



Fire Policy and Procedures School Day (7am – 3.30pm) Outside School Day (Evenings & Weekends) – Appendix 3

Wellacre is committed to ensuring the safety of all students, staff and visitors to the school.

Wellacre operates mainly in the whole school block with occasional use of the Main Reception Building.

The fire alarm system sounds in **ALL** areas. This can be identified as a continuous ringing of **BELL OR CLAXON**.

A. Fire Procedure

1. All visitors/contractors must sign in and out at the Main Reception and be made aware of all fire exits and assembly points by the member of staff they are visiting.
2. On discovering a fire, sound the alarm, using the nearest red fire call point.
3. The Site Manager, Site Officer or Cleaning Supervisor will check the fire alarm panel to establish the location of the fire; the Technology Technician will deputise in case of staff absence. The Site Manager, Site Officer or Cleaning Supervisory will inform the Principal if the alarm is real or false. Once the situation has been confirmed the Site Manager, Site Officer or Cleaning Supervisor will telephone 999 to advise the Fire Service, if fire has been confirmed.

YOU MUST RING 999

4. Emergency evacuation procedures are on display in each room. Fire procedures are displayed in the public foyer areas and at public points throughout the school, including the toilet areas.
5. All attendance registers will be printed off, by the main office, using the academy MIS and the school's Inventory system. Roll Call will be completed in accordance with the Record of Fire Drill and Emergency Procedures.
6. Once the fire alarm has sounded all students are to be escorted from their classrooms, in single file, in an orderly manner. The member of staff should bring up the rear and close but not lock the classroom door; leaving personal belongings behind. Classroom doors should be closed but **NOT** locked on the way out. PEEP Fire Marshals must report to the Site Team at the fire panel.
7. Students should be assembled as per the Fire Evacuation Procedure (Appendix 1), in house group order. Achievements Tutors should join their students on the Tennis Courts, where they will be given an attendance list by the House Fire Marshal. Once a register has been received Achievement Tutors should register their students. Non Achievement Tutors should line up with their house.
8. All other staff, visitors and contractors should leave the school, through the nearest fire exit in a calm but purposeful manner. In the event the external door maglocks do not disengage during an evacuation, please press the Green 'emergency door release' button to release the door. Staff, students and supply staff will assemble on the lower school yard and be registered in accordance with the Record of Fire Drill and Emergency Procedures (Appendix 2). The receptionist, visitors, contractors and any external lettings will assemble in the front car park.

9. Fire Marshals responsible for registration of students, staff and visitors must advise the Senior Fire Marshal once their checking is complete. Completed registers must be returned to the Senior Fire Marshal. In the event that the staff member responsible, as indicated on the Record of Fire Drill and Emergency Procedures is absent the Deputy must assume their role.
10. All students, staff and visitors must remain in their designated places as per the Fire Evacuation Procedure until further instructions are given by the Senior Fire Marshal. Achievement Tutors will dismiss their forms in an orderly fashion when instructed by the Principal.
11. In the event of a fire no attempts should be made to put it out. Firefighting equipment must only be used as a means of escape.
12. The secondary evacuation, for staff, students and supply staff, will be the astroturf and the format for assembly should replicate that of the Tennis Courts.
13. The Fire Policy and Procedures will be reviewed and amended as necessary to address new issues by the Business Director and the Site Manager.
14. A planned full fire evacuation of school will be undertaken once per term at a date and time designated by the Principal.

B. Principles of fire prevention

1. All staff will be responsible for ensuring that they carry out any instruction which needs to be enforced to guarantee the safety of all e.g. no smoking policy, safe storage of flammable materials, avoiding blocking of access routes/exit areas and good housekeeping.
2. The building's fire alarm will be tested weekly by the Site Manager and the emergency lighting system monthly, by an external contractor, in accordance with current regulations. Findings will be recorded in the appropriate **Fire Log Book**. In their absence, the Site Officer will assume responsibility for ensuring that the fire alarms are tested by a competent person. The programme for testing can be found on pages 3 and 4
3. The **Fire Log Book** is currently kept in the Site Office. It must be available for inspection by the Fire Officer or use by other authorised personnel such as the fire alarm engineer.
4. All students and staff will complete an appropriate evacuation practice at least three times a year and other relevant training as necessary in respect of fire safety and procedures.
5. Electrical equipment is to be PAT tested as far as is reasonably practicable, safe and without risk to health.
6. Fire extinguishers are to be tested every twelve months by a properly authorised company and kept in good repair. This will be organised by the Site Manager.
7. Fire Risk assessments are to be reviewed regularly, at least annually, a new assessment should be conducted every three - five years, or sooner if significant changes occur. . All required actions will be addressed to ensure minimal risk and safety of all.
8. Internal Fire doors are to be kept closed and unlocked at all times.
9. During the working day all final fire exit doors are to be unlocked and access routes clear from obstructions. The Site Manager, Site Officer or Cleaning Supervisor will be responsible for making sure that all fire doors and access routes are not blocked when opening up the school each day and throughout the day will be vigilant at all times.
10. To reduce the risk of fire, non-essential electrical appliances will be switched off at the end of the day. The Cleaning Supervisor or their deputy will be responsible for carrying out a final check of every room before locking up the school for the night.
11. Computer monitors will be switched off during the day if they are not being used for a sustained length of time to reduce the risk of fire.
12. All staff are to be aware of the location of their nearest fire extinguishers in the building (Note: their use in extinguishing a fire is limited. Their purpose is to get past a fire).
13. Secondary evacuation points are to be identified and reviewed annually.
14. Contractors and Site Staff must comply with Hot Works Procedure. Permits are issued by the Site Manager.
15. During school leave periods all waste bins/skips must be emptied and the containers secured away from any building.

Evacuation for people with special needs

1. A personal emergency evacuation plan (PEEP) may need to be developed for disabled persons or students who attend the School. This should be developed in discussion with the person concerned (and/or parents/carers in the case of students).
2. The decision as to whether a PEEP is necessary will be determined by the SENDCO and reviewed annually.
3. Where an offer of appointment has been made to a disabled person, the Business Director should be informed so that a PEEP can be prepared prior to the commencement of employment; PEEPS will be reviewed annually.
4. Wellacre Academy will make all reasonable organisational adjustments to accommodate the emergency evacuation requirements of each individual disabled person.
5. Anyone with a PEEP and their accompanying staff should assemble with the whole school in accordance with Appendix 1
6. Any disabled visitors, for whom information is given in advance, will be assessed by the Business Director for PEEP provision; final minor adjustments will be made when the visitor arrives.
7. Any disabled visitors, who arrive at short notice, will be questioned by the Receptionist to ascertain any required adjustments to the generic evacuation plan.

Location of Fire Extinguishers/Fire Alarm Points

List kept in the Site Office.

Tests & Checks

Fire Log Book

All checks, procedures and maintenance must be recorded in the **Fire Log Book** by the designated persons when completed.

The **Fire Log Book** will be located in the Site Office.

Daily Checks

When unlocking the school the Site Manager/Site Officer will be responsible for making sure that all fire doors are fully operational and access routes are not blocked. This vigilance should continue throughout the day.

Weekly Fire Test Procedure

The designated day is Friday am. During external exams, the test will take place at 15.10.

The test will be carried out by the site staff

Two persons will be required for a location test. One person will be required to test at the Alarm Panel

You will need the Fire Alarm panel key and appropriate fire alarm call point key/fob, located in the solar PV control panel store adjacent to the main school office.

- 1) Telephone EMCS to put the alarm on test
- 2) Telephone **0844 80 999 90**
- 3) Password **WILLOW**
- 4) Location: Main building and Eco Building
- 5) Request and confirm alarm is on test.

- 6) Location Test = One person is required at the **Fire Alarm Panel** and one person is required at the **Fire Call Point**. A different **Fire Zone** should be tested each week
- 7) Select the location and open the **Fire Call Point** to activate the sounders
- 8) let the alarm sound 3 times then press the **Silence Alarms** button on the **Fire Alarm Panel** to deactivate the sounders
- 9) Close the **Fire Call Point**
- 10) When the **Fire Call Point** is closed press the **Reset** button on the **Fire Alarm Panel** to set the system. The panel will activate all Zones to indicate the system is reset
- 11) If there is a fault the sounders will reactivate and the fault will be indicated by a description on the panel. If this occurs immediately press the **Silence Alarms** button to deactivate the sounders and investigate the fault
- 12) When the system completes a successful **Reset** move on to the next building to be tested
- 13) Record tests in **Fire Log Book**
- 14) Report all faults to Site Manager
- 15) Staff unable to hear the sounders, whilst working in the school, must report this to the Site Manager.

Weekly Fire Route and Fire Exit Procedure

The designated day is Monday.

The test will be carried out by the site staff.

- 1) Carry out a visual check that all **Fire Routes** are clear of obstruction and have the appropriate lighting
- 2) Carry out a visual check that all **Fire Doors** are clear of obstruction and operate correctly
- 3) Record in **Fire Log Book**
- 4) Report all faults to Site Manager

Monthly Emergency Lighting Procedure

The designated day is the first Saturday of the month.

The test will be carried out by an external contractor.

- 1) The complete Site to be tested each month
- 2) Use key to activate lights within the zone
- 3) Carry out a visual check of all signs and lights
- 4) Record electronically on our property management companies software
- 5) Report all faults to Site Manager

Monthly Fire Fighting Equipment Procedure

The designated day is the first Monday of the month

The test will be carried out by the site staff

- 1) Carry out a visual check of all **Fire Fighting Equipment** is clear of obstruction or damage
- 2) Carry out a visual check of all **Fire Fighting Extinguishers** are full
- 3) Record in **Fire Log Book**
- 4) Report all faults to Site Manager

Statutory Inspection & Maintenance for the Fire Alarm Systems

To be undertaken by an appropriate contractor 2 x per annum and recorded electronically on our property management companies software

Report all faults to Site Manager

Statutory Inspection & Maintenance for the Fire Fighting Equipment

To be undertaken by an appropriate contractor 1 x per annum and recorded electronically on our property management companies software
Report all faults to Site Manager

Statutory inspection & Maintenance for the Emergency Lighting

To be undertaken by an appropriate contractor 1 x per annum and recorded electronically on or property management companies software
Report all faults to Site Manager

Appendix 1

FIRE EVACUATION for ALL STAFF & VISITORS

ON DISCOVERING A FIRE:

1. Activate the nearest fire alarm.
2. Evacuate the room, close the door and lead the class to the nearest fire exit.
3. Notify the Principal/Site Team immediately if possible.

WHEN THE FIRE ALARM SOUNDS:

- Close all doors
- Turn off flammable equipment (e.g. Bunsen burners, cookers)
- All staff and students should evacuate the building and go to their primary assembly point
- Teaching staff should lead their class to the nearest fire exit and accompany them to the lower school yard/tennis court area unless advised otherwise by senior staff.
- Students with a PEEP should wait in the refuge area at the top of the stairs closest to their location
- PEEP Fire Marshal must report, via radio, to the Site Team at the fire panel. The disabled person or student, who attends school regularly, must assemble and be registered with the whole school. Any disabled visitors should assemble at the front of school with the Receptionist.
- Staff should join their own form/house group and students should be instructed to go to the correct house assembly point
- Line up in silence, in a straight line.

NO RUNNING UNDER ANY CIRCUMSTANCES

PRIMARY ASSEMBLY POINT FOR ALL STAFF, STUDENTS & SUPPLY STAFF.

- Lower School Yard/Tennis Court Area

PRIMARY ASSEMBLY POINT FOR RECEPTIONIST, VISITORS, CONTRACTORS & COPYPRINT. VISITORS ON MAIN SCHOOL SITE MUST BE INSTRUCTED DIRECTED TO THE FRONT CAR PARK VIA THE MAIN GATES.

- Front Car Park

SECONDARY ASSEMBLY POINT FOR ALL STAFF & STUDENTS (If required the Senior Fire Marshal will direct staff and students to this point by radio)

- Astroturf

House Assembly points are posted on the fence (staff will direct students to the correct point)

SENIOR FIRE MARSHALL:	MISS P BAILEY
DEPUTY FIRE MARSHALL:	MR P PEMBERTON

THE ALARM

- The prolonged ringing of the bell and claxon.

SITE TEAM

- A trained member of the Site Team will be Designated Fire Officer each day.
- When the fire alarm sounds the Designated Fire Officer will go to the main board and ascertain the alarm source.
- The Designated Fire Officer will direct the PEEPS Fire Marshal as necessary in accordance with the student's timetable. If required the Fire Marshal will collect an evacuation chair from the alcove near the Head's PA's office.
- The Designated Fire Officer will advise the Senior Fire Marshal, by radio, (channel 1) the location of the alarm and if the secondary assembly point is to be used.
- If the secondary assembly point is to be used the Senior Fire Marshal will advise senior staff by radio (channel 1).
- The Designated Fire Officer will go to the location and establish if the alarm is genuine.
- If the alarm is genuine the Designated Fire Officer must ring 999 and then notify the Senior Fire Marshal by radio (channel 1).
- If the alarm is false the Designated Fire Officer must notify the Senior Fire Marshal, reset the system and stop the alarm ringing immediately and inform the Senior Fire Marshal by radio (channel 1).

FIRE TEAM

(As listed on the Record of Fire Drill and Emergency Procedures – Appendix 2)

- Assume their role as indicated by the Record of Fire Drill and Emergency Procedures.
- The Senior Fire Marshal will collate completed registers.
- The Senior Fire Marshal will act on any missing persons through liaison with ALT/Fire Brigade.
- The Senior Fire Marshal will liaise with the Fire Brigade and Principal/Vice Principal throughout.
- In the case of a false alarm, the Principal will dismiss the students when the Senior Fire Marshal has given the all clear.

HOUSE FIRE MARSHALS

- Distribute student registers to Achievement Tutors.
- Register attached staff.
- Collect all completed registers and report missing students or staff to Senior Fire Marshal

ACHIEVEMENT TUTORS

- Get the form group in a straight, orderly line, facing the front.
- Receive paper registers from House Fire Marshal.
- Take the register and inform the House Fire Marshal any missing students.
- Oversee the form group unless asked to dismiss them.

STAFF WHO ARE NOT AN ACHIEVEMENT TUTOR

- Leave the building by the nearest fire exit.
- Assemble on the lower school yard with their House
- Registration of these staff is completed by the Marshals identified on Appendix 2.

Appendix 2

Wellacre Academy Record of Fire Drill and Emergency Procedures

Senior Fire Marshal – Business Director

Deputy Fire Marshal – Vice Principal

Date & Time	Reason for Evacuation	Time of Evacuation	Time of Role Call	Fire Services Attendance
				Y/N

WHEN THE FIRE ALARM SOUNDS:

Duty	Fire Marshall	Fire Marshall (Contingency)
Evacuation of PEEPS (Students)	Z Nichols	L Ward M Bentley
PEEPS Fire Marshalls must report to the Site Team at the Fire Board for instruction. In the absence of any students with a PEEP the Fire Marshall must join the rest of the staff at the evacuation point.		
Collation of Registers & Medical Book	T Hartley, K Handley, E Bates	

Roll Call

Roll Call List	Fire Marshal	Deputy Fire Marshal	Duties	All Present	Missing Persons
Pankhurst – Students & Staff	A Whitehead	M O'Neill	Distribution & Collation of Registers. Identification of missing students/staff. Return of registers to Senior Fire Marshal.		
Lowry – Students & Staff	R Asha	S Partridge			
Turing – Students & Staff	J Irwin	J Shiner			
The Lodge	B Toogood	Cover Teacher			
Fire Marshal	P Bailey	P Pemberton			
Receptionist, visitors, contractors & external lettings	M Axon Via Radio Channel 1	Cover Receptionist via Radio Channel 1	Registration of self, visitors, contractors and Copyprint. Identification of missing persons by radio. Return of register to Senior Fire Marshall.		

Catering Staff	D Ferguson	J Fitzsimmons	Registration of staff. Identification of missing staff. Return of register to Senior Fire Marshall.		
Supply Staff	E Bates	N Culshaw	Registration of supply staff. Identification of missing supply staff. Return of register to Senior Fire Marshall.		
Invigilators	H Suthern	J Liversage	Registration of invigilators. Return of register to Senior Fire Marshall		

Missing Persons – Name	Form/Staff

Completed by

Print Name	Signature	Date

**PLEASE NOW COMPLETE FIRE DRILL EVACUATION FORM & SHARE FEEDBACK WITH STAFF.
COPIES FROM BUSINESS DIRECTOR**

Appendix 3

Fire Policy and Procedures Outside School Day (Weekdays 4 – close, weekends 8am – 1pm)

Wellacre is committed to ensuring the safety of all students, staff and visitors to the school.

Wellacre operates mainly in the whole school block with occasional use of the Main Reception Building. Facilities are available for hire to outside agencies and community groups, during the day, after school and at the weekend.

The fire alarm system sounds in **ALL** areas. This can be identified as a continuous ringing of **BELL OR CLAXON**.

A. Fire Procedure

1. All hirers must keep a register of participants within their group and be aware of all fire exits and assembly points.
2. The Cleaning Supervisor (evenings, until 7pm) or Lettings Supervisor (weekends, until 1pm) should hold the out of hours lettings mobile **at all times (07940399953)**. After 7pm on weekdays and 1pm on weekends, assistance will be available via the duty mobile on 07800581639.
3. On discovering of a fire, sound the alarm, using the nearest red fire call point
4. The Cleaning Supervisor (evenings) or Lettings Supervisor (weekends) will check the fire alarm board to establish the location of the fire. The Cleaning Supervisor (evenings) or Lettings Supervisor (weekends) will establish if the alarm is real or false. Once the situation has been confirmed the Cleaning Supervisor (evenings) or Lettings Supervisor (weekends) will:
 - (a) **If the fire alarm is real telephone 999 immediately** and then telephone the duty mobile on **07800581639**.
 - (b) If the fire alarm is false telephone **0844 80 999 90** using password **WILLOW** and then telephone the duty mobile on **07800581639**.
5. The Cleaning Supervisor (evenings) or Lettings Supervisor (weekends) and their deputies will receive training from the Site Manager on the functions of the alarm panel and how to reset if necessary.
6. Emergency evacuation procedures are on display in each room. Fire procedures are displayed in the public foyer areas and at public points throughout the school, including the toilet areas.
7. All staff visitors & hirers should leave in an orderly manner; leaving personal belongings behind and assemble on the **front car park**.
8. Once the Cleaning Supervisor (evenings) or Lettings Supervisor (weekends) has established if the alarm is real or false they should go to the front car park. **The Cleaning Supervisor (evenings) or Lettings Supervisor (weekends) should liaise with staff, visitors and hirers to identify any missing persons.**
9. In the case of a false alarm, only the Cleaning Supervisor (evenings) or Lettings Supervisor (weekends) must give the instruction for staff, visitors & hirers to re-enter the building.
10. In the case of a real alarm the Cleaning Supervisor (evenings) or Lettings Supervisor (weekends) should liaise with the fire brigade and report any missing persons.
11. In the event of a fire no attempts should be made to put it out. Firefighting equipment must only be used as a means of escape.
12. The secondary evacuation point will be the main school field at the rear of the main building.
13. The Fire Policy and Procedures will be reviewed and amended as necessary to address new issues by the Business Director and the Site Manager.

B. Principles of fire prevention

1. All staff, visitors & hirers will be responsible for ensuring that they carry out any instruction which needs to be enforced to guarantee the safety of all e.g. no smoking policy, safe storage of flammable materials, avoiding blocking of access routes/exit areas etc.
2. The building's fire alarm will be tested weekly by the Site Manager and the emergency lighting system monthly by an external contractor, in accordance with current regulations. Findings will be recorded in the appropriate **Fire Log Book** and electronically on our property management companies software. In their absence, the Site Officer will assume responsibility for ensuring that the fire alarms are tested by a competent person. The programme for testing can be found on pages 3 and 4
3. The **Fire Log Book** is currently kept in the Site Office. It must be available for inspection by the Fire Officer or use by other authorised personnel such as the fire alarm engineer.
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5. Fire extinguishers are to be tested every twelve months by a properly authorised company and kept in good repair. This will be organised by the Site Manager.
6. Fire Risk assessments are to be reviewed regularly, at least annually, a new assessment should be conducted every three - five years, or sooner if significant changes occur. All required actions will be addressed to ensure minimal risk and safety of all.
7. Internal Fire doors are to be kept closed and unlocked at all times.
8. During the working day all final fire exit doors are to be unlocked and access routes clear from obstructions. The Site Manager/Site Officer will be responsible for making sure that all fire doors and access routes are not blocked when opening up the school each day and throughout the day will be vigilant at all times.
9. To reduce the risk of fire, non-essential electrical appliances will be switched off at the end of the day. The site staff will be responsible for carrying out a final check of every room before locking up the centre for the night.
10. Computer monitors will be switched off during the day if they are not being used for a sustained length of time to reduce the risk of fire.
11. All staff/hirers are to be aware of the location of their nearest fire extinguishers in the building (Note: their use in extinguishing a fire is limited. Their purpose is to get past a fire).
12. Secondary evacuation points are to be identified and reviewed annually.
13. Contractors and Site Staff must comply with Hot Works Procedure. Permits are issued by the Site Manager.
14. During school leave periods all waste bins/skips must be emptied and the containers secured away from any building.