



Haberdashers' West Midlands Academies Trust

Haberdashers' Adams

FIRE POLICY

2023-2024

COMMITMENT TO REVIEW

This policy will be monitored and reviewed annually by the relevant Policy Owner named below and evaluated and approved by the Governing Body on a five-year cycle, and/or in the light of changes in National Curriculum requirements and/or Telford & Wrekin guidance and/or DfE guidance/regulations

Fire Policy	
Named Responsibility of Policy	Mr. D. Biggins Deputy Head Mr.D.Caslin Trust Operations and Projects Manager
Date of Policy	December 2023
Date of next Review	December 2024

1. **Introduction**

- 1.1 Haberdashers' Adams (Hereafter will be referred to as HA) will comply with the Regulatory Reform (Fire Safety) Order 2005 to ensure the safety of all pupils, employees, visitors, and contractors etc. who may have reason to be in our premises. We recognise the need to take suitable precautions against the threat of fire or any other emergencies.
- 1.2 In the event of fire, the life safety of pupils, employees, visitors, contractors, and the emergency services will be our highest priority, secondary priorities such as extinguishing the fire and saving property will only be conducted if it is safe to do so.
- 1.3 We believe that the correct approach to fire safety is specifically one of fire prevention i.e., to prevent fires breaking out; however, it would be dangerous to assume that fires can never happen. Therefore, it is the organisation's intention to ensure that:
- Fire can be detected in a reasonable time and people can be warned reliably.
 - People who may be in the school can get out quickly and safely.
 - Staff in the building know what to do if there is a fire.
 - The school has suitable and sufficient emergency procedures; and
 - There are adequate supplies of fire-fighting equipment available.

Minimising the risk of property damage is important, but not if it can put at risk the safety of staff, pupils, or members of the public. The safety of life must always override all other considerations.

- 1.4 The senior management team of HA named below will, in consultation with employees and their representatives:

Gary Hickey – Headmaster
Dan Biggins – Deputy Head
Derek Caslin – Operations & Projects Manager
SLT – Senior Leadership Team

- Ensure that a Fire Risk Assessment is conducted and regularly reviewed.
- Ensure that sufficient arrangements are made to warn persons on the premises of a fire situation.
- Ensure that sufficient and suitable exits are maintained within buildings.
- Ensure all staff are aware of the arrangements for the evacuation of the building, the location of the assembly point(s) and the actions to be taken in the event of either discovering a fire or the fire warning sounds.
- Ensure any employees who may be hard of hearing, mobility impaired or otherwise disabled, present on the premises, are aware of the activation of the fire alarm, and given assistance to evacuate the building.
- Ensure that any persons who are on the premises, who are not employees of the HA will be made aware of the action they need to take if the fire alarm sounds, or they discover a fire.

- Ensure that arrangements are made to evacuate service users in accordance with the agreed evacuation policy.
- Ensure that our arrangements are reviewed following any 'near miss 'or fire.
- Ensure suitable liaison takes place with the Local Authority Fire & Rescue Service.
- Dan Biggins and Derek Caslin will oversee this policy on a day-to-day basis.
- This policy covers all permanent and temporary staff, pupils, visitors, and contractors.

2. Responsibilities

2.1 Responsible Person

Gary Hickey (Headmaster) is designated as the "Responsible Person," for the school (as defined in article 3 of the Regulatory Reform (Fire Safety) Order).

2.1.1 The Responsible Person may delegate duties to members of staff within the building and the business but will remain responsible for ensuring.

- That a suitable and sufficient fire risk assessment is undertaken and is reviewed on a regular basis.
- That all general fire precautions are taken to ensure the safety of staff, service users, contractors, and visitors etc.
- To develop the fire safety policy and ensure it is updated, as necessary.
- To develop and implement internally a comprehensive fire evacuation strategy for the premises and ensure staff are trained in its implementation, this has been established by Dan Biggins and Derek Caslin (listed above)
- To ensure that sufficient resources are available for the maintenance and testing of all fire safety facilities.
- To ensure that competent & capable persons are identified from staff to implement fire safety within the building.
- To ensure that only competent contractors and consultants are available for fire safety where any competence is not available from staff (fire alarm engineers, fire extinguisher engineers, emergency lighting engineers etc.).

2.2 Fire Safety Manager

The Headmaster will act as the Fire Safety Manager for the school and also the Responsible Person in undertaking their duties and the implementation of the fire safety policy and procedures.

The Headmaster will also hold responsibility under the Regulatory Reform (Fire Safety) Order 2005 as defined in Article 5, as the person who has control of the premises.

2.2.1 The duties of the Fire Safety Manager are to the day-to-day management of the fire safety facilities within the building, and.

- Liaison with the Responsible Person about Fire Safety concerns within the premises.
- Daily management of fire safety to minimise the potential for a fire to occur (fire prevention) e.g., Ensure good housekeeping, security etc.
- To ensure a positive fire safety culture is promoted within the school and that arrangements are in place for the effective planning, organisation, control, monitoring and review of the preventive and protective measures taken.

- Develop a suitable fire safety training program through the National College platform to ensure that all staff receive training on induction and repeated every 12 months, to include.

- ✦ Evacuation Training
- ✦ Fire Safety Awareness
- ✦ Fire Extinguisher Training

- To develop a suitable program that ensures the fire warning and detection system is tested weekly and maintained every 6 months by a competent contractor to comply with BS5839 part 1.
- To develop a suitable program that ensures the emergency lighting system is tested on a monthly basis and maintained by a competent contractor every 12 months to comply with BS5266.
- To develop a suitable program that ensures the provided fire extinguishers are inspected monthly and maintained by a competent contractor every 12 months to comply with BS5306.
- To develop a suitable program that ensures the escape routes, fire doors, exit doors etc. are inspected weekly to comply with good practice.
- To provide adequate training for qualified and newly appointed Fire Marshalls, through the National College platform
- To develop a suitable program that ensures the gas system in the building is inspected and maintained annually by a competent contractor who is listed on the Gas Safe Register.
- To ensure that portable appliance testing and inspections are conducted by competent contractor in accordance with HSE guidelines.
- To ensure that the electrical installation of each building is inspected by a competent engineer every 5 years.
- To ensure that full records of all inspections, tests, maintenance, installation etc. of all the above items are maintained including copies of any certificates issued by contractors.
- To ensure that all contractors who are on site, are registered in the visitor's logbook and, as necessary, issued with a suitable hot work permit.

2.2.2 The Fire Safety Manager will delegate certain tasks to other members of staff as appropriate but will retain responsibility for those tasks and ensure that any person given a specific role for fire safety within the school site is competent for that role.

2.3 Competent Persons

To assist the Fire Safety Manager/Responsible Person, further competent persons will be identified, initially from staff, and trained to ensure they can conduct their fire safety role (to comply with the Fire Safety (Employee Capabilities) Regulations 2010).

Where suitable competent persons cannot be available within the workforce, competent contractors and fire safety specialists will be employed.

2.3.1 These competent persons will aid, to the Fire Safety Manager and Responsible Person, in ensuring compliance with.

- Fire Safety Legislation
- Company Practices and Procedures
- Inspecting, Testing & Maintaining Fire Warning & Detection Systems
- Inspecting, Testing & Maintaining Emergency Lighting Systems
- Inspecting, Testing & Maintaining Portable Fire Fighting Equipment
- Inspecting & Maintaining Escape Routes and Exit Routes
- Staff Fire Safety Awareness and Fire Extinguisher Training
- Evacuation planning and staff evacuation training

2.3.2 Any identified contractors, working on fire safety facilities, must show suitable third party accreditation for the particular work, as follows.

- For Fire Alarm Systems – BAFE SP203-1 or NSI Fire Gold/Fire Silver
- For Emergency Lighting Systems – BAFE SP203-4, ICEL Competent Contractor
- For Fire Extinguishers – BAFE SP101/ST104
- For Electrical Work – NICEIC, ECA or NAPIT
- For Gas Work – GAS SAFE REGISTER
- For Fire Risk Assessments – Accreditation to a suitable scheme such as the BAFE SP205, FRACS, IFSM etc.
- For Passive Fire Safety – Accreditation to either NAPFIS or FIRAS

2.3.3 Competent contractors, employed by HA will also hold fire safety responsibilities under Article 5 of the Regulatory Reform (Fire Safety) Order 2005 in that they have a contract in relation to the installation, maintenance or repair of the equipment or system etc. and completing fire risk assessments as appropriate.

2.4 Staff Role

All employees have a duty to conduct their work in such a way as to minimise the risk of fire. Staff must not interfere with or misuse any equipment for facilities provided in the buildings for fire safety or other health and safety purposes.

2.4.1 The measures to be taken to ensure this can be done will be covered in staff Fire Safety Awareness Training held at regular intervals. Employees should report any concerns regarding fire safety, so the school can investigate and take remedial action if necessary.

2.4.2 Site Team

The site team have an important role to play, in securing the school and reducing the risk of fire and especially arson attacks at night and will conduct a suitable close down procedure as follows.

Close Down Procedure Checklist – ensure that.

- All flammable materials are locked away
- All valuable equipment is secured
- No cash is left unsecured overnight
- All rubbish/waste has been removed from the building and placed in secure storage
- Everyone has vacated the premises and all rooms, especially toilets and showers have been checked for anyone hiding
- There are no obvious fire hazards remaining
- External lighting is working correctly
- All windows are shut and locked
- All internal doors are closed (to prevent the spread of fire)
- All external doors have been secured.
- The intruder alarm is set, and cameras are operating

2.4.3 Staff Training

To comply with the general duty of fire safety, designated Fire Wardens will receive appropriate and regular training in Fire Safety and Procedures in relation with their role within the fire policy. Fire Wardens should take an active part in this very important training and make every effort to attend when arranged.

2.4.4 Fire safety training for the Fire Wardens will be provided as follows.

- Regular refresher training in accordance with the company procedure.
- On the introduction of new systems, equipment, or procedures
- If further training is identified within the fire risk assessment or its subsequent review.
- Staff, who are not directly employed by the school but work on the premises (e.g., kitchen staff) will receive training from their employer.

2.4.5 Fire evacuation drills will be held at least once every term.

- 2.4.6 Full records of all training will be maintained in the Fire Logbook which is in the Site Managers office.

3. Emergency Evacuation Procedures

3.1 General

The aims of fire evacuation strategy are to ensure that all staff, pupils, and anyone else legally on the school premises such as visitors are evacuated from the buildings when the fire alarm sounds and accounted for, this will be reviewed and updated where necessary by Dan Biggins and Derek Caslin on a termly basis

If a fire is discovered, the alarm will be raised immediately. This should be the first action taken by anyone discovering a fire, however small. HA refutes the notion that the alarm should be raised only in the event of a large fire.

- 3.2 All employees are empowered to take this action if they believe there is a fire; no authority should be sought from any other person. HA management will always support employees who operate the fire alarm system in good faith, regardless of whether it is ultimately determined that a fire existed.
- 3.3 Immediate evacuation of all pupils, staff, visitors, contractors etc. must take place as soon as the evacuate signal is given. Evacuation routes from buildings are clearly indicated where necessary by the correct signage. All persons who evacuate immediately should report to the assembly area.
- 3.4 Following evacuation of the building, re-entry of the premises is strictly prohibited until the Senior Fire Officers in attendance declares it is safe to do so or it has been established that the cause of the alarm was a false alarm, and a senior member of staff has allowed re-entry.

Silencing of the fire alarm system should never be taken as an indication that the emergency has passed or that it is safe to re-enter the building.

- 3.5 The organisation does not require staff to attempt to extinguish a fire unless the situation requires that firefighting techniques must be attempted to protect the means of escape, in general this should only be attempted as a "last resort" and if possible, by a suitably qualified Fire Marshall. The primary concern for all staff is the safe evacuation of all service users in immediate danger of the fire. Guidance on the circumstances under which firefighting should be avoided or discontinued will be included in staff fire safety training.
- 3.6 When larger numbers of visitors are at the school for open days, plays, concerts, exhibitions, etc., a brief announcement is to be made, advising them of the location of the emergency exits that they should use in the event of the alarms sounding.
- 3.7 The evacuation of pupils will be conducted by staff in accordance with the agreed evacuation strategy.
- 3.8 The current evacuation strategy for the school is a Simultaneous evacuation strategy.
- 3.9 The general actions to be taken by staff and pupils during a fire emergency are details in Annex A to this policy.

4. Fire Protection Facilities

4.1 Fire Warning System.

- 4.1.1 A system of automatic fire detection with manual break glass points is provided in the building. A competent contractor will be engaged to ensure the system complies with the requirements of British Standard 5839 part 1, testing and maintenance.
- 4.1.2 Security Wise currently maintain the fire warning system. Their contact details are as follows – 01743 450222 hq@securitywise.uk.com Their contact details are also provided in the fire logbook which is in the Facilities Managers office.

4.1.3 Sufficient members of site staff will be suitably trained to ensure weekly testing of the system is conducted, the results recorded, and any remedial action required for defects etc. is taken.

4.1.4 The location of call points and the control panel is kept in the Site Supervisors Office.

4.2 Emergency Lighting System.

4.2.1 A system of emergency lighting units is provided in the building. This system is designed to illuminate escape routes and equipment should the local lighting circuits fail. A competent contractor will be engaged to ensure the system complies with the requirements of British Standard 5266-part 8 testing and maintenance.

4.2.2 The emergency lighting system is currently maintained by Telford and Wrekin Council, contracted to JCE Electrical Contractors – 01952 617666 info@jceandsons.com Their contact details are also provided in the fire log book.

4.2.3 Sufficient members of staff will be suitably trained to ensure monthly testing of the system is conducted, the results are recorded, and any remedial action required for defects etc. is passed on to the Trust Operations and Projects Manager

4.2.4 The location of each emergency lighting unit is indicated in the premises logbook which is in Reception

4.3 Portable Fire Fighting Equipment

4.3.1 Portable fire extinguishers of various types are located at strategic points in the buildings. The types of extinguishers provided will be commensurate with the risks associated with in the building. A competent contractor will be engaged to ensure that all portable fire extinguishers comply with the requirements of British Standard 5306 part 3, testing and maintenance.

4.3.2 Portable fire-fighting equipment is currently maintained by Churches Fire- 0370 6084350 customer.services@churchesfire.com Their contact details are also provided in the fire log book.

4.3.3 Sufficient members of Site staff will be suitably trained to ensure adequate inspection of the fire extinguishers provided in premises are located correctly, not damaged and any gauge is showing in the operative range. The results of these inspections will be recorded, and any remedial action required for defects etc. is taken.

4.3.4 The location and type of the provided fire extinguishers is indicated in the premises fire logbook, located in the Site Managers office

4.4 Escape Routes and Exit Doors

4.4.1 There are suitable and clearly indicated escape routes from all areas of each building. Sufficient members of Site staff will be suitably trained to conduct regular inspections of escape routes and exit doors, the results of those inspections recorded and any remedial action for defects etc. is taken.

4.5 Fire Doors

4.5.1 Sufficient members of staff will be suitably trained to conduct regular inspections of all fire doors in the building to ensure they are satisfactory, and the results of those inspections recorded and any remedial action for defects etc. is taken.

4.6 Electrical Systems and Equipment

4.6.1 The general electrical installation will undergo regular inspections by a competent contractor every 5 years to ensure compliance with the Electricity at Work Regulations. A competent contractor will be engaged to ensure this is done.

4.6.2 Telford and Wrekin Council currently maintain the electrical installation through the biT team – 01952 897333

4.6.3 All portable electrical equipment, which is the property of the school will undergo an appropriate check under the Electricity at Work Regulations.

4.6.4 All portable electrical equipment, which is the property of Staff (both permanent and temporary) will be required to undergo an appropriate check under the Electricity at Work Regulations. The cost of this

inspection will be met by the business. However, any equipment found to be faulty will immediately be taken out of use and the cost of any repair or replacement will be met by the service user.

- 4.6.5 Staff are discouraged from bringing personal items of electrical equipment into the school (such as mobile phone chargers, PDA's, Tablets, radios, kettles etc.). If permission is granted to bring such items into the home by the Fire Safety Manager, a record will be maintained under the Electricity at Work Regulations, the equipment will also need to be the subject of an immediate PAT test. Any equipment found to be faulty will immediately be taken out of service and will not be permitted to use.

4.6 Fire Safety Consultancy and Advice

- 4.6.1 A professional fire safety consultant will be engaged to provide specialist fire safety advice and fire safety training as appropriate.

- 4.6.2 This service is currently provided by Eyton Solutions Ltd – 07841 021882

4.7 Contractors

- 4.7.1 External contractors working on site will be required to register their attendance in the Contractors Fire Safety logbook which is held by the Fire Safety Manager.

- 4.7.2 The Site Staff will be required to ensure that contractors are fully briefed by the site team to ensure they are familiar with the means of escape from where they are working, understand the fire warning system and the actions required, the location of the assembly area and the location of fire-fighting equipment.

- 4.7.3 The Fire Safety Manager, through the site team, should also ensure that any contractors undertaking hot work (cutting, welding, soldering etc.) have the necessary 'hot work' permit.

4.8 Visitors

- 4.8.1 All visitors to HA will be required to register their attendance in the building visitor system, held electronically at the front reception, or in the Site Managers office.

- 4.8.2 Visitors should be asked to read the visitor fire safety action notice and informed that signing the visitor log indicates they have read and understood the fire safety information and agree to accept the conditions.

Signed: 

Headmaster (HA)

Date: 30th December 2023

Review Date: 30th December 2024

STAFF GENERAL ACTIONS TO TAKE FOR A FIRE EMERGENCY

1. The main aim of the emergency evacuation plan and the procedures to be followed is to clear the building as quickly, safely, and as calmly as possible.

The Fire & Rescue Service will need to know, as soon as possible upon arrival, that the building has been cleared and if not, that they are able to identify any persons (and their possible location) who may require their assistance, as quickly as possible.

Where the fire alarm system activates, and there is no confirmed fire immediately, Fire Wardens will undertake a search of the building to establish the reason the alarm activated before the Fire & Rescue Service are alerted (to reduce false alarms to the Fire & Rescue Service). However, should a fire be confirmed at any time, an immediate call should be made, using the 999 system, to inform the Fire & Rescue Service of the incident.

Staff must always be aware of the fire procedure to be used in the school and the actions to take.

2. **On discovery of a fire**, shout FIRE FIRE FIRE, and activate the nearest and/or safest break glass fire alarm point if this has not been activated by automatic means. Do not wait until you have informed another person.
 - Ensure that the fire coordinator is aware of the confirmed fire situation so that they can ensure the Fire & Rescue Service are contacted without delay.
 - HA only require staff to attempt to extinguish a small fire if.
 - It is safe to do so,
 - They have received training in the safe selection and use of portable fire extinguishers and their dynamic risk assessment indicates it is safe to continue,
 - The evacuation of the immediate area has been taken.
 - Portable fire extinguishers should only be used by non-trained staff if the fire is preventing themselves, a pupil, or a visitor from evacuating the building in safety. Guidance on the circumstances under which firefighting should be avoided or discontinued is included in staff fire safety training.
 - Encourage any pupils, staff, and visitors etc. to evacuate quickly and calmly (do not run) to the nearest safe exit to the assembly area and to wait until they have been confirmed as in attendance by a member of staff
 - If you are not trained in the use of extinguishers or are unable to extinguish the fire, evacuate the building via the nearest safe route and report to the assembly area. If it is safe to do so, close all doors and windows as you leave.

3. **Upon hearing the fire alarm signal**

If you are teaching or otherwise supervising a group of pupils, ensure that all pupils in your care have responded to the evacuation alarm and escort the group by the nearest available exit route to the designated Assembly Point.

Check the pupils' toilets on the exit route if time and circumstances allow. Otherwise, leave the building by the nearest available exit

- Do not delay in leaving the building.
- Do not stop to collect any personal possessions or lock files.
- Do not switch off computer equipment.
- Do not lock any doors.
- Do not return to check for missing persons.
- Walk!
- Report directly to the Assembly Point on the playground.
- Conduct a register.
- Await further instructions from the Fire Coordinator or emergency services.

- ☒ Staff should ensure that any equipment in their immediate vicinity (kettles, toasters, portable

heaters etc.) that may constitute a fire hazard are switched off and unplugged (if there is time) before evacuating.

- ☑ You should end phone calls immediately by informing the person on the other end "The building fire warning has been activated and I will contact you as soon as possible after we have been allowed to return to the building"
 - ☑ If you are not in your usual office/classroom/area when the alarm sounds, you should evacuate by the nearest fire exit to where you are. Never return to your classroom, office, or desk for personal belongings. However, assist any pupils, visitors, and contractors etc. to evacuate without putting yourself in danger.
 - ☑ If safe to do so, close all doors and windows as you leave.
 - ☑ Catering staff (For Haberdashers' Adams) will ensure that all cooking facilities and any other possible sources of ignition are left in a safe condition before evacuating – if safe to do so and without unduly delaying the evacuation.
 - ☑ On arrival at the assembly area, inform the fire coordinator of any actions you have taken, the presence of any fire or smoke or any other information that would be vital in a fire situation (persons trapped in a room on fire etc.)
 - ☑ Conduct a register of pupils and report the status (all accounted for or persons missing) to the fire coordinator immediately
4. During break times, if the fire alarm sounds and you are not at your normal classroom, you should take the following action -
- ☑ Immediately, upon hearing the alarm, proceed to your normal classroom. As you pass through other areas of the school, you should ensure that all pupils, visitors, and contractors are evacuating to the assembly area.
 - ☑ Conduct a quick sweep of your classroom and any WC's etc. to ensure they are clear and report directly to the assembly area to conduct a register
 - ☑ Inform the fire coordinator of what you have done or found etc. in your area and the result of your register (all accounted for or persons missing).

REMEMBER

- **Staff should make a note of the location of the assembly area. If you are not sure, ask a fire warden or at reception.**
- **Never assume that the sounding of the fire alarm is a test unless you have been informed that a test will take place.**
- **Never return to your classroom, desk, or office to collect personal belongings.**
- **Always obey instructions from the fire coordinator or a fire warden.**

REMEMBER

Staff should never put themselves in any danger, do not open doors without checking them for smoke or heat first (using the back of the hand), never attempt to open a door behind which a fire is suspected, or smoke can be seen coming from behind it, as this may cause a back-draught situation.

Never continue fighting a fire if you feel your escape route may be compromised or the situation is getting out of hand.

FIRE CO-ORDINATOR DUTIES

1. The fire coordinator will be the Headmaster (or in their absence the Deputy Head or Operations & Projects Manager)
2. Upon hearing the fire alarm sound, wear your fluorescent jacket to identify you at the assembly area
3. Report directly to the assembly area to take charge of the incident and to receive reports from the fire wardens and others.
4. You will act as the liaison with the Fire & Rescue Service officers should they attend. You should be ready to provide them with all relevant information regarding the evacuation of the building, the location of the fire and what is on fire.
5. You provided with the site emergency evacuation box from the admin team. In this box you will find the following.
 - **Class Fire Registers**
 - **Designated staff take out their phone (Headmaster/ Dan Biggins/Derek Caslin**
 - **Pen and pad**
 - **Contact telephone numbers of parents/guardians**
 - **Contact telephone numbers of staff**
 - **Torch and batteries**
 - **First Aid kit**
 - **Metallised polyester blankets for less mobile persons who may be vulnerable to the elements**
6. Following initial reports from the teachers and the reception staff, assess the situation.
7. If there is no immediate report of a fire proceed as follows.
 - Allocate two members of staff (one to be a facilities team member) to conduct a search of the fire zone identified
 - Allocate a member of staff to control any further access to the car park to prevent any vehicles entering
8. If a fire is reported/confirmed, proceed as follows.
 - Allocate a member of staff to contact the Fire & Rescue Service using the 999 system
 - Allocate a member of staff to control further access to the car park to prevent any vehicles entering (or leaving)
 - Upon the Arrival of the Fire & Rescue Service, identify yourself to the officer in charge (Incident Commander) and give all information known about the incident.

PERSONAL EMERGENCY EVACUATION PLANS

General

It is not possible to be entirely prescriptive on such guidance to cover all situations. Each must be determined in relation to:

- The specific building(s) in question.
- The specific needs of the child(ren)

The Headmaster has overall responsibility for the management of the emergency evacuation procedures at the School. Any issues relating to this matter should therefore be referred to them in the first instance.

Usually, the needs of a disabled child moving into a school are currently discussed at Transitional RON (Records of Needs) meetings and should be dealt with routinely as part of that process.

Regardless of the legislation, however, schools should ensure that relevant information on this matter is relayed to receiving schools in adequate time, particularly at pre-school to primary, and primary to secondary transitions.

Where a child with a disability moves into the area, the school, in liaison with their Educational Psychologist (EP), should decide on an individual case basis whether or not the school can appropriately meet their needs, this should be done as quickly as possible and will also need to involve the appropriate Area Manager Support for Learning where additional support or resources are required.

Temporary Waiting Spaces

All staff should be aware of the use of safe refuges within buildings. The fire and rescue service do not allow disabled persons to be left in refuges indefinitely or until rescued by them.

The safe evacuation of people with disabilities is the responsibility of the employer or other person having control of the building and not that of the fire authority. Therefore, people with impaired mobility should not be directed to remain in these spaces awaiting the arrival of the fire service. The employer or other responsible person should therefore make necessary arrangements for the safe evacuation of people with disabilities from the temporary waiting space.

Procedure

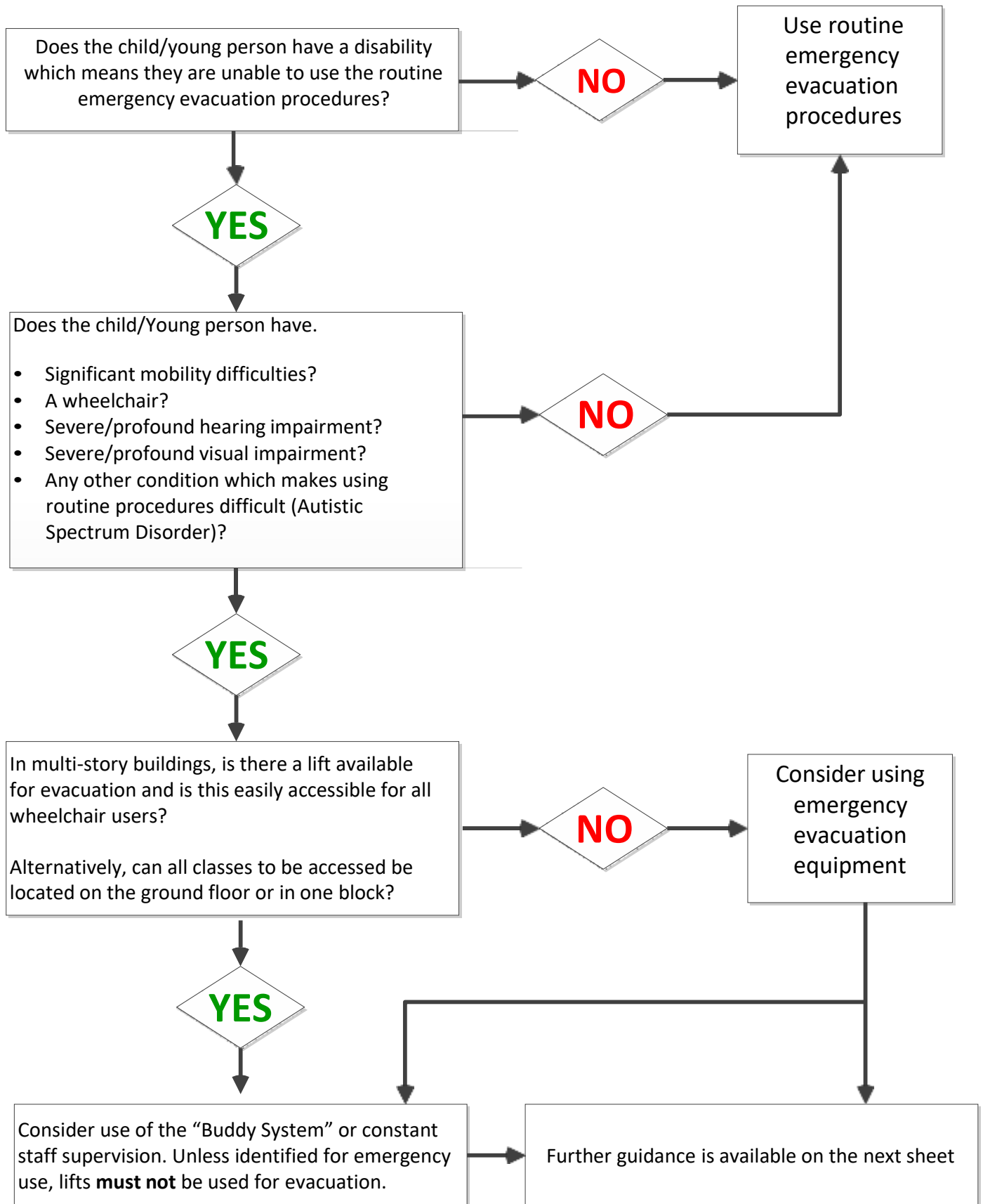
If a member of staff or a pupil requires assistance, they should contact the reception office for further advice.

The information gathered should then be discussed at the case conference with the eventual aim of a Personal Emergency Evacuation Plan (PEEP) being documented.

Given the unique characteristics of buildings and the need for a PEEP to take account of the buildings capabilities, disabled persons who regularly use different buildings may have a separate PEEP for each building.

Any reasonable adjustments will consider the need to provide disabled access/egress and the safety of the disabled person and any persons volunteering to assist them to evacuate in an emergency.

Points to consider prior to the enrolment of any child/young person with disabilities



Emergency evacuation of disabled children/young people

Points to consider:

- Inform the Fire Brigade that the premises they may be called out to as the result of an activated fire alarm or 999 call has disabled children or young people inside. (This may affect the number of people and type of equipment sent.)
- Lifts should **not** be used during an emergency evacuation.
- Investigate use of visual alarms (particularly for those with significant hearing impairment).
- If there are difficulties with communication on the school site which could be potentially overcome by providing designated staff with two-way radios, this should be investigated, **(HA operate a two-way radio system)**
- Familiarity and practicing of evacuation procedures and use of evac chairs is essential. For some pupils this may need to be done gradually to meet their needs e.g., those with an autistic spectrum disorder, so that they become used to this.
- Wheelchair users will usually require using evac chairs in case of an emergency. In some cases, due to their condition, however, this may not be possible – advice should be sought from therapists.
- Decide where empty wheelchair(s) should be placed and the number of pupils who require evac chairs.
- What strategies and/or resources, need to be put in place if there is more than one disabled pupils/youngperson involved.
- Where a pupil /young person with limited mobility is on an upper floor unsupervised, ensure that a suitable evacuation plan is put in place.
- If a pupil(s) cannot be evacuated immediately for any reason, an adult(s) should stay with them.
- Make sure that everyone is aware of the designated assembly point(s) once the building(s) is/are vacated. (Issues such as wheelchairs requiring to be moved over rough ground or wet grass should be carefully considered as part of this.).
- What contingency is there in the case of foul weather.
- What contingency is there if the pupils/staff/visitors cannot return to the building.
- What arrangements need to be put in place so relevant contact details are available should pupils need to be sent home e.g., mobiles, radios and/or registers.

EMERGENCY EVACUATION PLAN

General Points

- There will be a reminder for all form tutors to brief their forms at the start of the autumn term
- The headmaster and site manager will select suitable times to hold the fire drills.
- In case of bad weather, the site manager will identify a safe area to which pupils can be moved. (e.g., the sports hall)

Arrangements if the alarm rings during normal school hours:

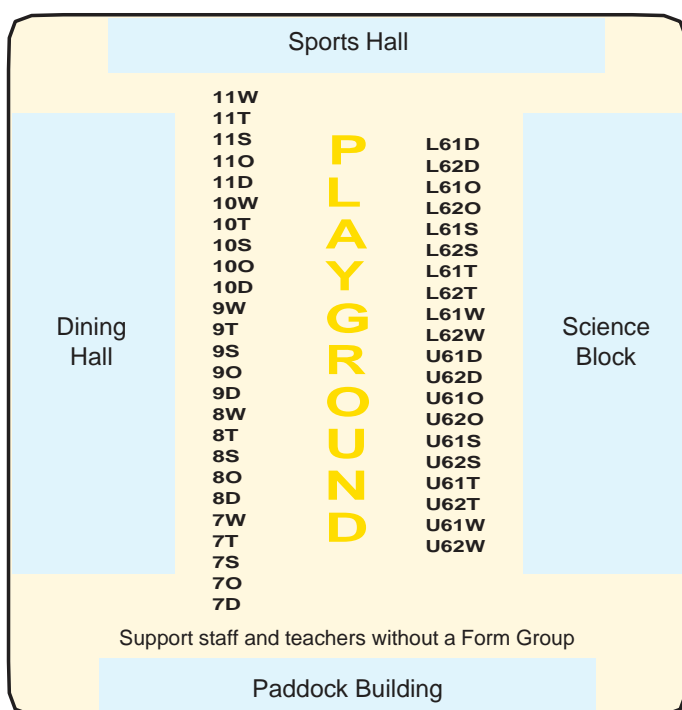
- Staff and pupils should leave quietly and sensibly together
- Bags and personal belongings to remain in the classroom and doors shut but not locked
- Do not re-enter any building, use external routes
- Staff must accompany their teaching group to the Playground where pupils will then line up in Form Groups
- Form Tutors to head the lines and must be clearly visible to the senior leadership team
- All support staff and teachers not allocated to a Form will assemble at the fence running alongside the driveway
- The school's Attendance Officer will provide registers for all Form Groups
- Once registers have been taken and all clear has been given, pupils will return to classrooms in Year Group order

Staff Reporting Procedures:

- Staff shown below must report to the Secretary (Amanda Gregory) that their buildings are empty immediately upon arriving at the Playground
- Support staff and Teachers who are not Form Tutors must also report to the Secretary (Amanda Gregory)

Name	Areas to check are clear
Joy Tomkinson / Ann McGladdery	Admin Block, Top & Middle
Gary Hickey / Tanya Atkins	Admin Block
Lauren Simpson	English Block, Top
Ed Jopling	English Block, Ground
James Band / Member of Site Team	Sports Hall
Malcolm Brown / Amanda Coomer	Coach House
Olivia Whittingham / Demi Day	Library
Betty Halcro / Cristine Crowe	1928 Building, Top
Sam Obeng-Asare / Amy Frenzel	1928 Building, Ground
Rob Morby / Adrian Latter	Taylor Centre
Eric Coyle / Samantha Ralphs-Standring	The Paddock Building, Top
Tom Boulton	The Paddock Building, Ground
Sarah Williams	Science Building, Biology
Neil Young	Science Building, Physics
Rachel Bower	Science Building, Chemistry
Andy McGee / Member of Site Team	Sixth Form Centre
Nia Williams / Sara Bowater	Humanities Block
Mathew Skeate / Keiran Healey	Humanities Block

Assembly Points:



Arrangements if the fire alarm rings outside normal school hours:

- Pupils in School only to report to the Playground
- All staff should check their immediate area is empty, and assemble on the Playground
- Those leaving site to continue to do so
- The Site Manager will oversee the evacuation

Senior boarders

- (A) before dinner, do the same as day pupils
- (B) during dinner at 5:45-6:30pm, gather on the Playground
- (C) later on, follow the Beaumaris Hall procedures