





FIRE PREVENTION AND EVACUATION PLAN

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CUL Academy Trust Limited

Fire Prevention and Evacuation Plan



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1. Statement of Intent

The person responsible for Fire Safety is the Principal; he appoints the SBM Facilities in matters of Fire Safety. This Fire policy complies with the Regulatory Reform (Fire safety) Order 2005. Instructions are provided to all staff, students and visitors to ensure safe evacuation of the premises in the event of fire.

Provision is made for a fire risk assessment to be carried out by a relevant body each year. It is formally recorded and reviewed by the SBM on an annual basis or when significant changes have been made to the buildings. The school is not routinely visited by the Fire Brigade but will comply with any recommendations made by the Fire Service, and will regularly carry out and record risk assessments in relation to fire, together with fire drills and any routine tests recommended by the Fire Service.

The importance of raising awareness of Fire Safety is recognized and the school seeks to ensure all possible fire risks are addressed. In line with this aim, the school will:

- disseminate information about the elimination or reduction of risks from dangerous substances to relevant departments and support staff
- carry out training of all staff on initial appointment, which will be repeated periodically
- ensure the safety of staff and anyone else legally on the premises through effective: fire prevention, evacuation procedure and maintenance of fire routes and equipment
- ensure fire drills are carried out in the first 2 weeks of each term to raise awareness and confidence in fire procedure across the whole school.
- ensure the SBM Facilities and Site Team are confident in contacting the Fire Services in the event of a fire
- ensure staff are appointed and trained to act as Fire Wardens to take preventative and protective measures and to assist with evacuation in the event of a fire
- provide staff and those working on the site with a copy of this policy. It is school requirement that all those working on school site are provided with information about fire safety at the school.
- maintain fire routes, exits, signs, notices, emergency lighting and fire detectors, alarms and extinguishers

All staff must read this policy and be aware of the fire procedures. It is reviewed annually, or as legislation changes require, by the SBM. This policy should be read in conjunction with:

- Health and Safety Policy
- Emergency and Continuity Policy
- First Aid Policy

2. Fire Procedure

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk. It is the duty of the employees to familiarize themselves with the layout of the building and the fire exit routes.

- All emergency routes are clearly marked with FIRE EXIT SIGNS
- All emergency evacuation maps are by the evacuation point in each room and on health and safety notice boards.

In the event of any member of the school community finding a fire they must:

1. manually break the call point glass
2. Contact the Fire Services directly by dialing 999.

The fire bell is a continuous sound and staff and pupils should follow the evacuation procedure:

3. Close all windows
4. Switch off appliances such as D & T machinery; Bunsen burners etc. (do not wait to shut down your computer).
5. Evacuate via the appropriate published route from the area of the school, closing the door behind them.
6. All pupils and staff must walk in silence and gather at the assembly point to be registered and receive further instructions.

3. Roles and Responsibilities

SBM facilities and site team



The SBM and/or Site Manager will check the fire panel to establish the area of the fire. Fire panels are situated in the [specify location]. The Site Team will then establish if there is a fire and contact the SBM by mobile to inform them. The SBM or a member of staff will then telephone the Fire Services and notify them on arrival of the position of the fire.

School office

The administration staff are responsible for taking the registers, megaphone, and First Aid boxes to the muster point. The hazardous substance and information for Fire Service files are kept in a locked box by the assembly point will also be given to the Fire Service.

Heads of year and form tutors

Heads of Year and designated staff will register staff and Form Tutors will register students. If students are missing the Form Tutor or a member of staff taking the register should cross check with sign in/sign out sheet held by a member of the School Office. The Headteacher will then inform the Fire Services of any missing students.

Principal

Once the ALL CLEAR has been given to the Principal by the SBM, Site Manager or the Fire Service the Principal will dismiss students back into the building.

SBM business manager

In line with the Emergency and Continuity Plan, in the event of an emergency that requires the school to close a message will be sent via SMS to all parents, requesting that they collect their child from a designated location.

4. Evacuation to secondary location

The secondary location is the Front Gates of the School where there is also a sign. The Principal or other member of the SLT will contact whom they need to and inform them that our students will be arriving in "x" minutes.

The initial evacuation will be identical to a fire evacuation. The alarm will sound the same and all occupants in the building will exit in the normal manner. Instructions to proceed to [specify location] will be given by the principal or Vice Principal to Form Tutors on their leaving the school building.

Depending on the time of day, the situation and other factors, the Principal will decide on future action, (return to school, method of release etc.).

5. Out of school hours

If the alarm sounds before 8.30am students and staff will follow the normal fire procedure and evacuate to the assembly point. Then in the event of a fire, a member of Senior Management Team, the SBM or a member of the Site Team will inform the Fire Brigade that there could be students in the building who cannot be accounted for.

After 3.30pm all pupils must gather at the assembly point. The member of the School Office in charge will then register the students using the sign in/out sheet as a register. Any other member of staff running an event or club after school should also have an accurate register of attendance which will be used. The member of the Site Team in charge will update the School Office either by phone or in person as to whether the fire brigade has been called or if the alarm can be silenced and the pupils allowed back into the building.

At all times there is a trained Fire Marshall on the Premises.

6. Visitors

All visitors sign in and out of the School Office. This book is used to register visitors at the assembly point. All visitors are given a badge on the back of which are details of the fire procedures and they are informed of the assembly point. Fire evacuation routes are clearly labeled around the school, which visitors should follow.



7. Contractors

Any contractors working on site must sign in at reception and wear a visitors badge at all times. The contractor's host must ensure that they are briefed on the schools fire procedure including the no smoking policy. Any 'hot works' must be authorized by the SBM before work begins, and will only be allowed on receipt of a completed risk assessment and method statement and after being issued with a hot work permit.

8. Fire Risk Policy and Procedures

All records relating to Fire Safety are kept and maintained by the SBM. They are reviewed in consultation with the Principal and the SBM actions and records any matters arising. The following records are kept, maintained and reviewed:

1. the Fire Risk Assessment and its review
2. the Fire Prevention and Evacuation Plan
3. training records of Fire Wardens and other staff training
4. the fire practice drill log
5. Certificates for the installation and maintenance of fire-fighting systems and equipment.


The Site Team carries out regular checks, walking the site and weekly checklists are completed and checked/signed by the SBM. Regular checks by the Site Team include:

1. fire extinguishers are not used to prop open doors, are in their proper locations, available and in good condition
2. fire exits and emergency routes are kept clear
3. Checks on all fire doors to ensure they remain closed unless attached to the fire alarm by magnetic means or a door guard is attached. these doors will automatically close when the fire alarm activates
4. required exit bolts, panic bars and other fire door hardware should be functioning properly
5. necessary exit signs, exit directional signs and lights should be functional and in good condition
6. all fire extinguishers are in their proper locations, available and in good condition
7. proper housekeeping is being implemented by avoiding the accumulation of combustible debris, packing material, paper or other fire breeders
8. an approved contractor carries out annual maintenance of fire extinguishers in a month in each year.
9. They would then service and test fire alarms and emergency lighting six monthly
10. the SBM and site team test the call points in each building weekly on [specify day] at 0800 and record the results in the logbook
11. local testing of alarms will occur monthly. This testing will identify and record any deficiencies, which must be rectified as soon as possible. An announcement will be made prior to the test that occupants of the building are not required to evacuate. if staff cannot hear the alarm clearly from any location they should advise the site team as soon as possible so that steps can be taken to rectify the problem
12. the site team 'flick tests' the emergency lighting in every holiday period.

High Risk departments such as Design and Technology, Food Technology, Sports and Science have policies in place which include fire precautions and dangerous substances and clear instructions on what to do in the event of fire. Hazardous substances are kept in lockable cabinets/containers and COSHH sheets are kept for these substances. A register of dangerous substances is kept by the SBM Facilities and a copy is kept in the School Office. This is made available to the Fire Brigade on arrival.

All employees should:

1. familiarize themselves with the fire procedures and escape routes
2. report to the facilities manager any concerns regarding fire safety
3. ensure that doors are not held open by fire extinguishers or wedges and fire exits are not blocked
4. in accordance with the fire procedures, evacuate the building to a safe place without putting themselves or others at risk
5. not attempt to extinguish a fire unless they have been specifically trained to do so

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6. comply with the school no smoking rule
 7. ensure classroom displays and work displayed in hallways should be set up with care; decorations can be a fire risk if hung near sources of heat or light fittings
 8. ensure clothing and costumes used for school events, which can be highly flammable, are never placed close to any heat source, e.g. footlights or other stage lighting
 9. Remove from school buildings combustible material such as cardboard boxes and packaging unless they are required for educational purposes. When such materials are not in use they should be kept in a designated storage area. Hallways, stairways, entrances and exits should be kept clear and free of combustible materials. Stairways and hallways should always be kept clear
 10. Use recycling and rubbish bins and paper should not be left lying around. Rubbish should not be allowed to collect in hidden places and particular attention should be paid to general tidiness and cleanliness, especially around electrical appliances
 11. the site team will ensure the boiler and plant rooms must be kept clean, clear and locked
 12. Have a responsibility towards ensuring electrical equipment must be used with care and kept in a safe working order. Electrical points must never be overloaded and wiring must be checked regularly. All portable mains-powered equipment that enters the school must be checked for electrical safety before use. This includes equipment brought in from home, which must be taken to the relevant maintenance department for checking and labeling. Such equipment must not be used until it has been approved. All existing portable mains-powered equipment has been tested for electrical safety (pat – portable appliance testing)
 13. It is the responsibility of heads of departments to give the site manager a list of any significant quantities of flammable and / or toxic materials, chemicals, gas cylinders and radioactive substances that are held within their locations. In the event of a major fire the fire brigade will require this information.

9. Risk Assessment on People with Disabilities

A risk assessment will be carried out on staff and students depending on their needs and a risk assessment carried out. Staff will be made aware of the procedure to follow for these individuals.

10. Fire Warden Training

All employees receive training and instruction on all of the fire and emergency procedures on an annual basis. All training is recorded. All members are advised on taking preventative measures and ensuring a safe environment. Any employees with additional fire safety duties i.e. Fire Marshals, will be given training on appointment to their specific duties and refresher training on an annual basis. New staff are provided a health and safety induction by the SBM Facilities, and asked to sign the induction upon completion. The staff training as Fire Wardens are listed on Health and Safety notice boards.

11. Fire Drills


Fire drills are necessary to ensure a safe, orderly, efficient and successful evacuation in the event of an emergency. Drills are an exercise in discipline, not speed. Complete cooperation and understanding are essential. Everyone should remain silent throughout drills.

Fire drills will be both scheduled and unannounced. There will be at least three per academic year. All fire alarm activations should be treated with importance and the SBM will keep a record of all drills.

Appendix 1 – Assembly Arrangements



This policy was adopted for full implementation on
This policy will be reviewed by the Governing Body on a 3 yearly cycle and must be signed by the Chair of Governors and the Principal.

Policy Reviewed:	
Next Review:	04.09.18
Signature of Chair of Governors	Signature of Principal  04.05.17