



The  
**Maltby** Learning Trust

# MLT Fire Policy

Date Last Reviewed:	October 2020
Reviewed by:	Premises and Facilities Manager
Approved by:	CEO

## 1. MALTBY LEARNING TRUST (MLT) FIRE POLICY STATEMENT

Maltby Learning Trust understands and accepts the legal obligations in respect of fire safety in accordance with Statutory Policy and will provide as far as is reasonably practicable an environment safe from fire for staff, students and others who may be in or near any Academy buildings. In this respect, suitable, sufficient and risk appropriate 'Fire Precautions' and 'Management Systems' will be provided and maintained to facilitate safe evacuation from the premises and mitigate the effects of fire should this occur.

## 2. FIRE EQUIPMENT/INSTALLATIONS

**Fire Alarms** – All Academy fire alarms have been designed by a specialist consultant engineer, to conform to the requirements of Part L2, as prescribed by BS 5839 Part 1:2002. In addition, all fire detectors are fully addressable and manufactured to comply with BS 5445. The design and layout of all Academy mechanical and electrical equipment has been fully approved by Building Control and Fire Officers. The fire alarm systems are checked on a weekly basis. Records of the tests are maintained in Fire Log Books and the Buildings Management Database held by each Site Manager/Caretaker. All fire alarm systems are maintained and serviced by an accredited BAFE engineer and are connected to a Central Monitoring Station where an Academy has up to two minutes to confirm or reject the alarm with the Monitoring Centre.

Health and Safety Governors will examine the fire records termly.

**Emergency Escape Lighting** – All Academy buildings have emergency escape lighting with fire exit signage. Emergency lighting is maintained and tested as part of the general Academy mechanical and electrical maintenance carried out through a Facilities Management service contract. The operation of the emergency lighting is tested by site management teams monthly and records are maintained in the Fire Log Books, held by each Site Manager/Caretaker.

**Portable Fire Fighting Equipment** – A range of fire extinguishers have been strategically located throughout all Academy buildings in agreement with Building Control and Fire Officers. The correct position and condition of the fire equipment is checked monthly by each site team and is serviced annually. Training details will be recorded in the Buildings Management Database.

## 3. FIRE INSTRUCTIONS - GENERAL

- All employees of an Academy should familiarise themselves with all fire exits, escape routes from the premises and location of fire assembly points. Special attention should be paid to the evacuation routes from the main teaching areas of the site and this is part of the new staff induction process.
- All Staff, visitors and post 16 students should ensure that they sign in and out of the premises using the touch screen entry system or signing in/out documents to ensure that they can be accounted for in the event of an evacuation.
- All staff should familiarise themselves with the nearest emergency call point to their work or teaching area.
- All staff should ensure that evacuation routes and fire exits are kept clear at all times.
- During the first two weeks of the academic year all students will be taken, via a suitable route, to the appropriate assembly area as a staged emergency evacuation.
- In the event that the fire alarm should sound at lunchtime, break time or before/after Academy hours, see section 6.
- Student conduct during a fire evacuation is an important aspect of behavior for learning. A staged fire drill at the start of the academic year will establish student understanding and

behaviour for subsequent evacuations. Staff will escort students from the building via the nearest fire exit in an orderly manner. Students will line up in their designated groups to be checked for attendance by the tutor or classroom teacher.

- Main Reception staff should give every visitor a laminated instruction sheet, which briefly outlines what they should do in the event of a fire evacuation.
- Fire Assembly Point Marshalls will be appointed to carry out specific tasks/responsibilities during a fire evacuation/drill.
- Building Marshalls will be appointed to check that specific blocks/corridors are clear of staff and students during a fire evacuation/drill.
- A fire drill with or without notice will take place each term. Fire Service Officers or the nominated Health and Safety Governor may be present to observe the practice.
- The Senior Leadership Team will evaluate fire drills and any issues communicated to staff as appropriate.
- There will be a test of the fire alarms on a weekly basis.
- Backup arrangements to access staff and student contact details at the fire control point must be in place.

#### 4. IF YOU DISCOVER A FIRE

- Raise the alarm by lifting the anti-tamper cover, breaking the glass or dislodging the white plate by pressing the following symbol →●←.
- From a safe location, telephone the Main Reception or Principal's PA/Academy Business Manager. Alternatively, contact the emergency services by ringing 999.
- If you have been trained in the use of fire extinguishers, the fire is small and your escape route is still clear, you may use an extinguisher. Make sure it is the correct type for the fire. Discontinue your attempt if you do not quickly extinguish the fire.
- Evacuate the building by the nearest emergency exit, ensuring all windows and doors are closed. Turn off any machinery where applicable and report to the fire assembly point.

#### 5. IF YOU HEAR AN ALARM

- If you hear the continuous alarm, terminate any telephone use immediately.
- Check the fire alarm call point nearest to your room. If it is broken, use the phone only to notify Main Reception so that caretaking staff can investigate.
- If you are notified that it is a false alarm, the evacuation process if already started must not be stopped as to not create confusion.
- If the alarm continues to sound, evacuate the building, leaving all internal doors and windows closed behind you (not locked). All doors have a minimum of 30 minutes fire protection.
- If machinery is in use, ensure that it is turned off before leaving the building.
- All personal belongings should be left in the rooms.
- Designated Building Fire Marshalls will take responsibility for ensuring that all rooms, including toilet areas and learning spaces, have been checked prior to leaving the building.
- All staff, students and visitors should make their way to the fire assembly points as directed on the fire evacuation plans displayed in each room.
- Lifts are not to be used under any circumstances and are disabled during the fire alarm period.
- For any staff, visitors or students with a disability, including mobility issues that mean they cannot manage stairs, a risk assessment/Personal Emergency Evacuation Plan (PEEP) will be in place, see section 7.

## 6. HOLIDAY, LUNCH AND BREAK TIME EVACUATION PROCEDURES

### 6.1 EVACUATION DURING LUNCH, BREAK TIMES AND AT THE START OF THE DAY

- On hearing a continuous alarm, all staff, students and visitors should report directly to the nominated fire assembly points, leaving personal effects behind.
- Staff on duty should ensure that buildings and external areas within their designated zone have been cleared and that other staff, students and visitors are directed to the fire assembly point.
- Do not re-enter any building and only use designated evacuation routes identified on the fire site plan.
- Staff should actively encourage students to make their way to the fire assembly points.

### 6.2 EVACUATION DURING HOLIDAYS, PRIOR TO ANY STUDENTS ARRIVING OR WHEN STUDENTS HAVE LEFT THE SITE

- If the fire alarm is activated, it should always be assumed that it is a fire and not a false alarm.
- All staff, visitors and any students on site should use the nearest exit route and make their way to the designated fire assembly point.
- If staff has evidence that it is a false alarm, they should contact the Site Manager/Caretaker.
- On an activation of the fire alarm, the Site Manager/Caretaker will investigate to establish if it is a false alarm. If it is, they will contact the Alarm Monitoring Station to cancel the Fire Service attendance.
- Any staff who are on site should check all rooms that are on their nearest exit route (if it is safe to do so)
  - To establish if there is anyone in difficulty who cannot evacuate.
  - To reinforce awareness of all occupants to evacuate.
- At the fire assembly point, the most senior member of staff on site will assume responsibility and will ascertain from staff present, that to the best of their knowledge, no one is left in the buildings.
- If there are students on site for extra-curricular activities, the teacher taking the sessions will have a signing in sheet for the students and this will be used at the designated fire assembly point to ensure that all are present, reporting anyone missing to the Site Manager/Caretaker.
- All staff, visitors and contractors will sign in and out of the premises using the touch screen entry system or signing in/out documents provided in Main Reception. A fire information sheet will be available with the sign in/out sheet and therefore by signing in, an individual has confirmed that they have understood this.
- In a fire alarm activation, everyone on site will assemble at the designated fire assembly point.
- The sign in/out sheet at Main Reception or meeting location will be collected by the Site Manager/Caretaker/teachers and taken to the fire assembly point, where a roll call will be undertaken.
- The Site Manager/Caretaker will meet the Fire Service on arrival, unlocking any access gates.
- Staff, visitors, contractors and any students will only re-enter the buildings when the fire alarm has been silenced and the Fire Service have agreed this.

## 7. ASSISTING WITH THE EVACUATION OF ANYONE WITH A DISABILITY

Individuals with a disability who require assistance could be classified in one of the following categories:

- Mobility impairment – Which can limit the speed of evacuation and the use of stairs.
- Hearing impairment – Which can limit the response to an alarm.
- Visual impairment – Which can limit the ability to escape.
- Learning difficulties – Which can affect the response to an alarm.

A risk assessment/Personal Emergency Evacuation Plan (PEEP) will be completed for all individuals with such a disability. The PEEP will be documented in the risk assessment completed by the responsible department.

## 7.1 STAFF

For any member of staff with either a permanent or temporary disability (such as fracture of limbs) that is classified in any category in section 7, a risk assessment and Personal Emergency Evacuation Plan will be completed and maintained by their line manager and HR department.

## 7.2 VISITORS

Any requirement to assist a visitor in an evacuation should be identified as follows:

- The person arranging the visit will ask if anyone visiting requires any assistance in the event of an evacuation.
- On arrival, Main Reception staff will ask if a visitor requires any assistance in the event of an evacuation.

If it has been confirmed that assistance is required by a visitor, the following action will be taken:

- The person arranging the visit will ensure that a suitable means of assistance is given on the day of the visit, in line with the content of section 7.
- If it is confirmed on arrival on site – Main Reception staff will ensure that the person arranging the visit is made aware so that a suitable means of assistance is in place.

## 7.3 STUDENTS

For any student with either a permanent or temporary disability (such as fracture of limbs) that is classified in any category in section 7, a risk assessment and Personal Emergency Evacuation Plan will be completed and maintained by Pastoral/Safeguarding/special needs staff.

# 8. STAFF ROLES IN AN EVACUATION

## 8.1 OFFICE STAFF AND FIRE MARSHALLS

- If staff receive a call from another member of staff reporting a fire, they should activate the nearest fire alarm point or ensure 999 is called.
- Building Fire Marshalls are to ensure that each building has been evacuated and that each gate is unlocked.
- Reception/Primary classroom teachers will provide/bring pre-prepared attendance lists as a primary recording system and these lists will be backed up with actual attendance/absence.
- Attendance/Reception staff will bring the actual attendance/absence lists to the fire control point.

- In the event that Attendance staff are unable to print actual attendance/absence lists, only the pre-prepared attendance lists will be used.
- Attendance/Reception staff will leave the building if they are at risk when printing the actual attendance/absence lists.
- The Main Reception/Principal's PA, with backup procedures from another department, will print a register of:
  - Staff.
  - Visitors.
  - Invigilators.
  - Academy Meals Supervisory Assistants.
  - Workmen/Contractors.
  - Cleaning staff.
  - Catering staff.
- Secondary reception staff will distribute pre-prepared Form attendance lists to Year Leaders to be passed to Tutors.
- Primary classroom teachers will use pre-prepared class attendance lists.
- Attendance/Reception staff will distribute/reconcile the actual attendance/absence lists if it was safe to print and provide them.
- Examination Invigilators will remain with candidates and provide supervision in accordance with the Examinations Policy.
- Respective managers will report their staff attendance to the Designated Fire Marshalls at the assembly point.
- The Fire Assembly Point Marshalls will establish with attendance lists, the attendance of non-teaching staff and Associate Professional staff.
- The Fire Assembly Point Marshalls will establish with the nominated Building Fire Marshall that each building/block has been evacuated.
- On identifying an absent staff/student, names will be listed at the fire control point for appropriate action.

## 8.2 SENIOR LEADERSHIP TEAM

The Senior Leadership Team will:

- Assist the Building Fire Marshalls to ensure that each building/block has been evacuated and all access gates are unlocked.
- Go to the fire assembly point.
- Liaise with Year/Primary Leaders and inform the Principal of any absences.
- Contribute towards providing overall supervision and maintaining calm order at the fire assembly point.
- Liaise with the fire service if attending.

## 8.3 SITE MANAGER/CARETAKER/SCHOOL BUSINESS MANAGER

The Site Manager/Caretaker/School Business Manager:

- Will respond to a fire alarm activation to initially check at the control panel the location of the alarm activation, if a fire has been identified or if it is a false alarm and will relay this information to the Alarm Monitoring Station and the Senior Leadership Team.

- Will respond to the Alarm Monitoring Station as to whether the Fire Service should be contacted or if it is a false alarm.
- In the event of an evacuation, the Site Manager/Caretaker will stand by the main vehicle gates ready to unlock the gates and meet the Fire Service on their arrival.

## 8.4 STAFF WITH STUDENTS

Staff will:

- Close all windows and doors (do not lock) behind them; escort their group of students outside of the building by the nearest safe exit.
- Not re-enter any building and only use designated routes identified on the fire site plan.
- Walk their group to their assembly area.
- Actively help to maintain the orderly line up of all students.

## 8.5 STAFF WITH VISITORS AND CONTRACTORS

- Staff with any visitor should escort them to the fire assembly point for visitors by the nearest safe exit. Reception staff will then undertake a roll call of all visitors.
- Main Reception will give all visitors a laminated instruction sheet on arrival. In the event that the visitor becomes separated from the person that they are visiting, they will follow the instructions on the sheet (Main Reception staff will reinforce this on arrival).

## 9. AT THE FIRE ASSEMBLY POINT

- All staff are to report to the fire assembly point or other designated area.
- Form Tutors/Classroom Teachers will complete the registers and inform Year/Primary Leaders of any absent students.
- Year/Primary Leaders are to collect the actual Form attendance/absence registers at the fire control point from the Attendance or Administration team and investigate absent students.
- Associate Professional Team Leaders should check to ensure that all staff in their area of responsibility are present.
- Backup arrangements to access staff and student contact details at the fire control point must be available.

## 10. RE-ENTRY OF THE BUILDINGS ON ALL CLEAR

- Staff and students will only re-enter the buildings when a message is relayed from the Fire Service via the Site Manager/Caretaker.
- Re-entry should be undertaken under the instruction of Year/Primary Leaders and the Senior Leadership Team in an orderly manner to avoid congestion or crushing.

## 11. ACADEMY PROCEDURES

Academies must produce detailed documentation of the procedures/reviews for fire alarm activations/drills. This will include site plans to identify the fire assembly point and fire control point.

## 12. COVID 19 ARRANGEMENTS

Due to the coronavirus restrictions imposed by the government and the need to isolate the different year groups within separate school buildings, new evacuation procedures might need to be drawn up by the relevant Leadership Teams. Should this be the case each individual academy fire policy must contain an appendix stating the new evacuation procedures during this restrictions period.

### 13, INDIVIDUAL ACADEMY PROCEDURES

Individual academies must produce a detailed Fire Emergency Evacuation Plan or procedures. This plan must be adhered to this policy as an appendix.