



Great schools at the heart  
of our community

## Fire Safety Policy

Updated 24<sup>th</sup> June 2024

<b>Policy reference:</b>	A49
<b>This policy is to be reviewed:</b>	Annually
<b>The next review date is:</b>	October 2024
<b>Review is the responsibility of:</b>	F, I and HR Committee

### Review History

<b>Review ratified:</b>	October 2021
<b>Review ratified:</b>	October 2022
<b>Review ratified:</b>	9 <sup>th</sup> October 2023, 4 <sup>th</sup> March 2024

**Authorised by: Full Trust Board**



## 1. Introduction

Aspire Learning Trust (ALT) ensures, so far as is reasonably practicable, that all staff, pupils, contractors and visitors are protected from the risks of fire whilst on its premises.

### LEGAL REQUIREMENTS

The Regulatory Reform (Fire Safety) Order 2005 (commonly referred to as the RRO) came into effect on 1st October 2006 and replaces all previous fire safety legislation e.g. The Fire Precautions Act 1971, the Fire Precautions (Workplace) Regulations 1997 etc.

The purpose of the legislation is to place a greater emphasis on fire prevention by ensuring that all persons responsible for premises comply with their statutory duties and implement the general fire precautions which are needed to protect all persons from death or injury in the case of fire.

This Policy explains how the trust complies with the Regulatory Reform (Fire Safety) Order 2005 to ensure that, where possible, fire is prevented and that any fire risks are adequately controlled.

## 2. Responsibilities

In common with the trust's Health and Safety Policy, the Fire Safety Policy extends through the whole trust and its schools, with specific responsibilities as identified below:

Trustees ensure that an appropriate policy is in place in the trust and that arrangements are made for its effective implementation in its schools;

- The Headteacher in each school has ultimate responsibility for the implementation and management of this policy;
- The Health and Safety Coordinator (HSC) in each school is responsible for the effective implementation of this policy and its role within the trust's and school's Health and Safety Policies:
- The RRO places duties on the **"responsible person"** who is someone who has control of premises or anyone who has a degree of control over certain areas or systems. In the trust's case this is the Headteacher in each school.
- All employees have the responsibility to cooperate and to ensure that the workplace is safe from fire and its effects and must not do anything that will place themselves or other people at risk.

### 3. Policy Objectives

- To safeguard all persons from death or injury in the event of fire by the effective management of fire safety;
- to minimise the risk of fire and to limit fire spread;
- to minimise the potential for fire to disrupt services, damage buildings and equipment, or harm the environment.

### 4. Managing Fire Safety

The trust has delegated day to day responsibility for managing fire safety to the responsible person i.e. the Headteacher in each school.

The Health and Safety Coordinator in each school will:

1. Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times; and that the means of escape have adequate emergency lighting;
2. Make sure fire fighting appliances and devices are provided and maintained in working order, including:
  - a) fire detection and alarm systems;
  - b) emergency lighting systems;
  - c) fire fighting equipment;
  - d) notices and signage relating to fire procedures;
  - e) means of escape, taking into account the needs of any disabled users.
3. Review the school's fire risk assessment annually to ensure that the school's facilities are compliant and the risk of fire incidences is reduced (every third year the review will be undertaken by a professional fire risk assessor).
4. Provide appropriate instruction and training for all school staff on the action to be taken to protect people and property including regular fire evacuation practices for all the school;
5. Ensure that all staff, students, contractors, visitors and third-party hirers are made aware of and comply with the school's fire procedures;
6. Identify any special risks, e.g. the storage of hazardous materials, and put in place appropriate procedures to minimise the risks;

7. Liaise with third parties; the emergency services, and the school's insurers to ensure that best practice for fire prevention and procedures is in place;
8. Monitor and review this policy on a regular basis so as to ensure that any new risk or alteration to regulations is addressed.

## 5. Monitoring

The trust utilises the services of various outside personnel to carry out effective monitoring of its duties.

**The schools' fire detection and alarm systems** are maintained and checked six monthly by:

NRP	ADT Fire and Security	0800 804 6226
PLP	ADT Fire and Security	0800 804 6226
SHS	CamAlarms	01638 743342

The alarm sounders are tested on a weekly basis by the Health and Safety Coordinator in each school.

**The schools' emergency lighting systems** shall have a 3 hour duration test annually with results recorded in the schools fire log by:

NRP	DJ Electrical	07835 089873
PLP	Circle Fire	0844 692 9999
SHS	CamAlarms	01638 743342

All emergency lighting shall be subject to a functional 'flick' test at least monthly with results recorded in the schools fire log by the Health and Safety Coordinator at each school.

**Notices and Signage** are updated as and when required and checked annually by the Health and Safety Coordinator in each school.

**Fire fighting equipment** is checked weekly by the Health and Safety Coordinator in each school and extinguishers are inspected and replenished or replaced annually by:

NRP	Brittania	01733 246990
PLP	Circle Fire	0844 692 9999
SHS	Bridges Fire and Security	01354 524001

**A Fire Log Book** which contains records of fire safety *issues* is maintained in each school by the school's Health and Safety Coordinator and is located in the Site Manager's office in each school. These *issues* include:

- fire drills;
- hot work permits, etc;
- the storing of hazardous materials;

- the inspection and testing of:
  - fire detection and alarm systems;
  - emergency lighting systems;
  - fire fighting equipment;
  - staff training records.

## 6. Fire Risk Assessment

Each school has had a comprehensive fire risk assessment for each of its buildings carried out by:

NRP	Barbara Noack CCC	01233 699124/ 07824694759
PLP	Barbara Noack, CCC	01223 699124/ 07824694759
SHS	Barbara Noack, CCC	01223 699124/ 07824694759

A copy is kept with the Fire Log Book.

The fire risk assessment provides a risk profile that includes identification of fire hazards and potential consequences of fire. It identifies who will be at risk if there is a fire, where people may be working and who else may be at risk, either in the premises or nearby, such as members of the public, visiting contractors, etc, and where these people are likely to be located. It also highlights possible sources of ignition. The fire risk assessment documents a review of fire safety arrangements, such as fire safety drills and policies, and firefighting equipment. It also considers the arrangements in place for evacuation, including emergency lighting, signage and escape routes.

The fire risk assessment for each school will be reviewed and amended annually by the school's Health and Safety Coordinator and at such times when it is either no longer valid or if any changes are planned, such as:

- Any structural changes (alterations to the layout of the premises, erection of partitions, refurbishment etc) which may affect the spread of fire;
- Any change to the use of the premises which may affect the risk rating;
- Any change to work processes or work equipment which may introduce new fire hazards;
- Any change to the numbers of people using the premises to ensure that escape routes can accommodate the numbers safely.

Every third year the FRA review will be undertaken by a professional fire risk assessor.

## 7. FIRE SAFETY TRAINING

All staff receive basic fire safety induction training and attend refresher sessions annually, this is arranged by the staff listed below using Cambridgeshire County Council resources and support:

NRP	Rachel Bains/Josef Wyness
PLP	Rob Litten/Luke Ilsley
SHS	Debra Osborne/Richard Potter

Key staff in the individual schools are nominated as Fire Wardens. They receive more detailed instruction in what is expected of them if a fire breaks out. See the school specific arrangements in Appendix 2 for NRP, Appendix 3 for PLP and Appendix 4 for SHS.

Students/Pupils are given instructions by their Form Tutor/Class Teacher during the first week of the Autumn term on the actions they should take and the behaviour they should exhibit in the event of a fire, and these are reiterated with termly fire drills.

Fire drills are to be carried out in each school termly, to evaluate the effectiveness of the schools' evacuation procedures. Details of each fire drill, along with any conclusions and remedial actions agreed with the Headteacher, are recorded in the Fire Drill Record sheet (see Appendix 5) by the respective school's Health and Safety Coordinator, and implementation monitored.

The findings of the drill are reported to the staff at each respective school at the subsequent weekly staff briefing/meeting and via whole staff email. They are also reported to governors at the half-termly governors' meetings and are therefore documented in the meeting minutes. They are also shared with the Trust Operations Director.

## 8. Evacuation Procedures

The Evacuation Procedures which are to be followed in the event of a fire alarm are set out in the school specific arrangements in Appendix 2 for NRP, Appendix 3 for PLP and Appendix 4 for SHS. These appendices detail the responsibilities of staff and individuals at each school during an evacuation and subsequent roll call.

Appendix 1 documents specific guidance on the evacuation of disabled persons from the schools' buildings.

## Appendix 1

### **Guidance on the Evacuation of Disabled Persons from School Buildings**

#### **Students/Pupils**

Students and employees with a disability should already have been identified and information held in the individual's personal file (for pupils these are stored in the SENDCO's office and for personnel they are to be located in the School Administrator's/Personnel Manager's office).

The SENDCO in each school is responsible for identifying pupils for whom a Personal Emergency Evacuation Plan (PEEP) is required, for producing the PEEP and communicating it to relevant colleagues. NB this may include students/pupils who may not react well to the fire alarm.

#### **Personnel**

The School Administrator/Personnel Manager in each school is responsible for identifying personnel for whom a PEEP is required, for producing the PEEP and communicating it to relevant colleagues.

Having considered the risks, the SENDCO (for pupils) and School Administrator/Personnel Manager (for staff) will propose specific procedures for assisting in the evacuation of persons with a known disability, including appointment of a "buddy" for any student or employee requiring assistance in an emergency evacuation. Where teachers have in their class a student with a known disability, they must ensure that that student is aware that the alarm has been triggered and that they follow the evacuation procedure accordingly.

Staff with a disability have an obligation to notify the Headteacher on appointment, or as soon as they are diagnosed, to ensure that any specific requirements can be addressed by way of a PEEP.

#### **Visitors**

On arrival, disabled visitors to the school should be asked to identify any special requirements in the case of an emergency evacuation. The person hosting the visitor should ensure the visitor's safety in the event of an emergency evacuation.

#### **Specific Evacuation Requirements**

##### **Wheelchair users/Persons with Mobility Difficulty**

Wheelchair users or any person with difficulty walking (e.g. anyone temporarily using crutches) should wait until everyone else has left the room before making their way to the exit, accompanied by their "buddy" or other third party if required.

Wherever practicably possible, those with mobility issues should work on the ground floor.

All persons, including wheelchair users, should make their own way out of the building by utilising the fire escape routes. Whenever the route is blocked or the person is working above ground floor



level, wheelchair users must be accompanied by their “buddy” or other third party. When evacuating the upper floors of the buildings, anyone unable to leave without assistance should wait for assistance in the safe refuge areas, which are located in:

NRP	not applicable currently
PLP	not applicable
SHS	Top of every staircase

The use of the term “refuge” is intended to mean a place where people can safely wait for a period of time whilst the evacuation process is being undertaken. It is not a place to leave people for the duration of the alarm, but it has been selected for its additional protection from fire, meaning that it will remain a safe place to await rescue.

### **Arrangements for Evacuation of People from the Refuge Areas**

Any circumstances that would require a person to be evacuated from a refuge area must be documented by a PEEP. The PEEP must be shared with all those affected by it, and who have been identified in it, to ensure they know and understand what is required of them if the need for emergency evacuation is required.

- To evacuate people from the first floor, dedicated evacuation chairs must be used. The evacuation chairs are located in the refuge area(s).
- The evacuation chairs must be inspected annually to ensure they are in good working order.
- Evacuation chairs must be operated by trained personnel only. The trained personnel are:

NRP: TBA  
PLP: TBA  
SHS: TBA

**Lifts must not be used during an emergency evacuation.**

## **SCHOOL SPECIFIC ARRANGEMENTS**

### **New Road Primary and Nursery School**

1. Evacuation Procedure
2. Fire Wardens
3. Assembly Point Location, Layout and Lines
4. School Zone Plan

## **1. EVACUATION PROCEDURE**

### **RAISING THE FIRE ALARM:**

The PERSON DISCOVERING FIRE should activate the nearest call point.

If safe to do so, they should phone the emergency services by dialling 999.

### **ON HEARING THE FIRE ALARM:**

#### **PROCEDURE FOR ASSEMBLY AND ROLL CALL**

##### **Class teacher/Adult in Charge**

Calmly ask pupils to line up and be quiet.

With the head count card in hand, leave by the nearest safe exit and assemble at the muster point.

A head count will take place and class teacher will raise hand to signify all children are accounted for

SILENCE to be maintained by ALL except those taking the head count/ coordinating emergency services.

Nursery will evacuate to the main Playground – following the same procedure.

##### **Teachers must:**

Ensure that supply teachers and sports coaches covering their class are aware of the Fire & Emergency Evacuation Routine.

Ensure their external door is always unlocked and clear of obstructions

Know where the alarm points and fire extinguishers are situated

Not go back into the classroom for anything

Ensure children are aware and regularly reminded of all aspects of the Fire & Emergency Evacuation Routine

##### **Central Team**

All Central team staff to report at the Assembly Point

## Visitors/Helpers/Contractors

All visitors/helpers/contractors in school to report to Office Staff at the Assembly Point

## Disabled Access/Egress

Is the responsibility of the teacher or 1:1 TA in charge (if a pupil) or of the person the disabled individual is visiting.

**AT NO POINT SHOULD THE LIFT BE USED DURING THE EVACUATION**

## 2. Fire Wardens

The following school staff are designated Fire Wardens (and deputies are identified in case the Fire Warden is absent and/or unable to fulfil their duties):

Area of Responsibility*	Fire Warden	Deputy Fire Warden
Area 1 Main School	Rachel Bains	Joe Wyness (Site Manager)
Area 2 Nursery School	Sue Page	
Area 3 KS1/Reception	Pippa Williams	
Area 3 KS2	Heidi Marshall	

\*See below for **Zone Plan**

The Fire Wardens are responsible for carrying out a final sweep of their designated Zones as they exit the building, and feeding back information to the Headteacher.

### Other responsible persons/duties:

Office staff open entrance barrier for emergency services, and take to Assembly Point:

- dinner registers
- staff signing in book
- visitor and contractor sign-in books
- pupil absence sign-out book
- Site Manager (if on site) or deputy Headteacher will investigate cause of the alarm/emergency and open the gate from car park to the field for emergency service vehicles if appropriate
- In the event of a Fire Warden being absent from school, they are responsible for delegating their Fire Warden duties to an available member of staff prior to absence

No-one may leave the Assembly Point until instructed to do so by the Headteacher or the Senior Leader in Charge.

## **SCHOOL SPECIFIC ARRANGEMENTS**

### **Park Lane Primary and Nursery School**

1. Evacuation Procedure
2. Fire Wardens
3. Assembly Point Location, Layout and Lines
4. School Zone Plan

## **1.EVACUATION PROCEDURE**

ON HEARING THE FIRE ALARM:

PROCEDURE FOR ASSEMBLY AND ROLL CALL

Class teacher/Adult in Charge

- Calmly ask pupils to line up and be quite,
- With the head count card in hand, leave by the nearest safe exit and assemble at the muster point.

A head count will take place

- Class teacher will raise hand to signify all children are accounted for
- SILENCE to be maintained by ALL except those taking the head count/ coordinating emergency services.
- Nursery will evacuate to the Nursery Playground – one member of Nursery staff will walk to KS2 Playground to notify a member of SLT that everyone in Nursery is accounted for.

**Teachers must:**

- Ensure that supply teachers and sports coaches covering their class are aware of the Fire & Emergency Evacuation Routine – if absent when the supply cover arrives, this is the responsibility of their partner Year Group teacher.
- Ensure their external door is always unlocked and clear of obstructions
- Know where the alarm points and fire extinguishers are situated
- Take their dinner register with them on evacuation, if in the classroom
- Not go back into the classroom for anything
- Ensure children are aware and regularly reminded of all aspects of the Fire & Emergency Evacuation Routine

**Visitors/Helpers/Contractors**

All visitors/helpers/contractors in school to report to Office Staff at the Assembly Point

**Disabled Access/Egress**

is the responsibility of the teacher in charge (if a pupil) or of the person the disabled individual is visiting.

## Fire Wardens:

Area of Responsibility	Fire Warden	Deputy Fire Warden
Area 1 – Main School	Michelle Graves	Pete Ingham
Area 2 – South Hall	Ben Chisholm	Louise Tansley
Drama Studio	Ben Chisholm	Louise Tansley
Area 3 – Nursery	Liz Hughes	Luke Ilsley/Rob Litten
Mobile	Liz Hughes	Luke Ilsley/Rob Litten

## Other responsible persons/duties:

Office staff open entrance barrier for emergency services, and take to Assembly Point:

- dinner registers
- staff cards
- staff list
- visitor and contractor sign-in books
- pupil absence sign-out book
- Site Manager will investigate cause of the alarm/emergency and open the gate from car park to the KS2 playground for emergency service vehicles if appropriate
- In the event of a Fire Warden being absent from school, they are responsible for delegating their Fire Warden duties to an available member of staff prior to absence

No-one may leave the Assembly Point until instructed to do so by the Headteacher or the Senior Leader in Charge.

## **SCHOOL SPECIFIC ARRANGEMENTS**

### **Sir Harry Smith Community College**

1. Evacuation Procedure
2. Fire Wardens
3. Assembly Point Location, Layout and Lines
4. School Zone Plan



## 1. EVACUATION PROCEDURE

### RAISING THE FIRE ALARM:

The PERSON DISCOVERING FIRE should activate the nearest call point

If safe to do so, they should phone the emergency services by dialling 999

### ON HEARING THE FIRE ALARM:

- **ALL PERSONS PROCEED IN A CALM MANNER TO ASSEMBLY POINT**
  - Teaching staff assemble pupils and instruct them to proceed to the Assembly Point, walking rapidly NOT running. The classroom door should be closed behind the last person to leave.
  - Use the directed route - the quickest fire escape route is displayed in each room - unless a blockage makes this impossible. Be prepared to find an alternative route if necessary. Should the alarm ring during Break or Lunchtime, pupils should be instructed to leave the building by the nearest safe fire exit and proceed to the Assembly Point. Staff should assist this process where possible without putting themselves at risk. Under no circumstances should staff or pupils return to their form rooms. All double doors should be opened by those who are first to reach them and closed by the last person to pass through them.
  
- **AT NO POINT SHOULD THE LIFT BE USED DURING THE EVACUATION**

Those unable to use the stairs should react according to their PEEP, and those nominated in PEEPs for specific duties should carry them out.

- Where appropriate, ensure master switches for gas and electricity are off and windows closed. NB In the event of a gas leak, when evacuation is likely to be because of verbal instructions rather than a fire alarm sounding, no electrical switches should be used.
- Office staff take out pre-printed lists from the days electronic Attendance registers, the visitors' book, pupil late and signing in/out books, and the staff list.
- The Site Manager will contact the site staff to establish their whereabouts and to direct them to specific tasks as necessary and will attempt to identify the source of the fire from external visual observation. Where safe to do so, the fire alarm panel will be scrutinised to identify what type of sensor triggered the alarm and in which zone it was located.
- The Site Manager will report the safety and whereabouts of the site staff to the Headteacher and will maintain in contact throughout the procedure by use of two-way

radios. The Headteacher will await arrival of the Fire Brigade and will prevent any casual visitor from entering the premises.

- Anyone who has a named responsibility should ensure that they have a deputy to take over if they are absent and that the deputy is aware of their role in the event of an emergency evacuation.

## **PROCEDURE FOR ASSEMBLY AND ROLL CALL**

The Assembly Point layout and details of Assembly Lines are illustrated below.

Pupils will line up register will be taken with their classes, in alphabetical order.

### **Pupils' Reporting Procedure:**

- Office staff will distribute register print-outs to Heads of House, who will pass them on to Form Tutors.
- Form Tutors will perform a roll call of their class. NB personnel who provided 'cover' during registration should take responsibility for the roll call of that class. Once completed the Form Tutor will report back to their Head of House, identifying missing pupils and/or any other concerns.
- Once all classes have reported to them, Heads of House will report to the Deputy Headteacher.
- The Deputy Headteacher will work with Office staff to cross check missing pupils against the pupil signing in/out book so that a finite list can be reported to the lead Fire Officer.

### **Staff/Visitors Reporting Procedure:**

- All staff who are not Class Teachers or performing a Class Teacher 'cover' function will assemble in the middle of the playground, whilst Office staff carries out a roll call.
- The member of Office staff completing the roll call will report to the Deputy Headteacher any missing visitors and/or staff and any other concerns to be brought to the attention of the lead Fire Officer.

The Deputy Headteacher will await the arrival of the fire brigade and respond to and relay fire officer's instructions.

**No-one may leave the Assembly Point until instructed to do so by the Headteacher.**

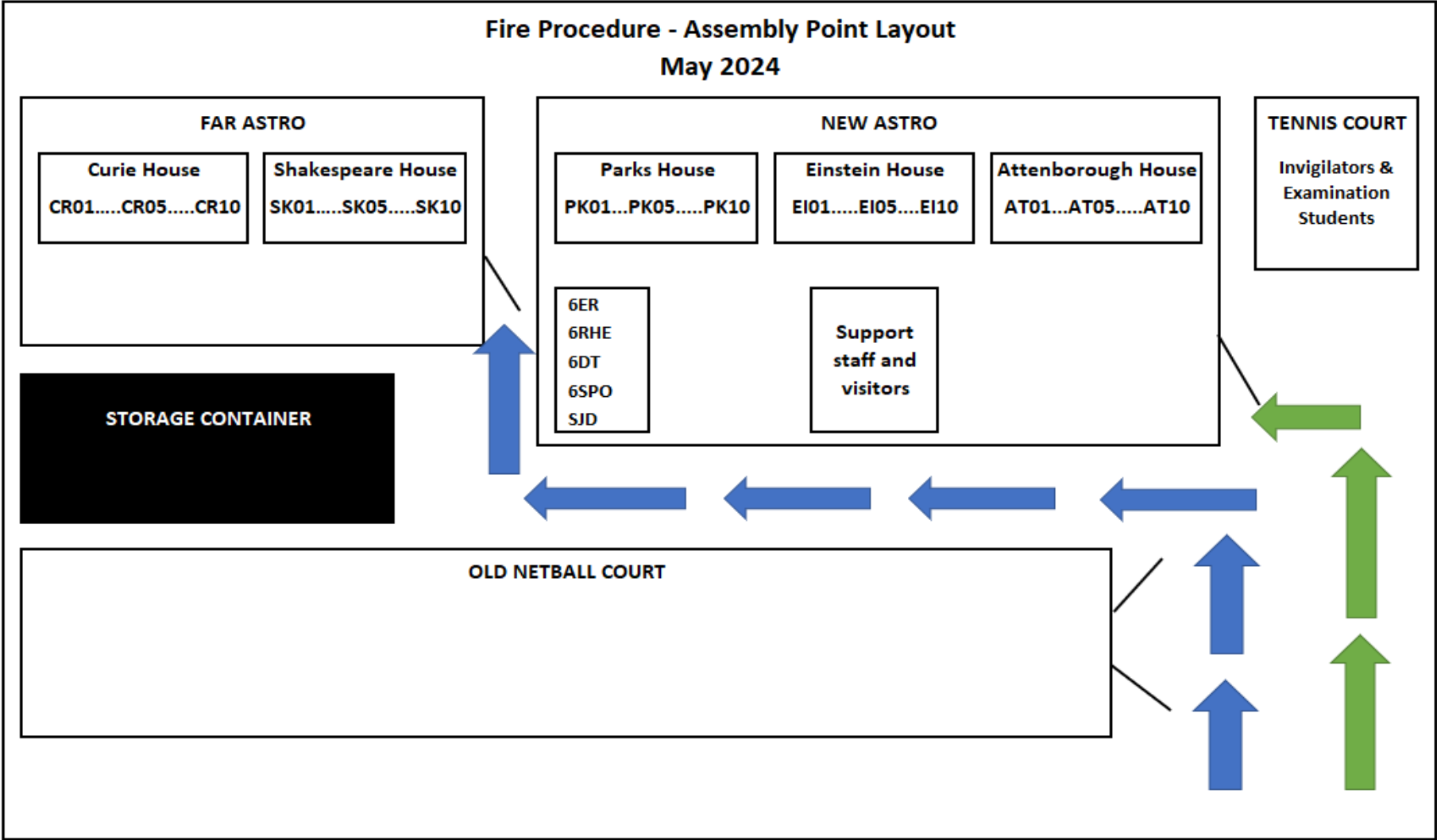
#### 4. Fire Wardens

The following school staff are designated Fire Wardens (and deputies are identified in case the Fire Warden is absent and/or unable to fulfil their duties):

<b>Zone</b>	<b>Area</b>	<b>Fire Warden</b>
Zone 1	Cobalt and Blue Area	Mrs K Betts
Zone 2	Yellow Area	Mrs L Lancaster
Zone 3	Canteen and Main Hall area	Mrs J Ayres
Zone 4	Oyster area and Violet 15	Mrs K Simpson-Holley
Zone 5	Olive and Green Area	Mr r Bucknall
Zone 6	Sherwood Area	Mr D Skeels
Zone 7	Orange Area	Miss E Rogers
Zone 8	Sixth Form Centre	Mrs C Restaino
Zone 9	Ruby Area	Mrs V Middleton
Zone 10	Magenta Area	Mrs D Campbell
Zone 11	Gold Area	Mr J Ashworth
Zone 12	Violet and Purple Area	Mr D Tomlin

The Fire Wardens are responsible for carrying out a final sweep of their designated Zones as they exit the building and feeding back information to the Headteacher.

5. Assembly Point Layout



## 6. School Zone Plan

Zone	Area	Fire Warden	Deputy Fire Warden
Zone 1	Cobalt and Blue Area	Mrs K Betts	Mr M Gaduzo
Zone 2	Yellow Area	Mrs L Lancaster	Ms G Purdy
Zone 3	Canteen and Main Hall area	Mrs J Ayres	Mrs Lucy Morten
Zone 4	Oyster area and Violet 15	Mrs K Simpson-Holley	Miss C Meadows
Zone 5	Olive and Green Area	Mr R Bucknall	Ms A Hunt
Zone 6	Sherwood Area	Mr D Skeels	Mr L Johnson
Zone 7	Orange Area	Miss E Rogers	Mrs J Timms
Zone 8	Sixth Form Centre	Mrs C Restaino	Mr T Smith
Zone 9	Ruby Area	Mrs V Middleton	Mr A Royal
Zone 10	Magenta Area	Mrs D Campbell	Mr A Moore
Zone 11	Gold Area	Mr J Ashworth	Mr M Thomas
Zone 12	Violet and Purple Area	Mr D Tomlin	Mr T Cooper

## FIRE DRILL RECORD

1. Person conducting the fire drill:.....

2. Date of the fire drill:..... Time of the fire drill:.....

3. Weather conditions for fire drill:.....

---

4. Audibility of fire alarm: Good / Bad \*

Comments on fire alarm audibility:.....

.....  
\* delete as appropriate

---

5. Time elapsed until building evacuated: .....

Time elapsed until role call completed: .....

Comments on evacuation and / or role call:.....

.....

---

6. Fire drill performance: Good / Bad \*

General comments on fire drill:.....

.....  
\* delete as appropriate

---

7. Specific issues to be addressed..... .....and by whom:

.....

.....

.....

Signed:.....

Signed:.....

H&S Coordinator

Headteacher