



ST JOHN HENRY NEWMAN CATHOLIC SCHOOL

Fire Safety Management Policy

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Date:	January 2026
Review date:	January 2027

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PART A - FIRE SAFETY MANAGEMENT POLICY

Cumbrian Community & Voluntary Controlled Schools:

[Regulatory Reform \(Fire Safety\) Order 2005](#)

[HM Government Fire Risk Assessment in Educational Premises](#)

[Fire safety in new and existing school buildings](#)

[Protecting Against Terrorism](#)

[KAHSC General Safety Series G35a - Fire Safety Management](#)

[KAHSC General Safety Series G35b - Emergency Evacuation Arrangements for People with Disabilities](#)

[KAHSC General Safety Series G36b - Hot Works](#)

[KAHSC General Safety Series G41 - Managing Performances & Events](#)

[CCC School Closures Advice for Schools](#)

[CCC Safety Procedure No. 8 – Fire Safety](#)

[School Emergency Plan, Fire Risk Assessment, PEEPs & Fire Logbook](#)

1 POLICY STATEMENT

1.1 Philosophy

The safety of children, staff, volunteers and visitors/contractors is of paramount importance to St John Henry Newman Catholic School and will be given appropriate attention by management to reflect this. It is our aim that the work environment is as safe from fire as can be reasonably achieved and, if a fire does occur, our staff are well trained in procedures for safe evacuation and mitigation of damage.

We recognise & accept our statutory responsibilities as an employer, occupier and as an owner of premises, as defined in the relevant fire safety legislation. It will take all steps reasonably practicable to secure the safety of its employees from fire, together with that of other relevant persons, by taking general fire precautions to make its premises safe.

We also recognise and accept our duty to prevent fire where reasonably practicable and to mitigate the effects of any outbreak of fire.

We are committed to complying with all relevant fire safety legislation, in particular, the Regulatory Reform (Fire Safety) Order 2005. At the same time, we recognise that compliance with legislation is the minimum requirement and will therefore strive to improve upon the statutory minimum.

We will take steps which are reasonably practicable and within its power, to meet its responsibilities, paying particular attention to:

1. Establishing and managing a fire risk assessment framework, to apply to all its premises and workplaces.
2. Managing and maintaining its premises to adequately control the risk from fire.
3. Maintaining adequate fire precautions, with reference to:
 - Means of detection and giving warning of fire.
 - Provision of means of escape.
 - Means of fighting fire, and.
 - Training of staff.
4. Providing safe systems of work, based on risk assessment, to minimise the risk of fire.
5. Providing suitable and sufficient information, instruction, and training at all levels, to secure competence in fire prevention and fire safety at work.
6. Making adequate provision for the control of fire in work processes, including the control of hot working.
7. Keeping suitable and sufficient records.
8. Providing adequate monitoring and supervision of activities to ensure that standards of fire safety are met.
9. Making adequate resources available to meet the requirements of this policy.

1.2 Policy Aims

1. To establish and maintain consistency in the management of fire safety and precautions.
2. To set minimum standards of fire safety, to control the risk from fire.
3. To describe our arrangements for managing fire safety in the workplace.

To achieve our aims, we will implement a system involving:

1. Policies and procedures that are clear and safe.
2. Allocation of responsibilities.
3. Fire safety audit.
4. Fire risk assessment.

5. Communication of safe procedures to staff, children, volunteers, and visitors/contractors.
6. Establishment, operation and maintenance of effective monitoring and review systems.
7. Provision of appropriate information, instruction, and training.

This Policy will be reviewed at intervals of not more than 2 years and any revisions will be notified to relevant persons.

2 RESPONSIBILITIES

2.1 Responsible Person

1. The 'Responsible Person' for Fire Safety will be responsible not only for the safety of employees, but for that of any person lawfully on the premises, or in the immediate vicinity of the premises and at risk from a fire on the premises. The Responsible Person Mr Declan McArdle will be responsible for implementing this Fire Safety Management Policy.
2. The Responsible Person will ensure that a Fire Risk Assessment is completed following the guidance provided in the appropriate *Fire Risk Assessment guidance document produced by HM Government*.
3. The Fire Risk Assessment will be reviewed annually or sooner if there are significant changes to the premises that could impact upon fire safety and the means of escape.
4. An action plan will be produced, arising from the significant findings of the Fire Risk Assessment. It will be signed by the Responsible Person. Reasonable target dates will be set for completion of individual actions, together with acknowledgement of who is responsible for the completion of actions.
5. A copy of the Fire Risk Assessment will be held on site in School Business Manager's Office with an additional copy kept off the premises at St Margaret Mary Primary School for use if the original document cannot be retrieved from school due to fire or another emergency.
6. The Responsible Person will:
 - a) Manage (including fire safety arrangements) the premise(s) for which they have responsibility.
 - b) Seek assistance of a competent Fire Safety Adviser when necessary.
 - c) Implement the guidance contained within the appropriate *Fire Safety Risk Assessment Guidance* produced by HM Government.
 - d) Develop and maintain the premises Fire Safety Logbook which will contain:
 - Details of the fire warning and detection and record of testing and maintenance.
 - Details of Sprinkler Systems (if installed) and record of testing and maintenance.
 - Records of routine fire safety monitoring checks.
 - Records of fire drills and staff training.
 - Records of false alarms.
 - Records of testing and maintenance of fire-fighting equipment/systems.
 - Records of testing and maintenance of emergency escape lighting.
7. Develop a fire emergency action plan specific to their premises, test the effectiveness of that plan and ensure that responsible staff are made aware of its contents.
8. Make sure that both stages of the Fire Risk Assessment process have been carried out and that:
 - The significant findings are recorded appropriately.
 - An action plan is produced, as required, to improve control measures.
9. Be accountable for the implementation of this Policy, and arrangements made under it.
10. Make sure that responsibilities for fire safety are properly assigned and understood by employees within their area of control.
11. Provide employees and non-employees with the necessary information to ensure their safety from fire.
12. Make sure that there is communication and participation at all levels in fire safety matters.
13. Ensure that a fire safety audit is carried out regularly, with results being acted upon appropriately.
14. Monitor work activities which may involve fire hazards, so that appropriate safety standards are maintained.
15. Ensure that the Fire and Rescue Service is called to all outbreaks of fire, in or near to the premises.
16. Provide information to emergency services in relation to hazardous materials or processes on site, as appropriate; and
17. Receive reports of fire incidents and near misses and take any necessary remedial actions.

Some of the duties of the Responsible Person may be delegated to others in the school; however, the legal responsibilities **cannot** be delegated.

2.2 Fire Safety Manager(s)

The Fire Safety Manager (or Fire Safety Coordinator) is in overall control during the evacuation process. The role of Fire Safety Manager rests with the Responsible Person.

The Fire Safety Manager's duties in a fire situation include:

- Telephoning the fire and rescue service
- Coordination of people
- Liaison with the Fire and Rescue Service/emergency services on arrival
- Ensuring the evacuation is conducted effectively.
- Delegating certain tasks to other suitable personnel
- Initiating disaster recovery procedures

2.3 Fire Wardens

Fire wardens should always be given responsibility for a specific area, i.e. a floor or a class, and will have the following general duties:

- On hearing the fire alarm, they should check that the floor or section of the premises allocated to them has been fully evacuated by all persons (staff and visitors), making sure toilets, rest rooms, etc. are checked if safe to do so – undertaking sweeps.
- Assisting with the evacuation of children and any other persons who need assistance to evacuate the building.
- Carrying out 'first aid' firefighting, as appropriate, if trained to do so but without putting themselves at personal risk – using fire-fighting equipment.
- Proceeding to the 'Assembly Point', closing fire doors/windows en route.
- Ensure that the person in charge of the evacuation is aware that their area has been checked and providing 'all clear reports' or otherwise.
- Assisting with the care and control of all persons evacuated from the premises.
- Not allowing anyone to re-enter the building until informed that it is safe to do so by the Fire and Rescue Service.

Where it has been identified from the Fire Risk Assessment that some people using a building may need additional support during an evacuation, specific arrangements will be developed to ensure they have safe egress from the building. Arrangements for safe egress to evacuate a building must be matched with the arrangements for building accessibility. The evacuation plan will not rely upon the intervention of the Fire and Rescue Service to make it work.

There are two areas of emergency evacuation which must be considered for people with disabilities or who require additional support:

- A personal emergency evacuation plan (PEEP) for pupils, staff, and regular visitors. Examples include someone with their leg in plaster, a wheelchair user, a person with a visual or hearing impairment etc.
- A general emergency evacuation plan (GEEP) for visitors or casual users of the building who may be present infrequently or on only one occasion. The groups of people who should be considered include staff from other offices/schools, contractors, visitors, and customers.

However, it will not be assumed that all people with disabilities will require support to evacuate a building, or that a particular method will be suitable for everyone. If a PEEP is required, it will be developed with the person it is designed to help.

A suitable number of appropriate persons (staff) have been nominated and trained to ensure that persons with additional or special needs are safely evacuated.

2.4 All Employees

Employees will:

1. Take reasonable care for the health and safety of themselves and of other persons who may be affected by what they do or neglect to do whilst at work.
2. Cooperate with the school regarding any duty or requirement imposed on the employer to enable that duty or requirement to be performed or complied with.
3. Not intentionally or recklessly interfere with or misuse anything provided in the interest of fire safety e.g. fire-fighting equipment, signage etc.
4. Have a particular duty to other persons (children, staff, volunteers, visitors, contractors, other users of the premises) to protect their safety and will ensure that no operation or method of work is employed that can be considered hazardous to themselves or others and that nothing is done to compromise the means of escape or its security.
5. Draw the attention of the Responsible Person or their Deputy without delay, to any work situation which might present a serious and imminent danger to themselves or others.
6. Ensure they familiarise themselves with and work in accordance with guidance given in risk assessments and protective measures regarding fire safety in the premises.
7. Conform to all instructions, whether verbal or written, given to ensure personal safety and the safety of others.
8. Report all incidents and near misses which result in the potential outbreak of fire.

9. Assist fully in the reporting and investigation of any accident/near miss in connection with the potential outbreak of fire.
10. Attend as requested, all training courses/briefings covering fire safety.
11. Report unsafe conditions, methods of work, practices, tools, plant, premises or equipment to the Responsible Person or their Deputy.
12. Wear/use protective clothing and equipment as specified.
13. Where a work activity presents a serious and imminent risk of injury to person(s) ensure that the work activity ceases until the risk is removed.

3 MONITORING

The following Key Performance Indicators will be used to monitor the effectiveness of the Fire Safety Management Policy and Fire Emergency Evacuation Plan:

1. Number of fires recorded annually / number of fire related incidents.
2. Measuring the number of Fire Service call outs against cause.
3. Number and nature of enforcement, alterations, or prohibition notices from statutory authorities.
4. Annual premises inspections and meetings to ensure actions and progress are made.
5. Annual audit of all fire systems by the Fire Safety Manager or nominated person.

4 REVIEW

1. Annual audit of all fire systems by the Fire Safety Manager or nominated person to ascertain compliance with not only statutory provisions but with this Fire Safety Management Policy.
2. Active reviews will take place regularly prior to any likely accident or event.
3. Reactive reviews will take place following a fire safety event occurring.
4. A review will also be undertaken following a fire, changes to the premises construction, facilities and use, new procedures, new equipment, new materials and changes in staff numbers and roles for example.

5 GENERAL MANAGEMENT ARRANGEMENTS

5.1 Fire Alarm and Fire detection Systems

A fire warning and detection system is installed in the building. Our fire alarm system is linked to a 24-hour monitoring centre. The alarm works on a double knock system. If fire is detected by automatic detectors, this will trigger the fire alarm.

5.2 Training

Training will be provided:

- when staff start employment.
- when changes have been made to the Emergency Plan and the preventive and protective measures.
- where working practices and processes or people's responsibilities change.
- to take account of any changed risks to the safety of staff, pupils, or other relevant persons.
- to ensure that staff know what they must do to safeguard themselves and others on the premises; and
- where staff are expected to assist disabled persons.

All staff will receive refresher sessions at pre-determined intervals (usually minimum annually). Details of the training provided will be recorded in the Fire Logbook.

Training will include.

- the items listed in the Emergency Plan (Part B of this document)
- what to do on discovering a fire.
- how to raise the alarm and what happens then.
- what to do upon hearing the fire alarm.
- the importance of reporting to the assembly area.
- the procedures for alerting pupils, members of the public and visitors including, where appropriate, directing them to exits.
- the arrangements for calling the fire and rescue service.
- the evacuation procedures for everyone in your premises (including young children or mobility impaired persons) to reach an assembly point at a place of total safety.
- the location and, when appropriate, the use of fire-fighting equipment.
- the importance of fire doors and other basic fire-prevention measures.
- the location of exit routes (those not in regular use) and the operation of exit devices, including physically walking these routes.
- how to open all emergency exit doors.

- the importance of keeping fire doors closed to prevent the spread of fire, heat, and smoke.
- where appropriate, how to stop machines and processes and isolate power supplies in the event of a fire.
- the reason for not using lifts (except those specifically installed or nominated, following a suitable fire risk assessment, for the evacuation of people with a disability).
- the safe use of and risks from storing or working with highly flammable and explosive substances.
- general matters such as cooking other than in designated areas.
- the importance of general fire safety, which includes good housekeeping; and
- the use of premises by outside bodies, e.g. IT training, music, yoga, etc.

5.2.1 Pupils

We will provide pupils with some form of fire safety training by way of termly fire drills, so that they are aware of the actions to be taken in the event of a fire. This will include instruction on the:

5.2.2 Fire Safety Managers and Fire Wardens

Staff expected to undertake the role of the Fire Safety Manager and Fire Wardens will require more comprehensive training which will include:

- detailed knowledge of the fire safety strategy of the premises.
- awareness of human behaviour in fires.
- how to encourage others to use the most appropriate escape route.
- how to search safely and recognise areas that are unsafe to enter.
- the difficulties that some people, particularly if disabled, may have in escaping and any special evacuation arrangements that have been pre-planned.
- additional training in the use of fire-fighting equipment; and
- reporting of faults, incidents and near misses.
- Instruction on the use of any relevant evacuation devices such as Evac Chairs for example.
- Awareness of the content of any PEEPs or GEEPs in place for areas they would be expected to cover with the evac chair.
- Manual handling training.
- Training and instruction in the means of assistance available for the building.

5.2.3 Fire Drills

Refer to Section 6.4.

5.3 Maintenance

5.3.1 Fire Logbook

This is kept with the alarm check book in the office of the school caretaker, and School Business Managers office who completes as required.

5.3.2 Alarm Checks

- The Fire Alarm Panel is checked daily for obvious faults.
- Manual Call Points (MCP) are tested weekly (different MCP tested on a rolling programme) by school caretaker and a record is held in the alarm logbook.
- The fire warning and detection system is serviced every 6 months by a competent contractor.

5.3.3 Emergency Escape Lighting

- Emergency Lighting is tested monthly by school caretaker and a record is held in the fire logbook.
- Every 6 months Emergency Lighting is energised for a period of 1 hour for 3 hour rated systems OR 15 minutes for 1 hour rated systems, to ensure the batteries are working satisfactorily. The results are entered in the fire logbook.
- The Emergency Lighting system is serviced at least annually by a competent contractor.

5.3.4 Fire-fighting Equipment

- The Caretaker visually inspects fire-fighting equipment (fire extinguishers and fire blankets) monthly for obvious signs of damage, misuse, tampering etc.
- Discharged/faulty equipment is to be reported, immediately to the School Business Manager who will inform their contractor of any faults detected.
- Equipment is serviced annually.

5.3.5 Fire Doors, Escape Routes & Exits

We have a formal system in place for checking fire doors, escape routes and exit doors e.g. ensuring they remain in good condition; they close/meet properly; intumescent strips/smoke seals are in good condition, self-closing devices are operational, can be easily opened without the use of a key etc. The caretaker is responsible for checking and recording the condition of fire doors, escape routes and exit doors each month. Faults will be recorded in the fire logbook and actions taken on a risk priority basis.

5.3.6 Other Plant, Machinery and Equipment

All other plant, machinery and equipment in school; will be maintained in accordance with manufacturer's instructions with records held in the Buildings Register/Maintenance File. This will include appropriate maintenance of the following for example:

- Security alarm(s) & Maglock Systems
- Evac Chairs
- Air Movement Systems
- Fixed Kitchen Equipment & Oven Canopies
- Gas Fired Appliances
- Laboratory Gas supplies
- Mains Gas Installation
- Potable Electrical Appliances
- Mains Electrical Installation
- Dust or Fume Extraction
- Workshop/Food Technology/Art Machinery
- Stage Lighting
- Lightning Protection
- Extract Fans
- Air Conditioning
- Electric Roller Shutter Doors
- Automatic Doors

5.4 Fire Drills

Fire drills are our opportunity to test the evacuation plan and see whether building users follow the measures set out within it. As a result of a fire drill, we may identify additional measures are needed or that staff need additional training, or we may decide everything worked well and no further improvements are necessary. Debriefings will follow each evacuation drill.

Occasionally, an exit will be blocked during a drill to simulate a blocked escape route e.g. due to smoke/fire compromising the favoured escape route, so that an alternative had to be used. This is particularly important in larger buildings to test occupant's knowledge of alternative escape routes and also to check the impact blocking an escape route would have on escape (time taken and ease).

Fire drills are held at the beginning of each new term and records are held in the fire logbook. Drills are conducted at varying times of day to ensure that ALL staff and pupils can participate in fire practices including for example, part time pupils and staff or out of hours users.

5.5 Fire-Fighting Equipment

Suitable fire-fighting equipment is available throughout the building.

Type of fires these can be used on:

		TYPES OF EXTINGUISHERS				
		Water	Foam	CO ₂	Dry Powder	Wet Chemical
CLASSES OF FIRE	CLASS A	✓	✓	✗	✓	✗
	<i>Organic Materials, Wood, Paper, Cardboard etc.</i>					
	CLASS B	✗	✓	✓	✓	✗
	<i>Flammable Liquids, Oils, Solvents etc.</i>					
CLASS C	✗	✗	✗	✗	✗	
	<i>Flammable Gases</i>					

	CLASS D	<i>Specialist Extinguishing Media</i>				
	<i>Metal Fires</i>					
CLASS E		✗	✗	✓	✓	✗
<i>Live Electrical Equipment</i>						
CLASS F		✗	✗	✗	✓	✓
<i>Fats, Cooking Oils</i>						

If it is safe to do so, **staff who have been trained and are familiar with fire-fighting equipment** may attempt to tackle the fire. They must always ensure their means of escape is not compromised. If they do not feel competent, they must not stay to fight the fire but must evacuate the building. It must be stressed fire-fighting equipment is provided for fighting small fires in the early stages. **IF IN DOUBT – GET OUT AND STAY OUT!**

5.6 Means of Escape

All escape routes are clearly marked with British Standard or European Standard Fire Exit signs and directional arrows where appropriate.

All have doors that can be opened internally without the use of a key i.e. panic release devices (push bar to open), thumb turn locks, etc. Exit doors and escape routes are to be always kept clear of obstructions and slip/trip hazards. All relevant exits are operational when the building is occupied including during evening performances/events, governor meetings and use by outside bodies (lettings).

Fire Action Notices are clearly displayed around the building for those persons/visitors who are unfamiliar with the premises. These are displayed as a minimum at manual call points and all final exit doors. Each class/work room has a plan detailing escape route.

5.7 Risk Reduction Measures

5.7.1 Reducing Sources of Ignition

Measures will be in place to reduce as far as is reasonably practicable sources of ignition in the building(s):

Staff are not permitted to bring in electrical equipment from home.

- The use of portable heaters is not permitted.
- The use of toasters will be limited to the kitchen and food technology.
- Boiler/plant rooms are always kept clear of stored combustible or flammable materials.
- Where candles are used, this will be in line with our risk assessment on the use of candles/naked flames.
- The use of matches within buildings is carefully controlled. Smoking inside schools and other buildings is prohibited as is smoking on school grounds.
- The use of electrical extension leads will be limited. Where used, they will be surge protected, laid flat on the ground, and not overloaded. Block adaptors will NOT be used.
- Extension reels will be fully unwound when in use to avoid overheating.
- Washing machines and particularly tumble dryers will be maintained in line with manufacturer's instructions. Lint will be regularly cleaned from machine filters and the appliances will never be left on at the end of the day or overnight.
- Where possible, all electrical equipment will be switched off at the end of the day.
- We have effective contractor management controls in place and the safe use and storage of sources of ignition brought onto site is strictly managed. All hot work processes are subject to a strict permit to work.

5.7.2 Reducing Sources of Fuel

Measures will be in place to reduce as far as is reasonably practicable sources of fuel in the building(s):

- Waste is regularly removed – litter bins are emptied at least daily, and refuse/recycling bins are secured in place well away from any building(s).
- External stores/sheds and boiler/plant rooms are secured out of hours.
- We try to avoid the use of combustible displays in corridors and foyers or minimise size and number to discrete separated areas. Particular care is taken at Christmas and other seasonal times.
- We do not use combustible displays on designated escape routes or when there is only one direction of escape (dead ends for example).
- We keep all displays well away from any ignition sources such as light fittings and heaters, curtains etc. and avoid displays close to ceiling voids that may lack fire barriers.
- We ensure displays do not obstruct escape routes or obscure fire notices, manual call points, equipment or escape signs.
- Notice or display boards with a surface spread of flame are permitted in classrooms, but these should not extend more than 2.5m without having a break between them of not less than 0.4m. The display material on such notice boards will not be permitted to build up excessively and they should be managed by relevant staff.

- Any furniture/soft furnishings sited on escape routes will be flame retardant. If any furniture, drapes, or other soft furnishings become damaged and are no longer serviceable, they will be replaced with fire resistant alternatives.
- Wherever possible, flammable substances are substituted for non-flammable products. Where not possible, the volume of flammable chemicals is kept to a minimum. Flammable chemicals are stored in secure stores with adequate ventilation away from sources of ignition or are stored in proprietary metal flammables cabinets. Flammable chemicals stores are signed as such, and spill containment and clean-up kits are available in each location.
- We have effective contractor management controls in place and the safe use and storage of materials brought onto site is strictly managed.

5.7.3 Reducing Sources of Oxygen

- Close windows and doors (as well as other openings), particularly outside of working hours. This is part of the 'closing up' procedure for our building(s).
- We shut down non-essential ventilation systems when not in use.
- We ensure when new air handling installations are installed, fire safety measures are incorporated into their design.
- Where this doesn't happen automatically (on activation of the fire alarm) the shut-down of air handling systems is included as part of the emergency plan, i.e. switching these off when this can be done without risk to persons.
- Keep oxidising substances away from flammable materials and heat sources. We ensure all staff are aware of the need for this.
- Replace oxidising substances with less hazardous alternatives where available.
- Reduce the quantity of oxidising substances on site to the minimum needed.
- Review the material safety data sheets for substances on your site to check whether any of these are oxidising substances.

5.8 Catering Staff

All fire procedures and practices apply to catering staff. Kitchen staff must ensure that if the alarm is activated, they switch off any gas or electrical equipment that they may be using (if safe to do so) such as the deep fat fryer or ovens/hobs for example and evacuate the building by the nearest available exit, meeting at the assembly point.

5.9 Signing In and Out Procedures

All staff will sign in and out of the building at the sign in screen located in reception. This includes when staff are leaving the site during the working day.

There is a system in place for pupils arriving late or leaving early to sign in and out.

Visitors to the school must sign in and out at reception.

Staff, pupil and visitor registers will be taken to the assembly point in the event of a fire evacuation (or drill) to ensure everyone is accounted for.

5.10 Vulnerable People/People with Disabilities

Separate Personal Emergency Evacuation Plans (PEEPs) will be put in place for children, staff and regular visitors with additional needs who require assistance to evacuate which will be implemented as appropriate. Each PEEP will be drawn up with the cooperation of the individual concerned (and/or parents in the case of children where appropriate) and outlines how and by whom each specific person will be evacuated or assisted to evacuate. Key staff will receive training in the implementation of the PEEP.

General Emergency Evacuation Plans (GEEPs) will be developed for members of the public and other non-regular visitors with additional needs who require assistance to evacuate. A sign will be displayed at reception highlighting that we operate a scheme of assisted evacuation where required.

5.11 Contractors/Visitors/Private Hirers

All contractors or visitors and all other persons using the premises must be familiarised with the site fire safety arrangements. They must be informed of the following:

- All available final exits and the means of escape.
- The location of all fire-fighting equipment in the areas they will be frequenting.
- The location and use of the fire alarm panel (if they will be the sole occupiers of the building).
- The location of the Fire Alarm Call Points and how to activate them.
- Any hazards they may encounter.
- The location of the Assembly Point.
- What to do if the Fire Alarm is activated.

- If Hot Work is to be carried out a strict Permit to Work must be operated.

Brief verbal instructions will also be provided to visitors and contractors. All these instructions are supplemented using displayed Fire Action Notices and appropriate fire exit signage around the building(s).

5.12 Information for the Fire and Rescue Service

We have developed an Emergency Plan for the premises which includes information to assist fire fighters which contains:

- Floor plans of the building(s).
- Location of nearest fire hydrant(s).
- Electric, gas, water, oil, and LPG shut off switch/valve locations.
- Type, location and quantity of dangerous substances or materials likely affect fire fighters.
- Location of asbestos containing materials (Asbestos Register).

In the event of a fire evacuation, this Plan is taken to the assembly point to provide fire fighters with valuable information about our site and any risks they may face fighting a fire in the building. This Plan is held in reception/Admin and kept up to date at all times by School Business Manager

6 ARSON PREVENTION STRATEGY

6.1 Assessing the Building's Vulnerability to Arson Attack

To prevent arson, premises management must first assess the vulnerability of the building(s) to attack. The Responsible Person or designated person will undertake a formal assessment of our premise's Vulnerability to Arson Attack using the Questionnaire found in Section 7.4. This assessment will be reviewed on an annual basis alongside the Fire Risk Assessment Review. An informal monthly inspection will also be carried out by the caretaker to assess the standards of arson prevention being achieved.

6.2 Developing an Action Plan Against Arson

Once the assessment has been carried out, the next priority is to address the weaknesses identified. These may not all require significant financial resources but may involve housekeeping or training issues.

The Responsible Person will have overall responsibility for initiatives against the threat of arson. The arson prevention strategy is to be incorporated in the premise's Fire Risk Assessment 'Action Plan' and will be supported and endorsed by the governing body/directors.

6.3 Existing Arson Prevention Strategies

The prevention of arson attacks falls into a logical process:

- Deter unauthorised entry onto the site.
- Prevent unauthorised entry into the building.
- Reduce the opportunity for an offender to start a fire.
- Reduce the scope for potential fire damage.
- Reduce subsequent losses and disruption from a fire by preparing a disaster resulting recovery plan.

Additional precautions may also be required during close-down periods such as school holiday periods and during ongoing building work. These are discussed in Sections 7.3.6 and 7.3.7.

6.3.1 Deter unauthorised entry onto the site:

- We discourage unauthorised entry onto the site using signs and by delineating where practicable the boundary of the site by use of a robust fence and/or hedge.
- We ensure the site is adequately lit externally during the hours of darkness.
- We remove any graffiti that appears on the premises without delay. If left to accumulate, vandals and arsonists will begin to view the site as being a legitimate target of little or no value.

6.3.2 Prevent unauthorised entry into the building:

- The weakest points of entry into the building(s) are the windows and doors. These are maintained in a sound condition and are always closed, and where possible, locked at the end of each working day.
- All external doors are fitted with approved locks and secured immediately the building is vacated.
- Door frame construction is maintained sound and in good condition.
- There is no letterbox at our premises.
- External glazing is checked regularly for damage both on security and safety grounds. Repairs are made quickly.
- Break-ins via roof-lights are prevented by the installation of grills or bars within the inside of the frame.
- Low level glazing is avoided both on security and safety grounds. Where this is not possible, glazing is laminated or toughened, and securely fixed within the frame.

- We foster relationships with neighbours who are able to observe out-of-hours activity on the premises. In addition, we are involved in the local Neighborhood Watch schemes in conjunction with the local police.
- With the premises being used out of normal hours and opening the premises to a wider public, access to the other parts of the building(s) is limited. This forms part of our Lettings Arrangements/Conditions of Hire.
- Regular checks are made of areas where there are flat roofs to ensure there are no breaches of security.
- An intruder alarm system has been installed with a monitored link to an alarm receiving station.

6.3.3 Reduce the opportunity for an offender to start a fire:

We take every opportunity to eliminate combustible material on the outside of the building:

- Refuse/ recycling bins are placed in a secure compound well away from any building.
- Sheds and other external buildings are kept locked and sited, where possible, at least 8 metres away from any building/structure.
- External litter bins are not fixed to walls or under roofs constructed of combustible materials but secured.
- All internal and external litter/waste bins are emptied each day as part of the close down routine.
- Wherever possible, staff avoid placing combustible materials on internal windowsills as a common method of attack is to break a window and set fire to combustibles within reach.
- Regular checks are made to ensure shrubs and undergrowth is not allowed to encroach against buildings as they are, when dry, a source of ignition.
- Temporary buildings/portacabins are skirted to prevent anyone starting a fire underneath.
- All external gates are closed / locked at night as part of the close down routine.
- Fire safety is regularly discussed with children. We will also, from time to time, bring in outside speakers such as members of the Fire and Rescue Service or Police, to warn children against the risk to life and property of fires and to explain how quickly a small fire can become something much more serious.

6.3.4 Reduce the scope for potential fire damage:

- Compartmentation (firestops in the roof/ceiling voids) is an essential element of the design of our building.
- During alterations and maintenance, consideration is always given to providing additional fire-break walls or doors to separate the building into compartments.
- During any new building projects, we will consider installing Sprinkler systems.
- Partition walls are inspected regularly. When any maintenance, repair or alteration has been finished, such as installation of pipes/cables through partitions, the gaps around pipe work are made good with fire retardant sealant.
- Equipment of high material value, such as audio-visual aids, laptops are located in a secure, separate room where it will be out of sight and better protected in a fire.
- Early warning of the outbreak of fire can significantly reduce the losses if early firefighting can be initiated. An automatic fire detection system has been installed in our premises which is maintained. This system is linked to an alarm receiving station.
- We try to ensure that children do not bring cigarette lighters and matches onto the premises.
- Staff are aware of the danger of children being unsupervised in cloakrooms and corridors.
- When not in use, all candles and matches are stored securely out of the reach of the children and opportunist vandals.
- A nominated person caretaker ensures that all external doors and windows have been secured once the premises have been vacated at the end of the day.
- We ensure that contractors working on site have limited access to the whole building wherever possible and follow a strict Permit to Work for any hot works undertaken on site.

6.3.5 Reduce subsequent losses and disruption from a fire:

- We have developed a comprehensive School Emergency Plan to help us manage crises as they occur and to help reduce losses and disruption as a result of a number of emergencies, including fire.
- There is sufficient fire-fighting equipment located around the building(s).
- Members of staff are adequately trained in fire procedures, including how to summon the Fire and Rescue Service, building evacuation and the use of fire-fighting equipment. They are also aware of the location of high value materials and equipment, particularly school records which may be irreplaceable, and have knowledge of a salvage plan to recover these items.

6.3.6 Close-Down Precautions (During periods of close down such as holidays)

The most common time for an arson attack to occur is when the building is unoccupied. While we can never guarantee that an arson attack will not occur by following some simple recommendations, we can reduce the risk by:

CLOSE-DOWN PROCEDURE CHECKLIST	
All flammable materials are locked away.	An arsonist can make use of flammable liquids to accelerate a fire.
All valuable equipment is secured.	Unsecured valuables and cash are an inducement for a 'break-in'.
All rubbish/waste has been removed from the building and placed in secure storage. If your bin area is currently near your buildings then look for ways to make sure that they cannot be pushed up against the building, particularly close to windows or roof eaves and set alight. Remember they can also be used as extra height to gain access to roof areas. It might be appropriate to build a new, detached bin store. If so, its design should accept the possibility that the bins inside may be set on fire and therefore allow their contents to burn safely. When there is no segregated bin storage, wheeled bins should be chained together and to an immobile object, such as a metal stake, at least 8 metres from any building.	Reducing the fire load within the school can reduce a fire spreading. External waste storage areas are a prime target for the fire raiser.
Check before closure that everyone has vacated the premises and all rooms, especially toilets and showers have been checked for anyone hiding.	Don't allow an arsonist easy access to the building(s).
The external lighting is working correctly.	Well-lit external areas will deter intruders and improve the performance of any closed-circuit security cameras.
All windows are shut and locked.	Secure premises act as a deterrent to opportunist intruders.
All internal doors are closed and locked where practical.	Prevent an intruder gaining ready access to the whole premises and prevents the spread of fire.
The intruder alarm and fire alarm systems have been correctly set.	An intruder system acts as a deterrent, and an early warning of an intruder can reduce the damage they can cause.
All the external doors have been secured.	Secure premises act as a deterrent to opportunist intruders.
Gates in the perimeter fences are shut.	Perimeter security is the first line of defence against intruders and arsonists.

6.3.7 Building Contractors

Building contractors working in schools can significantly increase the risk of fire as they may be carrying out operations using heat: plumbing work, paint stripping and repairing flat roofs are possibly the most common examples of high-risk work. They may also store combustible materials or flammable liquids in, or close to, the buildings, which could act as a readymade fuel supply for a fire. Examples include petrol, paints, thinners, propane cylinders and waste skips.

The work may also interfere with the normal security measures of the premises and make it more vulnerable to attack. An example is scaffolding erected against the building which gives an intruder easy access to the upper floors. During these periods the contractors will have access to the building(s) but supervision by staff may be minimal, so it is important to anticipate these risks by discussing with a contractor how the work is intended to be carried out. Similarly, arrangements for the proper storage of combustible materials, flammable liquids, gases, and the siting of skips will be agreed before the contractor comes on site.

The Fire Risk Assessment will be reviewed as necessary during/following construction work on site.

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6.4 Arson Vulnerability Assessment

Assessor:	Caroline Farrier	Date:	27.10.25	Next Review Due:	27.10.27	
					Tick ✓	
1. Construction				YES	NO	N/A
a	Is your premises system-built, with extensive use of lightweight materials or timber construction?				✓	
b	Is the premises built with traditional non-combustible materials i.e. bricks and mortar?	✓				
c	Are there any outbuildings such as storage sheds?	✓				
d	Are outbuildings well away from main buildings and kept locked/secured?					✓
e	Are there any de-mountable (portable) buildings?				✓	
f	Are de-mountable buildings in good repair and kept locked/secured?					✓
g	Are de-mountable buildings adequately skirted?					✓
2. Signal Crime				YES	NO	
a	Have you suffered more than 2 arson attacks in the past 3 years?					✓
b	Have you suffered more than 10 incidences of vandalism in the past 12 months?					✓
c	Have you experienced more than 5 incidences of theft or break-ins during the past 12 months?					✓
d	Are there any pupils/students who have a fire-setting history/background or who have been diagnosed with serious behavioural problems?					✓
e	Is there a history of vandalism or fire setting in the area around the premises?					✓
f	Is trespass a problem?					✓
3. Security				YES	NO	N/A
a	Are the premises perimeter and grounds monitored by a Closed-Circuit TV system?	✓				
b	If yes, are the pictures of suitable quality?	✓				
c	Is security lighting provided?	✓				
d	Are the premises perimeter and grounds secure from public access?	✓				
e	Is the external perimeter of the building(s) (doors/window/roofs) secure and not vulnerable to intruders?	✓				
f	Are all parts of the premises perimeter observed easily by surrounding houses?				✓	
g	Are there alcoves around the building?				✓	
h	Is the site bounded by palisade or weldmesh fencing, to a height of 2 metres and in good repair?	✓				
i	Is there a boiler house/plant room?	✓				
j	Is it properly secured at all times?	✓				
k	Is fuel kept outside?	✓				
l	Is your premises fitted with an intruder alarm with a monitored link to an alarm receiving station?	✓				
m	Are management and staff aware of the need of effective visitor monitoring, key security and locking procedures?	✓				
n	Is a good closing down regime carried out at the end of each day?	✓				
o	Are the premises regularly patrolled by an external security service, with communication links to a central monitoring station?				✓	
4. Waste Removal				YES	NO	N/A

a	Are refuse and recycling bins or other containers holding combustible materials kept in a secure compound away from the building(s)?	✓		
b	If not, are bins locked or secured in such a way that they cannot be moved and placed against the building(s)?			✓
c	Are bin lids locked when not in use?	✓		
d	Is all rubbish placed in the bins?	✓		
e	Are there litter bins in the grounds?	✓		
f	Are litter bins sited away from the main school building(s) and secured in place so they cannot be moved against the building(s)?	✓		
g	Are litter bins emptied regularly?	✓		
<p>To reduce the risk of an arson attack any of the highlighted areas <u>above</u> receiving a tick may require a control measure to be put in place. The outcomes of this arson risk assessment will be included in the overall fire risk assessment and action plan for the premises.</p>				
5. Fire Safety Management		YES	NO	N/A
a	Is your premises fitted with an automatic sprinkler system?	✓		
b	Is your premises fitted with an automatic fire detection system?	✓		
c	Is the sprinkler and/or fire detection system linked to an alarm receiving station?	✓		

PART B - FIRE EMERGENCY EVACUATION PLAN

7 HOW PEOPLE WILL BE WARNED OF A FIRE EMERGENCY

The first person to detect a fire sounds the alarm using the nearest manual call point (break glass point) which sounds the alarm. If fire is detected by automatic detectors, this will also trigger the fire alarm. The signal for evacuation is a two-tone sound. This will be sounded for alarm tests/fire drills and evacuations.

8 IMMEDIATE ACTIONS

8.1 On Discovering a Fire

- Raise the alarm by operating the nearest manual call point.
- Evacuate to a safe place.
- DO NOT USE THE LIFT
- Trained personnel to tackle the fire only where trained to do so, the fire is in its early stages, and you can do so without putting yourself or others in danger.
- Where appropriate check toilets and close windows and doors on the way out.
- If you have responsibilities for assisting persons with Personal Emergency Evacuation Plans (PEEPs or GEEPs) respond as required following the actions as identified in the Plan.
- Where your responsibility, shut down any specified services/equipment e.g. gas & electrical systems or equipment in use, ventilation systems etc.
- Leave the building by the nearest exit.
- Do not stop or return to collect personal belongings.
- Ensure visitors are escorted from the building to the assembly point.
- Close any doors en route without delaying your escape.
- You must remain at the assembly place.
- Return to the building only when authorised to do so.

8.2 On Hearing the Fire Alarm

If you also have responsibilities for assisting persons with Personal Evacuation Plans respond as identified in the Plan. If not, then:

- Where your responsibility, shut down any specified services/equipment e.g. gas & electrical systems or equipment in use, ventilation systems etc.
- Leave the building by the nearest exit.
- Close any doors en route without delaying your escape.
- Do not stop or return to collect personal belongings.
- Do not use any fire-fighting equipment unless you have been trained and you can without putting yourself in danger.
- Ensure visitors are escorted from the building to the assembly point.
- Do pass any information to the building responsible person at the assembly point.
- You must remain at the assembly place.
- Return to the building only when authorised to do so.

8.3 Calling Emergency Services

School Business Manager is responsible for telephoning the Fire and Rescue Service or Assistant Bursar in their absence using a school landline or mobile phone. This will be done regardless of whether the fire warning and detection system is directly linked to a 24-hour monitoring centre. In the event of a power failure which may render the digital phone unusable, a mobile phone will be used. The telephone number for emergency services is 999 from a school landline and 999 from all other phones. The information to be supplied to the emergency services is as follows:

- Name of person
- Name of School
- School address
- Contact telephone number
- Details of the fire (if known)

8.4 Isolation of Key Systems in the Event of a Fire

NB Boiler House and Switch Room are located at the side of the building facing the bus lane. External access only, no internal access.

Supply	Location	Person(s) Responsible for Shutting Down/Switching Off (if safe to do so)
Main Gas Supply Shut Off(s)	Boiler House	Automatically shuts off
Oil Supply Shut Off(s)	N/A	N/A
LPG Supply Shut Off(s)	N/A	N/A
Main Electrical Supply Shut Off(s)	Switch Room	Kill switches located in the room
Mains Water Inlet(s)	Boiler House	Manual, only switched off if instructed
Laboratory Gas Shut Off(s)	Science classrooms on first floor, St Albert Corridor. A1-A6, and Prep room. Each room has an individual kill switch. Located on the wall near door entrance.	All science staff are aware of location of shut off. Automatic shut off
Laboratory Electric Shut Off(s)	Science classrooms on first floor, St Albert Corridor. A1-A6, and Prep room. Each room has an individual kill switch. Located on the wall near door entrance.	All science staff are aware of location of shut off. Automatic shut off
Chemicals	Chemicals stored in Science Prep room first floor St Albert Corridor. Stored correctly	Science Technicians aware
Workshop Gas Supply Shut Off(s)	N/A	N/A
Workshop Electric Shut Off(s)	Emergency shuts off above each piece of machinery, within in T6 on St Terese corridor on ground floor	Staff are aware that it is their responsibility to manually turn off the electric shut off.
Food Rooms Gas Shut Off(s)	Ground Floor T1 St Terese, Cookery room. Panel on the left-hand side as you enter the workroom. Key to switch on and emergency button to shut off gas/electric	Staff are aware that it is their responsibility to manually turn off the gas/electric shut off.
Food Rooms Electric Shut Off(s)	Ground Floor T1 St Terese, Cookery room. Panel on the left-hand side as you enter the workroom. Key to switch on and emergency button to shut off gas/electric	Staff are aware that it is their responsibility to manually turn off the gas/electric shut off.
Kitchen Gas Shut Off(s)	San Lorenzo restaurant Ground floor. Manual emergency gas shut off. Near internal door entrance on right hand side	Kitchen staff aware to shut off gas
Kitchen Electric Shut Off(s)	San Lorenzo restaurant Ground floor. Manual emergency electric shut off. Near external door entrance on right hand side	Kitchen staff are aware of shutting off electric
Radioactive substances	Lead lined fireproof safe with appropriate signage. Located 1 st Floor, St Albert Corridor Prep Room, cupboard	All appropriate staff are aware of radioactive substances procedure.
Oxygen Cylinders	N/A	N/A
Oxy-Acetylene Equipment	N/A	N/A

8.5 Fire Alarm Activities

Special Activity	Where located	Person(s) Responsible
Checking the Fire Alarm Panel	Reception Lobby area	School Business Manager – Caroline Farrier
Disabling Lifts (<i>where relevant</i>)	Main school	Automatic lift descends to ground. Staff and pupils aware not to use lift
Fire Warden Duties: sweeping their designated area (see Section 9.6.1 below), assisting with the evacuation of children and any other persons, carrying out 'first aid' firefighting, as appropriate, closing fire doors/windows en route.		
Directing people to exits		Caroline Farrier, Hayley Kenny, Karen Brown, Angela Kenyon, Ivy Moore, Wendy De Freitas, Nadine Griffiths and Ben Cutting
Operating the public address/Tanoy system	n/a	n/a
Providing assistance to the disabled		Ivy Moore
Taking pupil Registers to assembly point	Attendance Office and Student Services desk	Amanda Ranford (Attendance Officer), Admin team whoever is on duty at Student Services, and handover to Year Tutors
Taking Late Pupils Register to assembly point	IPad from Student Services	Amanda Ranford/Jenna Waugh
Taking Staff Signing In/Out Register to assembly point	IPad from Admin Office and Student Services	Receptionist Laura Harkness, or Sarah James and Michael Cookson
Taking Visitor's Book to assembly point	IPad from Admin office	Receptionist Laura Harkness or Sarah James
Taking the Emergency Plan to assembly point	Admin Office and Reception area	Receptionist Laura Harkness or Sarah James
Unlocking opening vehicular gates for the Fire & Rescue Service	Front of building and both sides of the building	Caretaker
Isolation	Admin Office	Gemma Wooding

8.6 Evacuation Procedures

Our setting operates a single phase/simultaneous evacuation. On hearing the fire alarm ALL building occupants must evacuate the building immediately using the nearest available exit. This requires the fire wardens to sweep the building to confirm fire location/all clear and report back to the Fire Office in reception. ALL building occupants must evacuate the building immediately using the nearest available exit.

All escape routes are clearly marked with British Standard or European Standard Fire Exit signs and directional arrows where appropriate. **Final exits** can be found in the following locations in school:

Copies of the fire plans at the end of the Fire Safety Management & Evacuation Plan

8.6.1 Fire Wardens Designated Areas

Fire Wardens will be clearly identifiable as they will wear hi-visibility vests.

Person(s) Responsible	Designated Areas to Sweep
Karen Brown	St Catherine Corridor, down the external stair well to St Pio corridor
Angela Kenyon	St Therese corridor, San Lorenzo restaurant, PE corridor and Sports Hall
Ivy Moore/Wendy De Freitas	St John Paul corridor including Meeting Room, Isolation room and medical room

Ben Cutting	Pastoral office, St Bernadette corridor, 6 th forms, works room, offices and St Albert corridor
Nadine Griffiths	Admin office, Snr Asst office, Chapel and Reception area
Ivy Moore	pupils with temporary disabilities, if IM is dealing with pupils Hayley Kenny will take over IM's area

8.6.2 Evacuation Assistants

The following key staff are nominated, trained Evacuation Assistants responsible for assisting people who require assistance to evacuate in line with documented PEEPs or GEEPs.

- Lucinda Keelan, Rachel Holt, Lyn Burns, Peter Cawthorne, Mandy Oates, Jenny Singh, Marta Hanlon, Becky Holland, Catia Ferreira (STA and TA staff)

Our passenger lifts are NOT fire evacuation lifts and must NOT be used by any person in the event of a fire. The lifts go to ground in the event of the fire alarm sounding. The lifts are signed accordingly.

In the event of the fire alarm sounding, disabled persons/wheelchair users using upper floor levels will be moved directly by their evacuation assistant to a suitable refuge (protected hallway/stairwell) and the staff member will contact Fire Safety Officer via two-way radios to notify them of where they are, who they are with and whether any additional assistance is required. If required, the Fire Safety Officer will direct other staff to assist via two-way radios.

If possible, the evacuation assistant will proceed to evacuate the person using any necessary equipment (such as evac chairs) or will await assistance from other staff.

Under no circumstances will a disabled person be left alone at a refuge point, and we will not rely on the Fire and Rescue Service to evacuate disabled persons from the building(s).

Refuges can be found in the following locations:

Second Floor – Top of outer stairs

First floor – Top of outer stairs

8.6.3 Fire Fighting Arrangements

The following staff have received training in the use of fire-fighting equipment which is located around the building(s). They may need to fight small fires in their early stages if safe to do so without putting themselves or others at risk:

- None at present

If they do not feel competent, they must not stay to fight the fire but must evacuate the building.

8.6.4 Assembly Point and Accounting for People

On hearing the fire alarm all building occupiers should make their way to the Fire Assembly Point using the nearest available exit in a calm and orderly manner. Younger children will be directed by their class teacher/teaching assistant/appropriate adult. Children away from their base should leave the building by the nearest exit and meet at the assembly point. The Assembly Point for our premises is the MUGA. The assembly point(s) is clearly signed via internal Fire Action Notices displayed around the building(s) and externally via a clear Assembly Point Sign.

Persons should assemble/line up as follows:

Pupils will line up in their tutor classes. Pupils in Isolation will be taken to the MUGA by the member of staff on duty in Isolation, they will line up the far end of the MUGA on the left-hand side (as you look at the MUGA from the school restaurant). Gemma in Admin will attend the Isolation line up with the register for the member of staff to check. Staff/visitors not assigned to a particular class will report directly to Lisa Love/Sarah James and John McAuley (Headteacher)

Persons/Group/Class etc.	Location
Pupils in Tutors groups with form tutor. Surname alphabetical order	Lined up on the MUGA, against marked year groups
Isolation pupils	Far end of the MUGA on the left-hand side (as you look at the MUGA from the school restaurant)
Form Tutors	Line up on the MUGA with form groups
Staff that do not have tutor group/form	MUGA to one side

Persons/Group/Class etc.	Location
Visitors	MUGA to one side

Form Tutors are responsible for taking the class/group registers/head counts and ensuring all children are accounted for and Michael Cookson, Declan McArdle and Sarah James are responsible for undertaking a roll call of staff, course delegates, visitors and contractors using the Staff Signing In/Out Book and be relayed swiftly to the Fire Safety Manager (person in overall charge).

If any persons are unaccounted for in a real emergency i.e. not a drill, the attending Fire Service crew must be notified without delay by the Fire Safety Manager.

Should it be unsafe for evacuees to remain at the assembly point the place of 'Total Safety' off-site is the St Margaret Mary Church

8.6.5 *Liaison with the Fire and Rescue Service*

Caroline Farrier or Hayley Kenny in their absence is responsible for liaising with the Fire and Rescue Service on arrival. The following information will be made available to the Fire and Rescue Service ASAP:

- Type of Emergency
- Location of fire/incident (if known)
- Results of Roll Call i.e. is anyone missing, where were they last seen.
- Any unusual activities such as building works or temporary structures.
- Hazardous work processes
- Emergency Plan for the premises containing:
 - Floor plans of the building(s).
 - Location of nearest fire hydrant(s).
 - Electric, gas, water, oil, and LPG shut off switch/valve locations.
 - Type, location and quantity of dangerous substances or materials likely affect fire fighters.

No-one will be permitted to re-enter the building until the Fire and Rescue Service have given the 'all clear'.

Dave Stevens will be responsible for ensuring all necessary gates/doors are unlocked in readiness for the arrival of the Fire and Rescue Service.

Declan McArdle Head Teacher will be responsible for ensuring all building evacuees are kept clear of any areas that may be needed for fire-fighting appliances (fire engines).

8.7 **Number of Staff Needed to Carry Out Emergency Plan**

To implement the evacuation plan, 14 trained staff are needed on duty.

8.8 **Equipment Needed to Affect the Emergency Plan**

- Evac Chairs
- His Vis waist coats/coats.
- Two-way Radios

9 **Variations to the Plan/Contingency Plans**

Variation to the usual plan may occur in specific instances. Including:

- **Performances/Events:** Evacuation Plans are to be completed before each performance/event involving a significant increase of people in the hall/theatre. This is the responsibility of the person in charge of each performance/event.
- **Failure of fire warning and detection systems:** If any fire safety systems were to fail, headteacher and/or members of Senior Leadership Team to use a whistle and shout Fire Fire, Fire.
- **Failure of emergency lighting systems:** If emergency lighting systems were to fail, portable torches, located in the School Business Manger's office, Admin, Emergency Plan Bag, Head Teachers office, Student Services and Caretaker's Office, will be used.
- **Lone Working:** Lone workers should follow the normal adopted fire emergency evacuation plan as above. Raise the alarm using the nearest break glass point; telephone emergency services either using the nearest school phone and personal mobile phone, evacuate the building by the nearest available exit and wait at the assembly point for the Fire and Rescue Service to arrive at the front of school.
- **Variations as a result of pandemics:**
For the duration of the pandemic, consideration will be given to the following:

- Reviewing and where necessary, updating the existing school Fire Risk Assessment to take account of any variations such as reduced staffing/pupil numbers or alterations in building layout or use.
- Ensuring adequate provision of fire wardens and update training where zones they normally cover have been altered.
- Ensuring that there are sufficient trained staff/fire wardens on duty to cover the site to enable sweeps of all areas to be carried out and to ensure full evacuation of the building even during periods of partial closure – particularly important if staff designated as fire wardens are required to self-isolate.
- Ensuring that all relevant fire safety equipment and systems continue to be tested/maintained (in-house and/or by external contractors) even if the building is partially or completely closed, or if this has not been possible, ensuring all relevant fire safety equipment and systems is tested before employees and others are allowed back on site.
- The suitability of Personal Emergency Evacuation Plans (PEEPS) – especially if working hours are elongated and/or previous role holders are no longer available to continue.
- Additional arrangements to manage parental performances and large events such as stewarding, zoning and crowd management strategies.

- In terms of alcohol-based hand sanitiser (and similar highly flammable Covid-19 related products), ensuring:
 - all hand sanitiser stations are kept clear of potential sources of heat and ignition such as electrical or heating equipment.
 - any spillages are cleaned up immediately and the items used to clear the spillage disposed of carefully (they will be highly flammable until the alcohol has evaporated).
 - alcohol-based hand sanitiser is stored away from sources of heat and ignition, ideally in a metal cabinet. A sign should be provided on the cabinet/store warning of the presence of flammable liquids.
 - the location of the cabinet/store(s) and the quantity held is recorded on a plan of the school to make fire fighters aware of this hazard should they attend an incident at the school (also added to the school Emergency Plan and/or Emergency Information Pack).
 - alcohol-based hand gels will **NOT** be used in science labs or D&T & Food workshops/lessons. Instead of gels, use skin-friendly cleaning wipes that claim to kill 99.99% of bacteria and viruses and are non-alcohol based.
- Ensuring that fire doors are not propped open.
- The closing of windows should the fire alarm activate. Because of the need for increased ventilation in the school, there may not be time to close all windows prior to evacuation. This situation is only permissible where to close all the windows would result in increased risk to staff and pupils.

9.1 Post Incident Plan

If the building cannot be re-entered, we will follow the contingency procedures laid out in our documented School Emergency Plan held in St Margaret Marys School a copy of which is also held off site and/or can be accessed remotely.

NB The fire evacuation plans are located in the F Drive – Health & Safety – Fire Evac posters – Printed. Hard copies are in the pack located at Reception and Admin

