



Estates Department Fire Procedures

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Introduction

It is the responsibility of each School Leadership Team to:

- Have in place a plan for responding to a fire in their school / academy
- Keep it up-to-date
- Ensure that the relevant people are aware of its existence, contents and implications for themselves.

This Guide gives some background information that will be useful when considering a school's emergency fire plan. It outlines the information that should be included in the plan, and gives information on further help and support available.

Although it is unlikely that a major fire will occur in our school, we need to consider the procedures and practices that will be used should such an incident take place. Thus we may ensure that, as far as possible, the emergency will be dealt with efficiently and speedily, thus limiting dangerous and distressing circumstances.

Fire Precautions

By following the fire precautions listed below this academy can demonstrate compliance with the Regulations.

Fire Routine

- If a fire is discovered raise the alarm via the nearest fire alarm call point.
- On hearing the fire alarm all pupils and staff should leave the buildings as per Fire Action Notice displayed in all rooms.
- Students who have health conditions or impairment problems and or use a wheelchair and are timetabled in an upstairs classroom should make their way with their designated support to the protected refuge area and await confirmation to evacuate from one of the Estates staff, who will advise accordingly and assist if required with the use of the Evac Chair. (Further information for people requiring assistance is attached to the back of this document in Appendix 1)
- Nominated sweepers will check the main school building is empty.
- Nominated sweepers will check any annex buildings are empty.

The main purpose is to ensure, as long as it is safe to do so, that all rooms have been evacuated and no one is still left in any of the buildings.

Upon hearing the alarm at any time, the sweepers will check each room as quickly as possible, all doors should already be unlocked.

Sweep areas

Individual schools will identify and disseminate locations for sweeping and will append these to this policy detailing who covers which areas whenever possible without endangering themselves.

Sweepers will then report their area is clear to the appropriate Fire Marshall :-

They then join their respective teams.

- When all pupils and staff are safely evacuated and accounted for they should remain at the assembly point until the Fire Service allows re-entry of the building.

Means of Escape

(These checks will be completed formally by the Estates Director of Operations or nominated person)

Weekly inspection by Estates Director of Operations or nominated person:

- All doors that form part of the means of escape can be easily opened.
- All means of escape routes, including stairs, corridors etc. are free from obstruction and combustible materials. Certain areas of escape routes will have combustible material within them. The risk assessment should allow for the addition of smoke detection linked into the fire alarm system to compensate for this. However, single staircases that have no alternative exit routes and corridors forming dead end conditions have to be devoid of all combustible material. Electrical appliances or other ignition sources (with the exception of standard light fittings) are not to be placed in these areas.
- All self-closing devices fitted to fire doors are in place and operate properly and all doors fitted with magnetic hold back devices close properly when the fire alarm is operated.
- All doors, walls, floors and glazing which are required to be fire resisting should be inspected to ensure there are no holes or damage to them.

All staff are expected to be vigilant in ensuring means of escape are kept free from obstruction. If it is found that they are even partially blocked – for example – by furniture or rubbish, immediate action must be taken to clear the obstruction. Inspection should also include a visual check that all fire safety signs, e.g., directions to escape route, are in place and clearly visible. Immediate action should be taken to replace or expose to view any sign, which is not visible.

Fire Fighting Equipment

(These checks will be completed formally by the Estates Director of operations or nominated person)

Monthly Inspection by Estates Director of Operations or nominated person

A monthly inspection should be carried out to ensure extinguishers are in place, are unobstructed and have not been discharged. They should also be examined for physical damage. Where extinguishers are being tampered with more frequent inspections should take place e.g. along with the weekly means of escape inspections

Annual inspection and testing.

A competent person in accordance with the current British Standard and the manufacturer's instructions should carry out the annual inspection.

The result of these tests should be recorded both on the fire extinguisher label by the inspecting engineer and the log book kept by the Estates Director of Operations or nominated person on each school premises.

Staff are informed that fire-fighting equipment should be used only when they are confident in their ability to douse a small blaze. In most cases they should leave the area immediately by the nearest escape route.

Staff should make themselves aware of their nearest location of fire extinguishers

Fire fighting equipment including extinguishers, blankets, hoses & reels should be checked for: -

- Correct location
- Free of vandalism
- Free from obstruction

Fire Alarm Systems

(These checks will be completed formally by the Estates Director of Operations or nominated person)

Fire alarm panel: Daily inspection by Estates Director of Operations or nominated person

Daily inspection of this panel to ensure the panel indicates normal operation. THIS NEED NOT BE LOGGED UNLESS A FAULT IS FOUND.

Weekly inspection by Estates Director of Operations or nominated person:

The system should be tested consecutively at the same time each week using a different Break Glass Call Point. on Wednesday afternoons after 16:00. The call points are numbered for identification purposes. The call point used should be logged.

This ensures that in addition to checking the system, as a whole, all call alarm points are checked on a regular basis. Any sounding of the alarm outside of the agreed time is treated as an evacuation. Any visitors or contractors are informed of tests.

Call points and automatic detectors should be visually inspected to ensure they are not damaged or obstructed. Any faults should be logged along with the action taken.

Quarterly and Annual Inspection and Tests.

The Estates Director of Operations will ensure that every 3 months and annually a competent person carries out a check and a test sequence. The competent person should enter this in the logbook.

Fire Doors

(These checks will be completed formally by the Estates Director of Operations or nominated person)

Fire doors play an essential role in prohibiting the spread of smoke and fire, but only if they are closed and stay closed during a fire. Fire doors must not be wedged open or propped open with fire extinguishers, litter bins or classroom furniture.

Weekly tests are carried out to inspect all fire doors as well as door furnishings such as hinges, glazing, push bar mechanisms and self-closing devices.

Automatic (Magnetic) Releases.

Automatic door releases fitted to fire doors can be extremely useful where through traffic is high or where heavy fire doors present problems with young persons or persons with disabilities. Where these are fitted to fire doors they should be checked weekly in conjunction with the fire alarm test to ensure their correct operation.

Faults found in any mechanism are reported for immediate attention.

Emergency Lighting

(These checks will be completed formally by the Estates Director of Operations or nominated person)

Weekly inspection by Estates Director of Operations or nominated person:

Where a 'maintained' system (the emergency lights are illuminated all the time) is in place in all or part of the premises. The Estates Director of Operations or nominated person will check to ensure all lamps are lit.

All systems should be checked at the indicating panel or main control to ensure normal operation is indicated.

Where systems are 'non-maintained' (only illuminate in the event of a lighting power failure) they should be activated weekly to check lamps.

Annual tests.

The Estates Director will ensure that annually a competent person carries out a check and a test sequence. The competent person should enter this in the logbook.

Storage of materials

Care should be exercised when storing combustible materials; e.g. paper, cardboard and wood. Combustible materials must not be stored under stairs, electrical intake cupboards, and boiler rooms. Flammable products must be stored in a locked and identifiable metal cabinet.

All staff have a responsibility for the safe storage of materials used in school. Flammable products are stored in the locked metal cabinets in the workshop. All combustible materials are carefully controlled and excess disposed of.

Radioactive Sources

The Ionising Radiations Regulations 1999 (IRR99) deal specifically with the control of radioactive substances. Regulation 27, 28 and 29 require employers to:

- keep radioactive sources in a suitable receptacle in a suitable store;
- account for and keep records of the quantity and location of radioactive sources;
- carry out leak tests on sealed sources at appropriate intervals and keep records of these tests.

All staff involved with radioactive materials should be familiar with the relevant guidance - CLEAPSS guide L93 'Managing Ionising Radiations and Radioactive Substances'

Recorded sources are:

All sources are to be kept in an approved sealed metal container and must be detailed on the drawings in the School Critical Incident Management Team Plan for emergency response service information.

All staff who use these sources need to be aware that if the fire alarm goes off when the sources are being used, staff need to follow the school fire safety procedure. If a source is in use when the alarm starts, return it to its immediate container if this can be done quickly. Do not take the sources outside of the lab or prep room. Tell the Senior Fire Marshall, and the Fire and Rescue Service if they attend the alarm, where the sources are. Also tell the RPS as soon as possible.

For alarms that turn out to be a drill, a false alarm, or a minor fire far from the laboratory, when it is safe to return to the building, make sure that the RPS or another authorised member of staff is allowed back into the building first so they can secure the sources before the students return.

Science Practical Lessons

Any staff who are doing any type of science class practical lessons need to be aware that if the fire alarm goes off, staff need to follow the school fire safety procedure. If any chemical or dangerous equipment is in use when the alarm starts, the staff member should evacuate as per fire procedure but informing the Senior Fire Marshall and the Fire and Rescue Service if they attend the alarm, which laboratory this is applicable too. When allowed to re-enter the building, science technicians or the teacher should be the first to go back into the Laboratory to ensure safety. This is especially important where alkali metals are being used or a dissection etc which have major risks if students get back to the lab before the teacher.

Fire Precautions Checklist

(These checks will be completed formally by the Estates Director or nominated person)

Daily	Check exit doors & emergency routes are free from obstruction
Weekly	a) Test fire alarm via different call alarm point b) Ensure automatic doors release correctly, and fire door mechanisms are functioning
Monthly	a) Check smoke/fire detectors are free from damage/dirt b) Ensure fire extinguishers are in correct location and that their tamper devices have not been disturbed c) Check fire signs are in place d) Check emergency lighting.
Termly	Fire drill/evacuation
Six-Monthly	Check batteries for smoke alarms and torches Check battery systems for emergency lighting Carried out by external contractor. (The Estates Director will arrange for the formal checks by external contractor.)
Annually	Check: hose reels, fire extinguishers, fire blankets Carried out by external contractor. (The Estates Director will arrange for the formal checks by external contractor.)

Fire Action Notices

These are placed in every classroom, service area, reception, etc, details provided on these are:

1. Instructions on raising the alarm and calling the fire service.
2. What to do on hearing the alarm.
3. Details of assembly points.
4. Reporting procedures.

Critical Incident Intruder Alarm

In the highly unlikely event that we have an intruder on the school premises who we consider to be a risk to staff and students.

In this instance we would want our students and staff to stay in work areas rather than be out on the corridors.

To indicate such a scenario each school within the trust will use the lockdown warning system (Blue Call Point Button) (if applicable) and follow the procedure in Appendix 2.

Emergency Examination Procedures

The invigilator/s must take the following action in an emergency such as a fire alarm or a bomb alert:

- Stop the candidates from writing.
- Collect the attendance register.
- Stay in the examination room, one invigilator should position themselves, if safe to do so, near a door or preferably on the corridor to monitor the situation and await confirmation to evacuate. If it is obvious that evacuation is necessary prior to confirmation, then the room/s should be cleared in line with the instructions given by the appropriate examination authority.
- Advise candidates to leave all question papers and scripts in the examination room.
- Candidates should leave the room in silence and remain in silence throughout the evacuation.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and of the action taken, and send to the relevant awarding body.

Fire drills

Fire drills should be held at least once a term especially after a new entry of pupils and should be logged.

These drills should challenge staff by not only being held at times when all staff are available and pupils are in class groups.

Drills should be held at times such as lunch breaks or just before school commences in the morning.

Drills should also be held that simulates the loss of at least one exit. Perhaps the main entrance?

The object of all drills is to allow problems to be identified under controlled situations.

It will be sufficient for practical reasons to maintain records of names taking part separately from the logbook. However, these records must be available on demand to the enforcing authority, The Fire Service.

A schedule of fire drills is established, of one drill per term. The Head teacher and Estates Director organise fire drills and keep a record of the drill as shown below:

Date of Drill	
Approximate No. of Participants	
Optimum Evacuation Time	Actual Evacuation Time
All present to roll call?	
Person Responsible for Drill	
Type and Extent of Drill	
General Assessment of Drill	
Action Taken	

BUILDING EVACUATION REPORT

1. BUILDING DETAILS	
Building Name: Date:..... Address / Location	
2. CAUSE OF EVACUATION	
Reason for Evacuation: (please circle) False Alarm / Announced Drill / Unannounced Drill / Emergency If an emergency please state what type: (Please circle) Fire / Bomb threat / Smoke / Other (please state below)	
3. EVACUATION DETAILS	
Approximate time taken to complete evacuation?minutes Fire Brigade called ? YES / NO arrive.....minutes If 'YES' approximate time to	
4. EVACUATION AS A RESULT OF FIRE	
*If the emergency was a Fire please state: (i) the location of the fire (ii) the apparent cause of the fire:	
5. EVACUATION CAUSING INJURIES	
Was anyone was injured as a result of the emergency or evacuation? If so, please state number and type of injuries resulting from evacuation cause or the evacuation itself. Please give these details below	
6. DIFFICULTIES ENCOUNTERED DURING EVACUATION	
Were there any problems with the evacuation ? YES / NO [e.g. doors not closing properly; escape routes obstructed; fire alarm points not working; alarm bells inaudible; tripping hazards inside or outside fire doors; planned procedures failed] If 'YES', give brief details and indicate action to be taken	

Signed	Post
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The names and telephone numbers of organisations and individuals who may be useful to the School in an emergency:

Emergency Services

Police		999 / 0161 872 5050
Fire Station		999 / 0161 736 5866
Ambulance		999 / 0161 438 4162
Stepping Hill Hospital		999 / 0161 483 1010
Spire Hospital Didsbury		999 / 0161 447 6677
Tameside Hospital		999 / 0161 922 6000

Suppliers

Gas	British Gas	0800 111 999
Electricity	Electricity Northwest	0800 195 4141
Water	United Utilities plc	0845 746 2200
Flood Line	Environment Agency	0845 988 1188
Intruder Alarm	1st Alarm Security	01663 734 030
MET Office Emergency		Via 999 or during daytime: 01392 226095

Press / Media

Hits (Key 103) Radio	Local Radio – Manchester	Studio Phone Number 0161 288 0103 0161 288 5000 - Reception
Smooth 104 FM	Local Radio	0845 345 1004
Century FM Radio	Local Radio – Manchester	General Enquiries 0161 400 0105
Manchester Evening News	Local press (Manchester)	Tel: 0161 832 7200

Appendix 1



Management Plan for the safe evacuation of persons requiring assistance.

School Emergency Actions by Persons Requiring Assistance

It is expected that, on entering the building for the first time, a member of staff, visitor or Pupil who for any reason will require assistance:

- Should familiarise themselves with the established procedures of the building. (Fire action notices detailing this procedure are sited throughout the building);
- Contact a member of staff usually based in SEN or Estates to arrange for the appropriate nominated person to discuss an agreed personal fire evacuation plan, commonly referred to as a PEEP;
- Co-operate with the agreed managerial procedures for safe evacuation in the event of fire.

Fire Evacuation Procedures - General Guidance

As detailed in the generic Trust Fire Procedures document, each school will take account of the special needs of persons who may experience difficulties evacuating the building (particularly in an emergency).

Where persons, who may require assistance are employed by the Trust and work in the school or who are visitors to the school, consideration will be given to using classrooms and offices, if this is reasonably practical, at ground floor level, as this will help make evacuation easier to achieve by avoiding the need to use stairs or lifts. At this level, these persons would be able to evacuate the premises, with limited assistance, using the nearest available fire exit. If they have to move at a slower pace than others, they should allow other persons to exit the building before them and then continue their evacuation to a place of safety.

- Where the person who requires assistance is a Pupil, they will usually be accompanied at all times by SEN support, if not then they will be allocated a "Buddy" for any emergency situation where a friend, or member of staff will accompany the person to a protected enclosure, each of these people will be trained and competent to assist them. All pupils requiring any form of Assistance to evacuate will have a Personal Egress Evacuation Plan (PEEP) completed with them so they and the Trust understand what actions to take in the event of an Evacuation being required.

Upper Floors - Evacuation Procedures.

The means of escape from the school is based on the principal fire strategy that members of staff, Pupils and visitors can reach a protected enclosure within a defined travel distance within 2 - 3 minutes, from where they can proceed to the final exit in safety.

Whilst the majority of persons with a special need can achieve this independently, a member of trained staff or "Buddy" will escort those persons who may require assistance to a fire protected refuge point where, if they are unable to evacuate from the refuge point by:

- Walking out themselves with limited assistance;
- Walking out with greater assistance (two or more members of staff assisting)

They can call for assistance by following the instructions in these areas as detailed below:

SAFE REFUGE AREA INFORMATION

This area is protected. You are safe to wait here or help will come to assist you out of the building.

If you have pressed the communication button we know exactly where you are, we may not talk to you straight away.

If the Alarm stops, do not leave the refuge area until told it is safe to do so. Stay calm, ensure the doors into the refuge area are shut, you are safe and we will attend to you as soon as possible.

Once other people have evacuated the building, the person requiring assistance can be evacuated in a controlled and safe manner using one of the Evacuation Chairs provided. These will only be used by trained staff and who will also be the "Buddy"

The use of a normal passenger or goods lift for evacuation purposes is not permitted, as it is possible that persons may become trapped within the lift. Under fire alarm conditions all lifts in the school automatically return to the ground floor and become inoperable to prevent them from being used.

Deciding on which method of safe evacuation for people requiring assistance to use may depend on the following:

- The height of the building (the number of floors a person may require to be evacuated will decide if specialised equipment is required);
- The availability of staff (those who are suitably trained in the use of specialised equipment);
- Size and suitability of the stairs (does the stair width or design inhibit safe rescue?)

There may be occasions when the Fire Service will be in attendance and they may assist in the evacuation of persons with special needs, However the use of Fire Service personnel will not be relied upon.

Appendix 2

Laurus Trust Schools

Lockdown intruder Alarm – Standard Operating Procedure

Staff should always try to remain calm and react to the situation in a professional, considered manner. If a situation occurs where a member of staff feels it may be necessary to press the Blue lockdown call-point they should always speak with a member of the school leadership team in the first instance. If the situation doesn't allow time to speak with school leadership and is serious enough and likely to endanger life, then any member of staff can press the Blue call point without prior authorisation. It is important all staff follow the guidelines outlined below. If the lockdown intruder alarm is signalled: Incident Management Team to act immediately and will meet at the agreed meeting point for each school. The team is formed of members of each school's leadership team and the school Estates Manager or Assistant or Coordinator.

Teaching Staff Responsibilities

On the sound of intruder alarm teaching staff are to check corridor immediately outside their room if applicable (do not leave current room) and ensure any student in the vicinity is directed into their classroom. Classroom door should be locked and students directed to sit at desks and await further instructions.

Ensure students are calm.

Staff to wait near the doorway but still taking a lead presence in the classroom and await all clear. All registers should have been completed at the start of lesson; staff must ensure they are aware of any student who has left the lesson since the register was taken but **MUST NOT** leave the room to find them. Please contact students **HOY** if they don't return to the lesson after all clear is signalled.

Non-Contact Staff

Teaching / student support staff not currently teaching must go to nearest classroom or office if not already in one of these places.

Student support - ensure all students are sat down in rooms and Classroom door should be locked and staff to wait near the doorway until all clear.

Admin Staff

Reception staff. All staff to ensure reception is clear of visitors and staff, direct all individuals into office and lock door.

Any admin staff not in reception are to go to nearest classroom / office, any students they see on corridors must be taken with them and the door locked. Ensure students are sat down and calm.

PE Staff

Sports Hall - staff to lock the internal entrance and move all students to the back of the hall. Students should sit and wait for the all clear. Staff to stand between students and entrance to sports hall.

MUGA/ 3G pitch - staff must lock the gate and take students to the furthest point away from entrance. Students should sit on the floor and wait for all clear, staff to stand between students and entrance.
Changing Rooms - staff should lock both doors and ensure all students are sat down and await all clear.
Auditorium - staff must lock all doors. Students to sit on chairs or seating in the auditorium, staff to stand between students and entrance until all clear is signalled.

Kitchen Staff

Kitchen staff must check if any students are in the dining hall. Students in this area must be escorted and secured in the kitchen area, ensure kitchen door is locked.
Kitchen staff to ensure all shutters for serving hatches are closed and secure.

Estates Staff

The estates staff must go to the Estates office or into the nearest safe space and lock the door. They need to ensure they are at all times able to be contacted by radio and telephone and to respond accordingly of any requests made by the Incident Management Team.

Staff on duty throughout the school

Ensure no students are on the corridors, this includes checking toilets and any internal areas, Staff to direct all students nearby into a classroom, all students to sit, remain calm.
Staff to lock door and position themselves by exit.

If the alarm is signalled during break/ lunch times

The Incident Management Team will coordinate accordingly.

Sounding all clear

The all clear will only be signalled when the building has been confirmed as safe and this will be via a visit to each room by a member of the Incident Management Team and or by email communication.

Teaching staff must ensure all students are present and have returned during current teaching unit. Any concerns please inform a SLT or HOY as soon as possible.

If the fire alarm is alerted during an intruder alarm, staff should continue to follow the intruder alarm protocol and await instructions from the Incident Management Team who will lead.

Equality Impact Statement

Names and title of people involved with this assessment	Rachel Robinson Assistant Trust Director of Inclusion
Impact assessment carried out with regard to identified characteristics	☒ Race ☒ Disability ☒ Sex ☒ Age ☒ Religious belief ☒ Sexual Orientation ☒ Gender Reassignment
Summary of any issue/proposed changes	n/a
Date	24.04.26
Date of next review	April 2027



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