



HABERDASHERS' WEST MIDLANDS ACADEMIES TRUST

Haberdashers' Adams

FIRE POLICY

2025-2026

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. Daniel Biggins – Headteacher Mr Derek Caslin – Head of Trust Operations
Date of Policy	November 2025
Date of next Review	November 2026

Introduction

1. Haberdashers' West Midlands Academies Trust is a responsible employer that takes fire safety seriously. For this reason, we have formulated this guidance to help us comply with our duty of care to staff, students and visitors and our legal obligation to comply with the Regulatory Reform (Fire Safety) Order 2005 (the Order').

Aim

2. The aim of this Policy is to address our obligations under the Order that require Haberdashers' Adams too:

- Develop a plan to minimise the risks associated with fire.
- Reduce the risk of an outbreak of fire.
- Reduce the risk of the spread of fire.
- Provide a means of escape from buildings.
- Demonstrate preventative action and
- Maintain documentation and records in respect of fire safety management

3. This Fire Safety Policy forms part of, and should be read in conjunction with our Health and Safety policy

Organisation

4. Haberdashers' Adams has appointed a 'responsible person' who is in overall charge of managing the safety of employees, students and other people who may legally come onto the premises (e.g., contractors, parents, and visitors), and anyone not on the premises that may be affected by our actions or omissions.

5. The responsible person is the Headteacher.

6. The responsible person is assisted in his duties by appointed Fire Marshals for all key areas and buildings.

7. Matters of fire safety will also be addressed by the Head of Trust Operations

8. Under Section 7 of the Health and Safety at Work Act 1974 all employees have a duty to take reasonable care for the health and safety of themselves, and others affected by their acts or omissions. They also have a duty under the Act to cooperate with Haberdashers' Adams to enable us to fulfil our legal obligations; this means complying with any permanent or temporary procedures Haberdashers' Adams may introduce as a measure to protect the safety and wellbeing of staff, Boarders, and visitors to the premises.

Fire Risk Assessment

9. A Fire Risk Assessment will be conducted by the responsible person (or other nominated competent person) on the primary buildings of Haberdashers' Adams at regular intervals and/or when the purpose of those building changes. The significant findings of each risk assessment will be documented, shared with the Head of Boarding and staff for the building concerned and retained by the Head of Boarding.

Documentation and Records

10. Haberdashers' Adams records appropriate information to demonstrate that it acts responsibly (lack of records may leave a matter open to doubt) and to facilitate subsequent investigation, analysis, and the development of procedures to prevent a recurrence of a dangerous, or potentially dangerous, incident. Inspectors will require inspection of the records during enforcement visits and therefore the following records are kept on the Haberdashers' Adams premises: -

The Health and Safety Policy and Fire Safety Policy.

- Fire evacuation procedures.
- Findings of Fire Risk Assessments for each building.
- Records of staff fire training.
- Record of fire drills conducted; the record includes dates and times of drills and evacuation and any other significant comments (Fire Report Form)
- Records of visits, audits, and inspections by appropriate external authorities, such as representatives of the local Fire and Rescue Service or the Health and Safety Executive (HSE).
- Records of weekly inspections of fire alarms and fire exits.
- Records of annual inspections and tests of all firefighting equipment.

- Records of regular testing of emergency lighting.
- Records of all scheduled and other maintenance of fire detection and alarm systems
- Records of inspection, risk assessment and maintenance of workplace and electrical equipment, storage of hazardous substances and any other hazards connected with fire safety.

Communication

11. Haberdashers' Adams will ensure that any person employed by us (directly or indirectly) is provided with all relevant information related to fire safety. We will consult with employees on all matters of fire safety management, policy, organisation, and arrangements. We will keep staff informed of changes and updates to fire safety procedures and fire risk assessments. Fire safety matters will be addressed at meetings of the Audit and Risk Committee.

12. Haberdashers' Adams will ensure that any organisations managing residential "Lets" (summer or otherwise) will receive evacuation procedure briefings for relevant buildings. Arrangements

Haberdashers' Adams has established the following arrangements in the interest of maintaining high standards of fire safety:

13. All employees will be given training, including the actions to be taken by them in the event of a fire, as part of their induction and as refresher training as appropriate.

Additional training may be required if any changes occur which may affect fire safety.

14. Fire evacuation and action procedures will be practiced at least annually throughout all premises. Boarding Houses that accommodate sleeping Boarders/staff will be subject to a fire practice each term; in the Autumn term, the fire practice is to take place within 2 weeks of the start of term.

15. All escape routes are to be established and kept in good working order and free from obstruction. Operation of fire doors will be assessed and recorded.

firefighting equipment will be provided. This will comprise a minimum of portable fire extinguishers, but fire blankets may additionally be provided where deemed appropriate by the findings of risk assessments.

16. All fixed and portable firefighting and related equipment will be regularly serviced and maintained by a competent person and servicing records. However, it is the duty of all employees to report to the Head of Boarding any defective or missing fire equipment or signage.

17. Installation of an appropriate fixed fire detection and alarm system will be considered for all our premises. The type and extent of the alarm system will be based on the findings of risk assessments. Alarm systems will be assessed regularly on a weekly basis, and the results recorded.

18. Emergency lighting will be provided for designated escape routes where applicable. The need for and the extent of the lighting will be determined by the findings of risk assessments.

- Appropriate signage and notices will be displayed giving instructions to employees and others as to what action is required in the event of a fire. In addition, signs will be provided to indicate the position of fire extinguishers, fire alarm call points and to indicate emergency exit routes.

- The risk of fire spreading will be controlled by provision of fire resisting construction, and/or fire/smoke resistant doors. These provisions will be kept in good order in line with a regular maintenance schedule. All employees are required to ensure that fire doors always remain closed when they are not actually in use.

- Other safety systems provided will be checked regularly to ensure their correct operation where necessary (e.g., emergency lighting, fire doors etc.).

- Smoking Ban: On 1st July 2007 England introduced a new law to make all enclosed public places and workplaces smoke free. Haberdashers' Adams supports and complies with this law; and is a 100% smoke free site.

This Fire Safety Policy is supported by the following documents

- Health and Safety Policy
- Fire and Emergency Evacuation Plan- including Fire Assembly Points map.

IF YOU DISCOVER A FIRE:



Operate the nearest fire alarm call point.

IF IT IS SAFE TO DO SO AND YOU HAVE AUTHORISATION AND ADEQUATE TRAINING, attack the fire with the firefighting equipment provided.

Always ensure a safe exit route before attempting to extinguish any fire and leave the building immediately if you cannot control the fire or your escape route is threatened.

UPON HEARING THE ALARM:

The fire alarm sound is a Continuous Bell



Immediately vacate the premises by the nearest available exit. Do not stop to collect belongings. Go to the assembly point on the playground or Paddock, as per the diagram below.

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 headteacher and Site Manager will select suitable times to hold the fire drills.
- In case of severe 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:

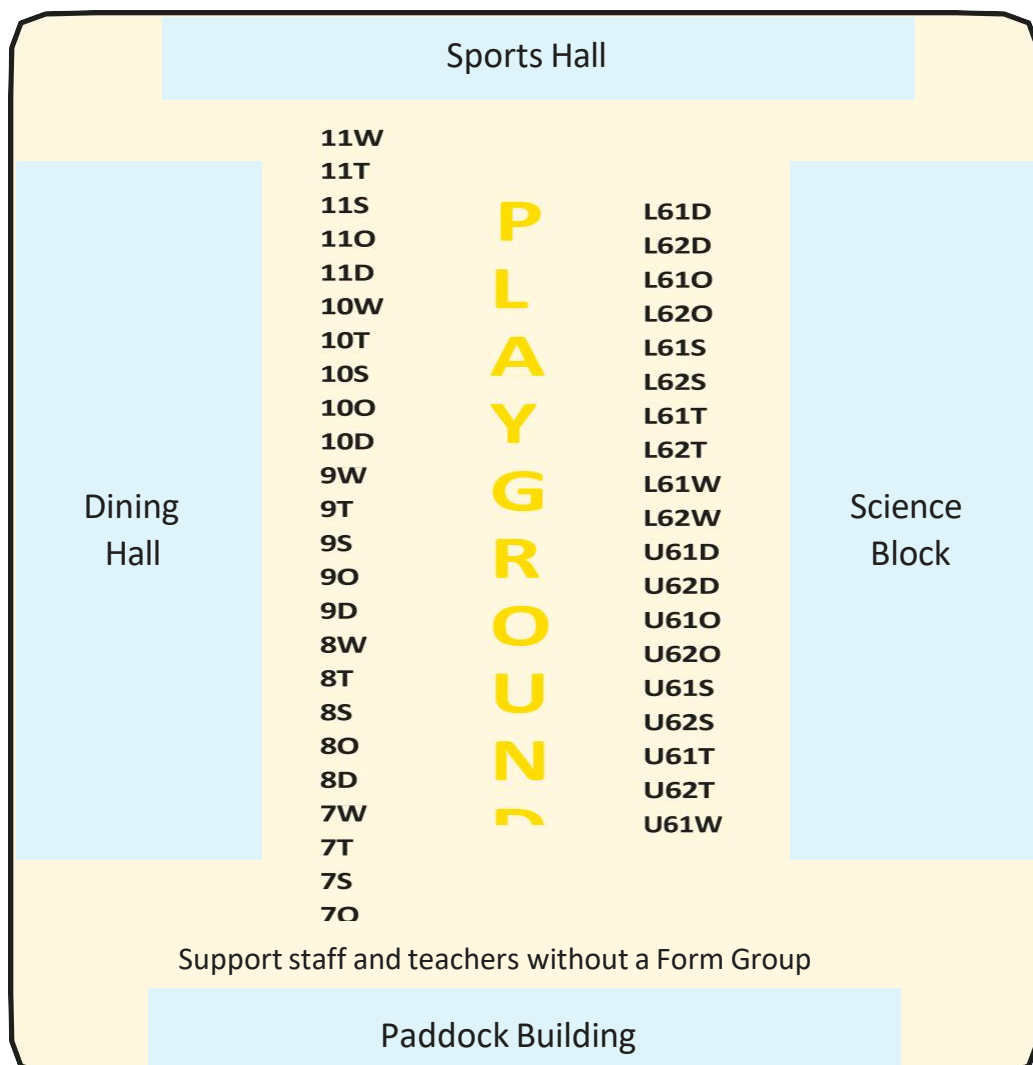
- Staff and pupils should leave quietly and sensibly together
- Bags and personal belongings to remain in the classroom and doors shut but not locked
- Do not re-enter any building, use external routes
- Staff must accompany their teaching group to the Playground where pupils will then line up in Form 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 schools 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
Ann McGladdery	Admin Block, Top & Middle
Derek Caslin / Tanya Atkins	Admin Block
Lauren Edwards	English Block, Top
Ed Jopling	English Block, Ground
James Band / Member of Site Team	Sports Hall
Jonathan Wysome / Sean Massey	Coach House
Kubir Pooni/Molly Love	Library
Betty Halcro / Cristine Crowe	1928 Building, Top
Sam Obeng-Asare / Amy Frenzel	1928 Building, Ground
Adrian Latter	Taylor Centre
Eric Coyle / Samantha Ralphs-Standing	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 / Kieran 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, follow the Beaumaris Hall procedures