



St Augustine of Canterbury Catholic Academy

Fire and Emergency Procedures Policy and Arrangements

‘Excellence for All’

Reviewed:	September 2022
Next Review Date:	September 2023
Governor Approval:	
Committee:	
Signed:	

***F**riendship and Forgiveness*

***A**mbition and Adaptability*

***I**ntegrity and Independence*

***T**rust and Tolerance*

***H**onesty and Humility*

Rationale:

This document details the fire and emergency procedures (including invacuation) for St Augustine of Canterbury Catholic Academy. Staff should ensure they are familiar with these procedures and act upon the requirements.

Aims:

It is the overall aim of St Augustine of Canterbury Catholic Academy to minimise the risks to staff, students and visitors which may arise from a fire or other emergency. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises, or for invacuating where necessary, are in place.

FIRE OR OTHER EVACUATION**Roles and Responsibilities**

Responsible Person –is the Headteacher, who has the overall responsibility for fire safety management at the school. The responsible person can delegate operational management to the Fire Safety Coordinator.

Fire Safety Coordinator; main – Headteacher. Back up – Deputy Headteacher or other designated SLT member

Fire Marshals – all staff, specific responsibilities for form tutors, designated form support staff (See Appendix A) and Pastoral Managers/Heads of Key Stage

Site Safety – all staff (with particular duties for the Headteacher, Business Manager and Site team)

Fire Drill Procedures and Exit and Assembly Points:

In each classroom there is guidance on the fire drill procedures (Appendix B) and a plan of the school showing the fire exit and assembly points

Designated Fire Assembly Points:

- **Rear play area, at netball court**

Evacuation Routes:

Evacuation routes will be kept free of obstruction and adequately and clearly marked. Appropriate signage is displayed and indicates evacuation routes/direction

Responsibility of all Staff:

All school staff (including consultants, contractors, peripatetic teachers and others working on the school site) are responsible for maintaining a high standard of fire precautions in areas under their control or influence. In particular, staff should ensure:

- **that they are fully aware of the fire evacuation procedures (displayed in every room, set out in the visitor handbook and at Appendix B of this policy)**
- **that door vision panels and fire exits are kept clear and fire alarm call points and fire fighting equipment are not obstructed**
- **that the presence of inflammable materials is kept at a reasonable level and that inflammable materials are stored appropriately**
- **that the students for whom they are responsible are made aware of the fire evacuation procedure**
- **that classroom doors are shut and locked when classrooms are not in use**

Fire Marshals:

All staff will act as fire marshals. Teachers are responsible for ensuring students leave the classroom quickly and safely. Fire Marshall training is available to all staff via the national College Online portal.

Office staff are responsible for collecting form lists, the visitor and pupil signing in/out records and for ensuring no other person(s) enters the school premises until the drill is complete, the staff member/fire marshal manning the gate will also be responsible for opening the pedestrian side gate

If staff encounter any other person(s) they should be instructed to evacuate immediately. All visitors and members of the general public should be ushered via an exit to the assembly point.

The site team have the responsibility for checking the safety of the site including keeping escape routes clear, completing visual checks around the school site, dealing with hazards either identified by them, or reported by another member of staff or pupil, and liaising with servicing agents.

Staff Absences:

If staff leave the school premises for any reason during the school day (other than going home at the end of their working day), for example to attend a meeting elsewhere or going out at lunchtime they must sign out at the school office and must also sign in again on their return. Staff can download the system app which allows them to sign out and in on their mobile phone.

Should any member of teaching staff be absent, their duties in evacuating the students in their care from the building will be undertaken by the teacher or adult in charge of the class.

Action when the fire alarm sounds:

- **Teachers to check all students exit the classroom and any other areas used for group work**
- **Students should form a line and leave quietly and calmly by the nearest exit and assemble behind their class spot on the rear play area.**
- **Students and staff should not stop to collect belongings**
- **All windows and doors to be closed**
- **All classes will evacuate to the rear play areas and line up in alphabetical order facing the fence line at their designated spot**
- **Form lists to be taken outside by the office staff and checked by the Form tutors to ensure all students are present**
- **Form tutors will be supported by a designated staff member (Appendix A) throughout the drill**
- **Form tutors will take registers and communicate directly to their Pastoral Manager/Head of Key Stage**
- **Pastoral Managers/Heads of Key Stage will communicate with regard to**
 - **each year group with the Person in charge of the drill (usually the Headteacher)**
 - **staff / form tutors supporting their year groups to the administrator of the staff list**
- **Signing in system and staff sheet to be taken outside by office staff who will check all visitors and staff are accounted for.**
- **Staff and visitors who do not have a designated role should line up at the grassed area adjacent to the changing facility and await direction.**
- **No one is to re-enter the building until the all clear is given**
- **Site staff will ascertain nature of emergency, scheduled drill, unscheduled drill, emergency non drill procedure and communicate to Sefton Arc as soon as is possible.**

Lunch Time:

If the fire alarm sounds at lunchtime, then staff on duty and all available staff are responsible for ensuring evacuation of students and for ensuring that students line up ready for Form tutors and Heads of Key Stage to assume responsibility. Other staff on the premises but on lunch break will gather at their usual assembly point to be accounted for, no staff member should move from this assembly point until accounted for.

Disabled Persons:

Students with disabilities will leave the building with their support assistant. Individual risk assessments will take place if a child's disability would require additional support and a Personal Emergency Evacuation Plan (PEEP) will be prepared – see Appendix C for template.

If a member of staff is employed who requires support to evacuate the building quickly, then another member of staff will be named to provide this support.

In the event of a visitor needing support the teaching and/or support staff working with this individual will provide support.

All of these groups will need to make their way via the nearest safe exit to the assembly point.

Action on discovering a fire:

- **Raise the alarm without delay – anyone discovering a fire should activate the nearest fire alarm break glass point. If safe to do so, inform the site staff of the location of the fire if they are not already aware (location of call point activated will be displayed on the fire alarm control panel in the reception lobby)**
- **School office staff to collect fire drill procedure pack (form lists, staff lists and signing in/out records)**
- **Report directly to the assembly area, ensuring that you sweep any areas you move through for anyone who may still be inside**
- **It is the schools' policy that all staff and students leave the school immediately without attempting to fight the fire. Firefighting equipment should only be used when the fire is blocking your only means of exit**
- **Upon arrival of the fire brigade, the Headteacher, Deputy Headteacher (or in their absence a member of the Senior Leadership Team) will liaise with them and hand over any relevant information – any person unaccounted for, location of the fire (if known), areas containing flammable or toxic material (cleaning cupboard, site team room, asbestos), location of the nearest water supply (which is in the road opposite the school) and access points into the buildings**
- **If there is no risk of injury, mains services such as gas in laboratory areas and kitchens should be turned off.**

Roll call:

At the assembly points students will line up in classes facing their class spot. Each form teacher will call out their register and double check numbers to ensure that no pupil is unaccounted for. Confirmations and issues will be passed to Heads of Key Stage who will communicate these to the person in charge.

Staff will be accounted for at **Red watch** – other than form tutors or staff leading a form in the absence of a Form tutor, all other staff members **must** report to the appropriate team member (Red Watch) who will be situated near the corner of the sports hall.

In the case of form tutors or others, in charge of a class group the Key Stage Lead will notify **Red Watch** of the presence of these staff relevant to their respective year groups.

Visitors will be accounted for by **Blue Watch** – who will be situated near the grass verge adjacent to the sports hall, please direct any/all visitors to this location, this includes Supply Staff.

Fire Drills:

Fire drills are carried out at least three times per year and logged in the fire logbook by the Site Officer/School Business Manager.

Visitors and Contractors:

All visitors and contractors should report to the office and sign in and out using the electronic visitors' system. Contractors working on the premises are made aware of the fire and emergency procedures that apply.

Fire Training:

Staff have access to Fire Marshalling training on the National College e-portal, on induction staff are introduced to the school fire procedure and will have the fire procedure explained to them, together with information on the location of the fire alarm call points and the location of the escape routes and alternatives, exits and assembly point.

Fire Logbook and other records:

The Fire Logbook is stored in site team room and records of evacuations are logged by the Site Officer on duty, issues and their resolution and training are logged by the School Business Manager as they arise.

Records of regular testing of fire exits, alarms and visual inspection of fire extinguishers carried out by the site team are recorded by the site team in the Fire Logbook

Records of firefighting equipment checks, emergency lighting tests and 5 year electrical fixed wire tests and PAT tests are kept by the Site Officer in the compliance files.

Equipment testing:

- **Fire alarm test:** the site officer will carry out a daily visual check of the panel for fault indicators. The fire alarms are tested weekly, at 3:30pm on Thursdays, with a new fire call point tested each week. The outcome of these tests is recorded in the Fire Logbook. The fire alarm system is maintained by 3D Consulting and monitored by Sefton ARC.
- **Fire exit doors:** daily check by site officers to ensure doors are opening and closing freely and that they are free from obstruction. This is recorded in the Fire Logbook
- **Firefighting equipment:** a monthly visual inspection of firefighting equipment is carried out by the site officers, and this is recorded in the Fire Logbook. The equipment is tested annually by 3D Consulting and records are kept in the compliance folder
- **Emergency Lighting:** emergency lighting is tested monthly by the site team and records are kept in the compliance folder
- **Electrical testing:** fixed wire testing and PAT testing is completed at regular intervals. Records are kept in the compliance folder.

Lettings:

The Lettings officer/Site staff will ensure that those letting the building have been informed about fire exits, fire break glass call points, evacuation procedures and the need to liaise with the school. They will also be made aware of the need to contact the site manager in case of a fire. All groups/individuals entering into a letting agreement must have a minimum £5 million liability insurance.

2. INVACUATION

In the case of an intruder or other incident requiring invacuation/lockdown, the procedures are as follows:

If lockdown becomes necessary the school bell will sound 6 times or more, the office will communicate with staff via radio, and it will be the responsibility of all staff to ensure all classes and other people in their curriculum area are aware of the lockdown. Teachers must check that all students are present by completing a headcount and all students must remain in class until further instructions are received. All windows and doors must be secured.

If the students are playing outside, then all adults must act to get the students back into the school building and to their form rooms as quickly as possible. All form teachers and designated form staff (Appendix C) must return to their form room, where a register will be taken, and any missing students reported to the school office.

See also:

- **Business continuity/ Critical Incident Plan on how to deal with the outcomes of a serious fire or other emergency**
- **Health and Safety Policy**

APPENDIX A

Forms	Form Tutor	Designated support
Y7	Paula Jackson	
7S	Stuart Yates	Julia Allen
7T	Stephen Drumm	Sam Foster
7A	Gemma Reynolds	Richard Candeland
7U	Zac Brigg	Chelsea Bloor
Y8	Kay Kenyon	
8S	Lauren Craig	Liz Kinsella
8T	Richard Headley	Gail Thompson
8A	Stephen Eckersley	Sheena Smith
8U	Melissa McDonnell	Joanne Stirrup
Y9	Bernie Hutton	
9S	Jessica Burniston	Gail Thompson
9T	James Loftus	Christine Smith
9A	Chelsea Fairclough	Julia Allen
9U	Liza Evans/Julie Long	Julie Long
Y10	Julie Conley	
10S	Lynn Sadler	Julian Pollard
10T	Sarah Roberts	Bryan McConnell/Vicky Size
10A	Amy Robinson	Maria Deane
10U	Donna Prescott	Daria Beattie
Y11	Emma Ramsden	
11S	Stewart Littler	Joanna Stirrup
11T	Damon Elsey	Chris Jennings
11A	Adam Mackay	Liz Kinsella
11U	Craig Dewhurst	Sarah Smedley
11G	Christopher Jones	Peter Jackson
11V	Simon Wood	Karen Hynes

Key Stage Lead will notify RED WATCH of the presence of Form Tutors relevant to their respective year groups.

All staff (Other than Form Tutors) should make themselves known to the collating officer at RED WATCH and then attend for support duties.

If you have not been named for support you should line up at the grassed area adjacent to the changing facility and await direction.

APPENDIX B

Fire Protocol

1. **The fire alarm is a continuous warbling alarm bell**
2. **On hearing the bell, immediately vacate the buildings and do not attempt to bring any personal belongings**
3. **Class teacher/adult to ensure, where possible, that all windows are closed and the door is closed upon exit. Close doors and windows when vacating the class for PE or other activity**
4. **Walk in single file to the fire drill assembly point (see school plan). Students to line up in register order facing their class spot**
5. **Form tutor to make the Key Stage Lead (or the most senior member of staff present) aware when the register has taken place**
6. **Key Stage Lead to confirm to the person in charge (usually the Headteacher) that all students and staff (Form tutors) are accounted for.**
7. **All other staff and kitchen staff to evacuate immediately ensuring that windows and doors are closed and assemble adjacent to the sports hall**
8. **Administration staff to do a sweep before leaving of commonly used areas (staff room, offices, adult toilets, first aid area etc)**
9. **Administration staff to take radios to assembly point and to front gate; where staff will ensure that no-one enters the school premises until the drill is complete**
10. **Signing in/out records to be taken by administrative staff to the assembly point so that any students who have gone home and staff and visitors can be accounted for**
11. **All staff (other than Drill Lead and Form Tutors) must make themselves known to the collating officer (RED WATCH) prior to commencing any support duties.**
12. **Staff will not return to the school building until all clear is signalled by the person in charge**
13. **Radio protocol is as follows: All staff in possession of a radio to bring it to the assembly point, but must maintain radio silence until such time as a question/query is posed to them**
14. **PE staff utilising the playing field should ensure that they have taken register via Edulink and have a form of communication with them, either a school radio or a mobile phone**

Notes:

1. **Ensure that all stairways and fire exits are clear at all times**
2. **Ensure that all external classroom doors are always unlocked and free from obstruction.**
3. **Supply teachers should be made aware of the fire regulations**
4. **Regular fire drills will occur throughout the year at a range of times during the day (lunchtime and classtime)**
5. **The fire alarm will be tested weekly, using different call points. All fire drills and checks to be logged by the site manager and/or Business Manager.**

APPENDIX C

St Augustine of Canterbury Catholic Academy

Personal Emergency Evacuation Plan (PEEP)

This form should be completed for anyone who requires assistance with any aspect of emergency evacuation.

Date of PEEP:					
Date to be reviewed:					
New PEEP		Revised (change in circumstance)		Annual update	

Name of student:	
D.O.B.:	Year Group:
Reason for PEEP:	
Location of class/group/form in building:	

Those involved in developing the PEEP:
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Consider	Yes	No	Comments
Does the student change rooms during the day – taking them to more than one location within the building or site?			
Does the student have difficulty identifying or reading emergency exit signs?			
Does the student experience difficulties hearing the fire alarm?			
Is the student likely to experience difficulties independently travelling to the nearest emergency exit?			
Does the student experience difficulty using stairs?			
Is the student dependent on a mobility aid for walking or a wheelchair?			
If the student uses a wheelchair, do they have difficulty transferring from this without assistance?			

Can the student raise the fire alarm upon discovering a fire?	Yes		No	
If no, detail the procedures agreed with the student about how they will inform someone of this:				

How is the student to be informed of an emergency evacuation?			
Existing alarm		Visual alarm	
Vibrating pager		Other (specify)	
Provide details of how the student would know if there was a fire:			

Provide details of the Exit Route Procedure (starting from when the alarm is raised to final exit of the building). Ensure all safe routes that can be used are included: (consider attaching a building plan with all routes clearly marked)

Provide details of the persons designated to assist the student in the evacuation and the nature of assistance to be provided by each person:

Provide details of the methods of assistance (e.g. transfer procedures and methods):

Equipment provided for use during evacuation: (include details of where this is stored)

Training in use of equipment provided by:

Comments:

Final Check by Competent Person	Yes	No
Have the route(s) been travelled by the child/young person and the responsible person/designated assistant?		
Has a copy of the exit route been attached?		
Has any equipment to be used been tried and tested?		
Have any issues been satisfactorily resolved?		
Has a copy of this form been sent to the person responsible for the fire evacuation within the school/setting?		
Has the fire safety competent person informed all relevant staff of these arrangements, e.g. Class Teacher, Teaching Assistant etc.?		

<p>If no to the any of the above, please explain and detail next steps:</p>
<p>Record the length of time of practice evacuation:</p>

<p>I will ensure that all relevant staff are aware of and will practice the emergency evacuation procedures outlined in this plan on a regular basis</p>	<p>Signature of Leader/Headteacher/Principal</p>
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The completed Personal Emergency Evacuation Plan should be held:

- In the child/young person’s individual record
- By the Responsible Person for Fire Safety
- By the Key Worker, Class Teacher or Tutor
- By the Designated Assistant
- In the Fire Logbook