safe route. Staff should follow the appropriate evacuation procedures outlined in the section "Evacuation procedures."
- Do not attempt to fight the fire.

## **Important Information**

### **Named staff**

Named staff must ensure they have the mobile phone number of the fire marshal and deputy fire marshals to ensure that they can contact them in the event of an evacuation.

|                                  |                                                |
|----------------------------------|------------------------------------------------|
| Fire Evacuation Officer          | C Bach                                         |
| Deputy Fire Evacuation Officer   | J Edge and then S Gorse                        |
| Fire Marshal                     | N Parry                                        |
| Deputy Fire Marshal              | C Bailly                                       |
| Fire Warden 6 <sup>th</sup> form | J Sech (Deputy – T Kwiatkowski)                |
| Fire Warden A Block              | J Phow (Deputy – L White) – F Martin MAT leave |
| Fire Warden Pool                 | C Boyes (Deputy – L Richardson)                |
| Sixth form checker               | K Bali (Deputy – D Hier)                       |

### **Support staff fire evacuation supervisors:**

- |                     |             |                        |
|---------------------|-------------|------------------------|
| • Admin             | L Hathaway  | (Deputy - N Lomax)     |
| • Catering and SMSA | S Tomlinson | (Deputy – K Colderley) |
| • SSC               | K Coffey    | (Deputy – S Taylor)    |
| • Learning Support  | S Kershaw   | (Deputy – L Holbrook)  |
| • Housekeeping      | L Nuttall   | (Deputy – L Hathaway)  |

|                         |           |                      |
|-------------------------|-----------|----------------------|
| Student teacher checker | J Parr    | (Deputy – W Whipp)   |
| Supply staff checker    | G Curnock | (Deputy – M Kay)     |
| Visitors checker        | G Curnock | (Deputy – M Kay)     |
| Exams Officer           | D Haworth | (Deputy – J Bimpson) |

### **Assembly points**

|                                                                |                   |
|----------------------------------------------------------------|-------------------|
| Main school                                                    | All-weather pitch |
| Sixth form                                                     | Tennis Courts     |
| Out of normal school hours<br>(except Wed & Fri between 3-4pm) | Front car park    |
| P6 students & all staff<br>(Wed & Fri after 3pm)               | All-weather pitch |

### **Normal school hours**

8.40 am – 3.00 pm during term time

## **Fire Refuge Areas**

If any part of the premises is used above, the ground floor staff should know where any refuge areas in protected routes are located. These may be required for the temporary protection of persons with impairments.

- At each end of the Science corridor
- Outside the Library
- At each end of the upper floor L corridor
- At the top of block B stairs
- At the top of the sixth form reception stairs

Phones are located at each fire refuge point, which will link directly to the Fire Evacuation Officer. If contact cannot be made via these phones, staff should call 6100, as reception will be manned.

## **Evacuation Procedures**

### **NORMAL SCHOOL HOURS (8.40am to 3pm) - ON HEARING THE FIRE ALARM**

#### **Fire Evacuation Officer**

1. Immediately cease all activities.
2. Begin the evacuation of any persons or students in their charge using the shortest safe route. **Be aware that fire routes may be out of action due to a fire and an alternative may need to be found.**
3. Proceed to the fire alarm board in the main entrance.
4. Liaise with site staff to ensure that Fire & Rescue Service have been called if required.
5. Ensure that the refuge call system is answered to ensure that staff can report if they are in a Fire Refuge Area.
6. Liaise with the Fire Marshal to ensure all persons have evacuated safely.
7. Where the fire is **definitely** known not to be in the pool or immediate area, instruct supervising staff to take pupils evacuated from the pool into the changing rooms.
8. When the Fire & Rescue Service arrive, report the status of the evacuation. Pay special attention to persons who may be trapped or unaccounted for at the assembly point, especially those with disabilities who may be in a Fire Refuge Area. Even if it is suspected that someone may not be on the premises, they must be reported to the Senior Fire Officer attending. The Senior Fire Officer should be informed where we think they may be located.
9. Make certain no one re-enters the premises until the Senior Fire Officer present says it is safe to do so.
10. When the Senior Fire Officer informs you that it is safe to re-enter the building then inform the Fire Marshal and Fire Wardens.

11. Should the Senior Fire Officer inform you it is not safe to re-enter the premises immediately put procedures for relocating into place.

#### **Head's PA (or deputy where required)**

1. Immediately cease all activities.
2. Begin the evacuation of any persons or students in their charge using the shortest safe route. **Be aware that fire routes may be out of action due to a fire and an alternative may need to be found.**
3. If safe to do so, proceed to reception and liaise with Southern Monitoring. The monitoring company will phone and need to be told that staff are on site and investigating. This ensures that the fire brigade are not called unnecessarily. Details of the monitoring company phone number and required passwords are in reception.
4. Ensure that where staff ring reception to report that they are in a Fire Refuge Area then this is reported to the Fire Evacuation Officer.

#### **Site Manager and site team**

1. Immediately cease all activities.
2. Switch off any machinery in use.
3. Go by a safe route to the fire alarm board and check the position of the call point triggering the alarm.
4. If possible, and safe to do so, two staff should investigate the position of the call.
5. If necessary, then call the Fire & Rescue Service on 999.
6. Keep the Fire Evacuation Officer informed of the situation.
7. Wait outside the building to meet the Fire & Rescue Service and direct them to the source of the fire.

#### **Fire Marshal**

1. Immediately cease all activities.
2. Begin the evacuation of any persons or students in their charge using the shortest safe route. **Be aware that fire routes may be out of action due to a fire and an alternative may need to be found.**
3. Proceed to the assembly point and ensure that all staff (including Supply staff and trainees), students and visitors are accounted for. Staff reported as absent should be checked to the signing in/out system printout to ascertain whether they are possibly still in the building.

4. Report to the Fire Evacuation Officer the status of the evacuation. Inform them of any persons who may be trapped or unaccounted for at the assembly point, especially those with disabilities who may be in a Fire Refuge Area. Even if it is suspected that someone may not be on the premises, they must be reported to the Fire Evacuation Manager.
5. Keep in contact with the Fire Evacuation Officer to obtain updates on the situation.
6. When informed by the Fire Evacuation Officer that it is safe to return to the building then instruct staff and Fire Wardens to begin the return of pupils into school.

### **Fire Wardens**

1. Immediately cease all activities.
2. Begin the evacuation of any persons or students in their charge using the shortest safe route. **Be aware that fire routes may be out of action due to a fire and an alternative may need to be found.**
3. Proceed to your allocated door and ensure that no one re-enters the building.
4. Contact the Fire Marshal to inform him/her that you are out of the building.
5. Only allow people back into the building when instructed by the Fire Marshal.

### **Teaching Staff**

1. Immediately cease all activities.
2. Begin the evacuation of any persons or students in your charge using the shortest safe route. **Be aware that fire routes may be out of action due to a fire and an alternative may need to be found.**
3. Check your immediate area is clear of all persons and students.
4. Check that windows are closed and doors are closed (NOT LOCKED) as you leave.
5. Proceed to the assembly point. DO NOT return to any part of the school to collect bags, coats etc.
6. Registers will be printed off by the Admin staff and given to Pastoral Leaders for issue to the Group Tutors.
7. Group Tutors and allocated staff should take the register and report to their Pastoral Leaders the outcome of the register, especially any missing students.
8. Main School Pastoral Leaders should complete the check form for their Year Group and hand it to the Fire Marshal. They should highlight any missing students or allocated staff.

9. Sixth Form Pastoral Leaders should complete the check form for their Year Group and hand it to the Sixth Form checker who should then radio the Fire Marshal. They should highlight any missing students or allocated staff.
10. All staff should ensure that they are aware who to report to.
11. Staff and students should not re-enter the premises until the Fire Marshal says it is safe to do so.

### **Trainee Teachers**

1. Immediately cease all activities.
2. Begin the evacuation of any persons or students in your charge using the shortest safe route. **Be aware that fire routes may be out of action due to a fire and an alternative may need to be found.**
3. Check your immediate area is clear of all persons and students.
4. Check that windows are closed and doors are closed (NOT LOCKED) as you leave.
5. Proceed to the assembly point. DO NOT return to any part of the school to collect bags, coats etc.
6. Report to the student teacher checker.
7. Do not re-enter the premises until the Fire Marshal says it is safe to do so.

### **Support staff**

1. The Admin team have particular roles and responsibilities in relation to printing of registers etc. that are reviewed annually.
2. Immediately cease all activities.
3. Begin the evacuation of any persons or students in your charge using the shortest safe route. **Be aware that fire routes may be out of action due to a fire and an alternative may need to be found.**
4. Check your immediate area is clear of all persons and students.
5. Check that windows are closed and doors are closed (NOT LOCKED) as you leave.
6. Proceed to the assembly point.
7. DO NOT return to any part of the school to collect bags, coats etc.
8. Report to your Fire Evacuation Supervisor that you are present.



9. The Fire Evacuation Supervisors must report to the Fire Marshal, reporting any person whom may be missing. Indicate where you think they may be located.
10. Do not re-enter the premises until the Fire Marshal says it is safe to do so.

### **Kitchen staff**

1. Immediately cease all activities.
2. Switch off all appliances.
3. Evacuate the premises. **Be aware that fire routes may be out of action due to a fire and an alternative may need to be found.**
4. Proceed to the assembly point.
5. DO NOT go to any areas to collect bags, coats etc.
6. Report to your Fire Evacuation Supervisor that you are present.
7. The Fire Evacuation Supervisors must report to the Fire Marshal, reporting any person whom may be missing. Indicate where you think they may be located.
8. Do not re-enter the premises until the Fire Marshal says it is safe to do so.

### **Housekeeping Staff**

1. Immediately cease all activities.
2. Switch off all machinery.
3. Evacuate the premises. **Be aware that fire routes may be out of action due to a fire and an alternative may need to be found.**
4. Proceed to the assembly point.
5. DO NOT go to any areas to collect bags, coats etc.
6. Report to your Fire Evacuation Supervisor that you are present.
7. The Fire Evacuation Supervisors must report to the Fire Marshal, reporting any person whom may be missing. Indicate where you think they may be located.
8. Do not re-enter the premises until the Fire Marshal says it is safe to do so.

### **Exams Officer and Leisure Centre Manager**

The exams officer and leisure centre manager (during school hours) should report to the Pool Fire Warden who will inform the Fire Marshal by radio that everyone is out.

## **Visitors and Supply Staff**

1. All visitors must sign **in and out** at reception **every day and during the day**. This includes:
  - a. All casual staff e.g. invigilators, TA's, admin
  - b. Observation placements
  - c. Contractors
  - d. Supply staff
  - e. Bolton Council staff e.g. psychologists, social workers
2. All visitors will be informed on signing in that if the fire alarm sounds then they need to go to the assembly point. Directions to the assembly points will be given.
3. Named admin staff will ensure that all visitors who are signed in are accounted for. Staff who are accompanying visitors should ensure that they are reported as present.
4. The Supply staff checker will report to the Fire Marshal that Supply Staff in school that day are accounted for. As a back-up this will also be picked up on the cover sheet.

## **Swimming Pool**

1. If the emergency is in the vicinity of the pool, staff and pupils must evacuate immediately and not enter any other part of the building. Staff should collect the supplied survival blankets and issue one to each pupil.
2. The Pool Fire Warden will ensure that staff in the pool are informed that the alarm has been activated.
3. Staff and pupils should proceed to the rear car park where a register will be taken by the supervising member of staff. The Pool Fire Warden should inform the Fire Marshal that all staff and students are present.
4. If the emergency is known **definitely** not to be in the Swimming Pool or its immediate surroundings then the Fire Evacuation Officer may direct staff to take pupils into the changing rooms to put on shoes and a top garment. They may then assemble in the foyer of the swimming pool.
5. Pupils and staff from other schools will evacuate the building as above and staff from the visiting school will be responsible for taking the register. The swimming teacher in charge of the lesson will be informed of any missing pupils and this will be notified to the Fire Marshal immediately by telephone. Visiting schools should be informed of these arrangements on their first visit each year.
6. When it is possible, priority will be given to pupils from the swimming pool upon dismissal.

### **Fire Alarms during examinations**

1. In the event of a Fire Alarm, the lead supervisor/invigilator will instruct all candidates to stop writing and will make a note of the time. They will instruct the candidates to leave all their belongings, including the exam papers, on the desk. They will instruct all candidates that they are still under examination conditions and must not communicate in any way with any other candidate and must stand 2m apart, following instructions in the JCQ handbook on managing exams.
2. Exams in the Sports Hall or Arts Theatre will be evacuated to the rear Car Park.
3. Exams in the Study Area will be evacuated to the car park behind C Block.
4. The Exams Officer will proceed to the relevant assembly point and will check that all candidates and supervisors have evacuated the building.
5. Supervisors and Invigilators will remain with the candidates.
6. The Exams Officer/Lead Invigilator will remain in contact with the Fire Marshal who will inform them when it is safe to return to the exam.
7. A note of the return time will be kept and a full report will be sent to the Examination Board by the Exams Officer along with a request for special consideration for the disturbance.
8. Candidates will be given the full time allowed for the examination in line with Examination Board regulations.

## **PROCEDURES FOR Period 6 (3-4pm) on Wednesday and Friday only**

Scholars' pathway students and separate science students have period 6 lessons on a Wednesday and Friday. This means there are between 160 to 220 students on site between 3pm and 4pm in period 6 lessons. In addition, there are other extra-curricular events occurring.

On these days, the following arrangements will occur in the event of fire.

### **PERIOD 6 (3-4pm) - ON HEARING THE FIRE ALARM**

#### **Fire Evacuation Officer**

1. Immediately cease all activities.
2. Begin the evacuation of any persons or students in their charge using the shortest safe route. **Be aware that fire routes may be out of action due to a fire and an alternative may need to be found.**
3. Proceed to the fire alarm board in the main entrance.
4. Liaise with site staff to ensure that Fire & Rescue Service have been called if required.
5. Ensure that the refuge call system is answered to ensure that staff can report if they are in a Fire Refuge Area.
6. Liaise with the Fire Marshal to ensure all persons have evacuated safely.
7. Where the fire is **definitely** known not to be in the pool or immediate area, instruct supervising staff to take pupils evacuated from the pool into the changing rooms.
8. When the Fire & Rescue Service arrive, report the status of the evacuation. Pay special attention to persons who may be trapped or unaccounted for at the assembly point, especially those with disabilities who may be in a Fire Refuge Area. Even if it is suspected that someone may not be on the premises, they must be reported to the Senior Fire Officer attending. The Senior Fire Officer should be informed where we think they may be located.
9. Make certain no one re-enters the premises until the Senior Fire Officer present says it is safe to do so.
10. When the Senior Fire Officer informs you that it is safe to re-enter the building then inform the Fire Marshal and Fire Wardens.
11. Should the Senior Fire Officer inform you it is not safe to re-enter the premises immediately put procedures for relocating into place.

### **Head's PA (or deputy where required)**

1. Immediately cease all activities.
2. Begin the evacuation of any persons or students in their charge using the shortest safe route. **Be aware that fire routes may be out of action due to a fire and an alternative may need to be found.**
3. If safe to do so, proceed to reception and liaise with Southern Monitoring. The monitoring company will phone and need to be told that staff are on site and investigating. This ensures that the fire brigade are not called unnecessarily. Details of the monitoring company phone number and required passwords are in reception.
4. Ensure that where staff ring reception to report that they are in a Fire Refuge Area then this is reported to the Fire Evacuation Officer.

### **Site Manager and site team**

1. Immediately cease all activities.
2. Switch off any machinery in use.
3. Go by a safe route to the fire alarm board and check the position of the call point triggering the alarm.
4. If possible, and safe to do so, two staff should investigate the position of the call.
5. If necessary, call the Fire & Rescue Service on 999.
6. Keep the Fire Evacuation Officer informed of the situation.
7. Wait outside the building to meet the Fire & Rescue Service and direct them to the source of the fire.

### **Fire Marshal**

1. Immediately cease all activities.
2. Begin the evacuation of any persons or students in their charge using the shortest safe route. **Be aware that fire routes may be out of action due to a fire and an alternative may need to be found.**
3. Proceed to the assembly point and ensure that all staff (including Supply staff and trainees), students and visitors are accounted for. Staff reported as absent should be checked to the signing in/out system printout to ascertain whether they are possibly still in the building.
4. Report to the Fire Evacuation Officer the status of the evacuation. Inform him/her of any persons who may be trapped or unaccounted for at the assembly point, especially those

with disabilities who may be in a Fire Refuge Area. Even if it is suspected that someone may not be on the premises, they must be reported to the Fire Evacuation Manager.

5. Keep in contact with the Fire Evacuation Officer to obtain updates on the situation.
6. When informed by the Fire Evacuation Officer that it is safe to return to the building then instruct staff and Fire Wardens to begin the return of pupils into school.

### **Fire Wardens**

1. Immediately cease all activities.
2. Begin the evacuation of any persons or students in their charge using the shortest safe route. **Be aware that fire routes may be out of action due to a fire and an alternative may need to be found.**
3. Proceed to your allocated door and ensure that no one re-enters the building.
4. Contact the Fire Marshal to inform him/her that you are out of the building.
5. Only allow people back into the building when instructed by the Fire Marshal.

### **For all staff on Wednesdays & Fridays between 3-4pm**

1. Immediately cease all activities.
2. Begin the evacuation of any persons or students in your charge using the shortest safe route. **Be aware that fire routes may be out of action due to a fire and an alternative may need to be found.**
3. Check your immediate area is clear of all persons and students.
4. Check that windows are closed and doors are closed (NOT LOCKED) as you leave.
5. **Proceed to the all-weather pitch.** P6 & extra-curricular students should register with the teacher they have at that time. DO NOT return to any part of the school to collect bags, coats etc.
6. Registers for P6 lessons will be printed off by the Admin staff and given to the Fire Marshall on the all-weather pitch to be distributed to teaching staff. Extra-curricular staff should have a register for students with them.
7. Staff and students should not re-enter the premises until the Fire Marshal says it is safe to do so.

### **Kitchen staff**

1. Immediately cease all activities.
2. Switch off all appliances.
3. Evacuate the premises. **Be aware that fire routes may be out of action due to a fire and an alternative may need to be found.**
4. Proceed to the assembly point.
5. DO NOT go to any areas to collect bags, coats etc.
6. Report to your Fire Evacuation Supervisor that you are present.
7. The Fire Evacuation Supervisor must report to the Fire Marshal, reporting any person whom may be missing. Indicate where you think they may be located.
8. Do not re-enter the premises until the Fire Marshal says it is safe to do so.

### **Housekeeping Staff**

1. Immediately cease all activities.
2. Switch off all machinery.
3. Evacuate the premises. **Be aware that fire routes may be out of action due to a fire and an alternative may need to be found.**
4. Proceed to the assembly point.
5. DO NOT go to any areas to collect bags, coats etc.
6. Report to your Fire Evacuation Supervisor that you are present.
7. The Fire Evacuation Supervisor must report to the Fire Marshal, reporting any person whom may be missing. Indicate where you think they may be located.
8. Do not re-enter the premises until the Fire Marshal says it is safe to do so.

### **Senior staff**

A fire evacuation officer (Cathy Bach, deputised by Jeanette Edge and a fire marshal (Nat Parry, deputised by Carole Baily) should be available on site while period 6 lessons are being held. Any other members of the Senior Leadership Team present or, in their absence, a member of staff, will need to take responsibility for ensuring that the following evacuation procedures are implemented:

- All Staff and students have congregated on the all- weather pitch.
- Liaise with the reception staff on duty to ensure that Southern Monitoring have been called to ensure that the fire brigade do not attend unnecessarily. The monitoring company number is in main reception.
- Should the Senior Fire Officer inform you it is not safe to re-enter the premises ensure that staff and pupils are able to go home/be collected by parents.
- Ensure that the Head Teacher is informed of the situation.

### **Contractors**

1. Where scheduled building work is being carried out by a contracted company then the supervisor must ensure that they maintain a list of their staff working within the building and that they are aware of the fire assembly point.
2. If an evacuation occurs then the supervisor must ensure that they inform the senior member of school staff present that all their staff are accounted for.

### **OUT OF NORMAL HOURS PROCEDURES (excluding school events)**

The fire alarm may be triggered outside normal school hours i.e. before 8.40am and after 3pm (and after 4pm on a Wednesday & a Friday) or during holiday periods. During this time there may be pupils or staff in the building.

When available, and if safe to do so, reception staff will run a print out of staff who are signed into the building. This will be given, along with the visitor book, to the senior member of staff present.

During holidays a signing in/out sheet is maintained in the main reception. This should be collected and taken out of the building by any member of staff evacuating through the front entrance. The sheets should be given to the senior member of staff present.

### **All staff**

1. Where pupils are attending out of hours' school activities arranged by a member of staff then that member of staff should ensure that they have a list of pupils under their care.
2. On hearing the fire alarm immediately cease all activities.
3. Switch off all machinery.
4. Begin the evacuation of any persons or students in your charge using the shortest safe route. **Be aware that fire routes may be out of action due to a fire and an alternative may need to be found.**
5. Check your immediate area is clear of all persons and students.



6. Check that windows are closed and doors are closed (NOT LOCKED) as you leave.
7. Proceed to the **front car park**. DO NOT return to any part of the school to collect bags, coats etc.
8. Inform the senior member of staff present that you are out of the building and that all children in your charge are present.

### **Kitchen and Housekeeping staff**

On discovering a fire sound the fire alarm and evacuate the building.

On hearing the fire alarm:

1. Immediately cease all activities.
2. Switch off all machinery.
3. Evacuate the premises by the shortest safe route. Be aware that fire routes may be out of action due to a fire and an alternative may need to be found.
4. Proceed to the **front car park**. DO NOT return to any part of the school to collect bags, coats etc.
5. Report to the Catering Manager or Housekeeping Manager or their deputies.
6. The Catering Manager or Housekeeping Manager will report to the senior member of staff acting as fire marshal or the site team member on duty if no other staff are present. **Between 5am and 6am there will be no site staff on duty. During this time staff should await the fire service and inform them that the building is clear.**
7. Even if you only suspect any person may still be in the building you must tell the supervisor or their deputy. Inform them where you think the person may be located. Do not re-enter the premises to look for them.
8. Do not re-enter the premises until a senior member of staff or site team member says it is safe to do so.

### **Site team**

1. A member of the site team will be on duty from 6am to 6pm (Mon to Thurs) and 6am to 5pm (Fri) and they should go by a safe route to the Fire Alarm board and check the position of the call point triggering the alarm.
2. If possible, and safe to do so, two staff should investigate the position of the call.
3. Liaise with the senior member of staff present.

4. Wait outside the building to meet the Fire & Rescue Service and direct them to the source of the fire.

### **Senior staff**

1. Any member of the Senior Leadership Team present or, in their absence, a member of staff, will need to take responsibility for ensuring that the following evacuation procedures are implemented:
  - Staff, students and visitors are directed to one area of the front car park
  - A member of staff is directed to the front car park entrance to stop pupils/staff etc. entering
  - A member of staff is directed to the rear car park to stop pupils/staff etc. entering
  - Liaise with the site staff on duty to ensure that Southern Monitoring have been called to ensure that the fire brigade do not attend unnecessarily. The monitoring company number is in main reception.
  - Where staff/student lists are available ensure that they have been checked and that the Fire and Rescue Service are informed of any missing staff/pupils.
  - Should the Senior Fire Officer inform you it is not safe to re-enter the premises ensure that staff and pupils are able to go home/be collected by parents.
  - Ensure that the Head Teacher is informed of the situation.

### **Contractors**

1. Where scheduled building work is being carried out by a contracted company then the supervisor must ensure that they maintain a list of their staff working within the building and that they are aware of the fire assembly point.
2. If an evacuation occurs then the supervisor must ensure that they inform the senior member of school staff present that all their staff are accounted for.

## **OTHER OUT OF NORMAL HOURS PROCEDURES**

### **SCHOOL EVENTS**

This section covers events such as parents' evenings, fund raising events etc. where staff, students and the public or any combination may be present.

It is important that prior to the event, a risk assessment is completed which details:

- How both staff and any volunteers will be briefed as to their fire safety duties in an emergency.
- How visitors will be informed of the fire evacuation procedure.

Staff and volunteers will wear school ID badges or labelled clothing so as to be easily identified by the public in an emergency.

Before any event commences all staff and volunteers should:

1. Know all the nearest alternative emergency exits available in their area and how to operate the opening mechanisms.
2. Know the means of raising the alarm.
3. Know that the front car park is the assembly area.
4. Know who will be co-ordinating the evacuation at the assembly point.
5. Know the importance of immediately reporting to the person co-ordinating the evacuation if they only even suspect any person may still be in the premises.
6. Know never to re-enter premises once they are out.

Know what they must do to ensure the premises are safe before they leave after an event has finished.

## **SPORTS CENTRE**

The Sports Centre has specific fire evacuation procedures for evacuating staff and members of the public which all Sports Centre staff are aware of.

## **INDEPENDENT USE**

In the event of a fire or other emergency the Events Manager or appointed site staff will take on fire safety responsibilities and responsibility for emergency evacuation of the premises. Customers and visitors must adhere to the School's Fire Safety & Emergency Evacuation Policy & Strategy, a copy of which will be given to the named hirer.

The named hirer will be responsible for keeping a register/record of participants present within their session and are also responsible for escorting their participants to the designated assembly point.

## **OFF SITE VISITS BY STAFF AND STUDENTS**

Where "off-site" visits are to be made by students and staff, contact should be made with the site to be visited, e.g., the theatre or activity outing, prior to the visit in order that staff accompanying students understand the procedures existing in those premises. Special care should be taken if students with disabilities / impairments are taking part in the visit.

This should form part of the Risk Assessment for the visit and be attached to the appropriate EV Form.

The employer in the premises being visited has the responsibility to ensure all persons in the premises can exit safely in an emergency. They can only discharge this efficiently if schools identify to the responsible person in the premises to be visited the numbers attending and any special needs they or the students may have prior to the visit.

Points to be checked:

1. Do the premises to be visited have more than one floor? If so, have the refuge areas been identified?
2. Has the school identified the numbers of school staff / student ratio for the visit?
3. Are the numbers of school staff sufficient to safely evacuate the group?
4. Are all the school staff aware of their responsibilities in an emergency? Are they trained to fulfil this responsibility?
5. Are any volunteers available and are they trained to assist?
6. Does the activity involve the dispersal of students and staff throughout the premises? School staff must be aware of the procedures in the premises that will allow students to evacuate safely if they are not in the vicinity of a member of staff or a trained volunteer.
7. Has an assembly point been chosen by the school or identified by the responsible person in the premises being visited?
8. Have students been made aware of what to do in case of a fire emergency in the premises to be visited?

### **MAINTENANCE WORK / REPAIRS / ALTERATIONS/ BUILDING DEVELOPMENT**

When any of the above takes place, it is important that fire precautions are not compromised either during the work or by the completed work.

Special care should be given to ensure that “means of escape” are not compromised.

The Site Manager should ensure that alternative emergency exit routes are planned and sign posted.

No hot works will be carried out by any contractor, without a ‘Hot Works Permit’ signed by the Site Manager or Head Teacher.

Guidance is available to the Head Teacher in the section on “Contractors working in Schools” in your Safety Guide issued by The Central Safety Section of the LA.

## **FIRE DRILLS**

1. Regular Fire and Evacuation Drills will be undertaken.
2. There will be at least two planned drills in each year.
3. At the start of the school year all Tutor Groups will be walked to their Assembly Point in the first two days of the new school year.
4. Within the first two weeks of the year a notified drill will take place. Thereafter, students will not receive any warning of drills.
5. These drills should challenge staff by not only being held at times when all staff are available and students are in class groups.
6. Drills will be held that simulate the loss of at least one exit.
7. The object of all drills is to allow problems to be identified under controlled situations.
8. A record will be kept of all drills.
9. A debrief involving the Fire Marshal, Fire Evacuation Officer, Business Manager and Site Manager will be carried out following any triggering of the fire alarm.
10. A report to Governors will be completed by the Fire Marshal following any triggering of the fire alarm.

## **APPENDIX 1**

### **Evacuation of students and staff with disabilities**

All staff and students with disabilities should have a personal evacuation plan (PEP) which details their evacuation procedures. The Fire Marshal should be aware of all PEPs in place.

#### **A Wheelchair users**

In the event of the Fire Alarm sounding the priority is to evacuate the building or to get to a Place of Safety.

Wheelchair users must leave the classroom after all other students and staff have left. If they have a member of the Support Staff with them they should wait with them.

As the wheelchair can be a hazard to free and quick egress from the building, the wheelchair users will move on the corridors when they are relatively clear of others.

##### **1. Evacuation from ground floor**

They will follow the same exit routes from the site as other users, unless that route requires them to use a stair lift. In which case, the alternative single level route should be followed. The building should be exited by the nearest exit.

Wheelchair users are not required to make their way to the main Assembly Point. If possible, they should make their way to the wall next to the Tennis Courts. They should not move past windows of rooms where a fire is seen.

Alternative safe assembly points for wheelchair users include Bromley Cross Road and the rear Car Park central island. Assembly points should be a minimum of 10m from buildings.

The support staff should contact the Fire Marshal to inform them of the safe position of the wheelchair user. The Fire Marshal is contactable by mobile phone at all times. Support Staff should ensure they have been given his/her contact number.

##### **2. Evacuation from Upper Floors**

When the Fire Alarm is sounded lifts must not be used. They will automatically descend to the ground floor and remain there.

Wheelchair users must be taken to Fire Refuge Area. These are marked and are:

- At each end of the Science corridor
- Outside the Library
- At each end of upper L corridor
- At the top of block B stairs
- At the top of the sixth form reception stairs

The staff with the wheelchair users should remain with the student(s) until they can be assisted to a place of ultimate safety on the instructions of the Senior Fire Officer.

Phones are located at each fire refuge point which will link directly to the Fire Evacuation Officer. If contact cannot be made via these phones staff should call 6100 as reception will be manned.

## **B     Motor control disabled**

Staff/Students with Motor Control Disabilities, such as cerebral palsy, are assessed as to their level of mobility. Those with moderate to serious mobility issues but who are ambulant do risk tripping and falling during an evacuation thus presenting a trip hazard to other people.

These students and staff should move on the corridors when they are relatively clear of others. Staff supporting these students should remain with them and escort them safely from the building.

They should leave the classroom after all other students have left. They should then follow the same exit routes as other users.

The safe assembly point for ambulant disabled is by the supporting wall to the tennis courts. Supporting staff should inform the Fire Marshal that they are clear of the building.

## **C     Temporary ambulant disability**

This will include any students or staff who have suffered an injury or temporary medical condition which affects their ability to walk. Typically, this will present as staff or student using crutches.

As with those with motor control disability, they could present a trip hazard to other staff and students, impeding safe and quick egress of others.

The evacuation procedures are as for Motor Control Disability.

## **APPENDIX 2**

### **Exemplar Personal Evacuation Plan**

#### **PERSONAL EVACUATION PLAN** for : **XXX (dob YYY)** **XXX has a member of the support staff with him at all times.**

In the event of the Fire Alarm sounding the priority is to evacuate the building or to get to a Place of Safety.

XXX must leave the classroom after all other students and staff have left. His support staff should wait with him.

As the wheelchair can be a hazard to free and quick egress from the building, XXX will move on the corridors when it is relatively clear of others.

### **3. Evacuation from ground floor**

XXX will follow the same exit routes from the site as other users, unless that route requires him to use a stair lift. In which case, the alternative single level route should be followed. The building should be exited by the nearest exit.

He will not be required to make his way to the main Assembly Point. If possible he should make his way to the wall next to the new Tennis Courts. He should not pass windows of rooms where a fire is seen.

Alternative safe assembly points for wheelchair users include Bromley Cross Road and the rear Car Park central island. Assembly points should be a minimum of 10m from buildings.

The support staff should contact the Fire Marshal to inform them of XXX's safe position. The Fire Marshal is contactable by mobile phone at all times. Support Staff should ensure they have him/her contact number.

### **4. Evacuation from Upper Floors**

When the Fire Alarm is sounded lifts must not be used. They will automatically descend to the ground floor and remain there.

XXX must be taken to a Fire Refuge Area. These are marked and are:

- At each end of the Science corridor
- Outside the Library
- At each end of upper L corridor
- At the top of block B stairs
- At the top of the sixth form reception stairs

The staff with the wheelchair users should remain with the student(s) until they can be assisted to a place of ultimate safety on the instructions of the Senior Fire Officer.

Phones are located at each fire refuge point which will link directly to the Fire Evacuation Officer. If contact cannot be made via these phones staff should call 6100 as reception will be manned.

The Fire Evacuation Officer will inform the Fire and Rescue Service on arrival.