Grange Academy

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Article 3: *All adults should do what is best for you. When adults make decisions, they should think about how their decisions will affect children.*

Article 6: *You have the right to be alive.*

Fire Safety Policy

Policy Status: Statutory

Review Cycle: Annually

Owner: Headteacher **Date:** October 2026

Approved by: SLT **Date:** October 2026

Review Date: October 2027

Health And Safety Guidance:
Fire Safety Policy

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Objective

This policy is to ensure that Grange Academy complies with its duties under the Regulatory Reform (Fire Safety Order) 2005.

1. Introduction

Grange Academy will ensure, so far as reasonably practicable, that all staff, students, contractors and visitors are protected from the risks of fire whilst on the premises.

Legal Requirements

The Regulatory Reform (Fire Safety) Order 2005 (commonly referred to as the RRO) came into effect on 1st October 2006 and replaces all previous fire safety legislation. It also reflects the Fire Safety Act 2021.

The purpose of the legislation is to place a greater emphasis on fire prevention by ensuring that all persons responsible for premises comply with their statutory duties and implement the general fire precautions which are needed to protect all persons from death or injury in the case of fire. All staff are trained in this at least annually.

This Policy explains how the academy complies with the Regulatory Reform (Fire Safety) Order 2005 to ensure that, where possible, fire is prevented and that any fire risks are adequately controlled.

2. Responsibilities

The Academy Fire Safety Policy forms part of the Academy's Health and Safety Policy, with specific responsibilities as below:

- Governors ensure that an appropriate policy is in place in the academy and that arrangements are made for its effective implementation.
- The Headteacher has ultimate responsibility for the implementation and management of this policy and its role within the academy's Health and Safety Policy.
- The RRO places duties on "**responsible persons"** who have control of premises or anyone who has a degree of control over certain areas or systems. In the academy's case this is the *Headteacher, Site Agent and Fire Warden.*
- All employees have the responsibility to cooperate and to ensure that the workplace is safe from fire and its effects and must not do anything that will place themselves or other people at risk.

3. Policy Objectives

- To safeguard all persons from death or injury in the event of fire by the effective management of fire safety;
- To minimise the risk of fire and to limit fire spread;
- To minimise the potential for fire to disrupt education, damage buildings and equipment, or harm the environment.

4. Managing Fire Safety

The academy has delegated day to day responsibility for managing fire safety to the responsible persons who are the Site Agent (Mr Paul Rowley) and the Fire Warden (Mrs Cheryl Trinder) who will assist the Headteacher.

The Site Agent and Fire Warden will:

1. Ensure all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times and the means of escape have adequate emergency lighting;
2. Provide and maintain in working order all firefighting appliances and devices, liaising with outside specialists. Devices include:
   a) Fire detection and alarm systems;
   b) Emergency lighting systems;
   c) Firefighting equipment;
   d) Notices and signage relating to fire procedures;
   e) Means of escape, taking into account the needs of any disabled users.
3. Carry out a fire safety risk assessment on each of the academy buildings to ensure that the facilities are compliant and reduce the risk of fire incidences by carrying out appropriate task risk assessments;
4. Arrange appropriate instruction and training for all academy staff on the action to be taken to protect people and property including regular fire evacuation practises.
5. Ensure that all staff, students, contractors, visitors and third-party hirers are made aware of and comply with the academy's fire procedures;
6. Identify any special risks, e.g. the storage of hazardous materials, and put in place appropriate procedures to minimise the risks;
7. Liaise with third parties; the emergency services, and the academy's insurers to ensure that best practice for fire prevention and procedures is in place;
8. Support the Headteacher in monitoring and reviewing this policy on a regular basis to ensure that any new risk or alteration to regulations is addressed.

5. Monitoring

The Academy utilises the services of various outside personnel to carry out effective monitoring of its duties.

The Academy's fire detection, lighting and alarm system is maintained and checked regularly. The alarm sounders are tested on a weekly basis by the Site Agent.

Notices and Signage are updated as and when required and checked annually

Firefighting equipment is checked frequently by the Site Agent, Mr P Rowley and extinguishers are replenished or replaced annually by:

Equipment is maintained by Fire Savvy ACFE 0330 0436064
Alarm is maintained by *M & G Fire and Security. 01376 519627*

A Fire Logbook which contains records of fire safety issues is maintained by the *site agent his office.* These issues include:

- fire drills;
- hot work permits, etc;
- the storing of hazardous materials;
- the inspection and testing of:

    - fire detection and alarm systems;
    - emergency lighting systems;
    - firefighting equipment;
    - staff training records.

6. Fire Risk Assessment

The Academy has carried out a comprehensive fire risk assessment which identifies who will be at risk if there is a fire, where they will be located and how they will be evacuated.

This assessment is kept *in the emergency file (and in the Firebox) by the front door and on the Grange SharePoint. This is reviewed at least annually* or if any changes, such as:

- Any structural changes (alterations to the layout of the premises, erection of partitions, refurbishment etc) which may affect the spread of fire;
- Any change to the use of the premises which may affect the risk rating;
- Any change to work processes or work equipment which may introduce new fire hazards;
- Any change to the numbers of people using the premises to ensure that escape routes can accommodate the numbers safely.

7. Fire Safety Training

- All **staff will be trained** to satisfactorily carry out the fire emergency plan, regular fire drills and any other necessary actions to comply with the FSO. Training is annually but more frequently if any changes occur.
- Key staff (Fire Wardens) receive more detailed instruction. In Autumn term, the academy's Fire Wardens will receive updated training (see appendix 3 list of Fire Wardens)
- Pupils are given clear guidance on what to do if there is a fire drill, initially in form time during the first week of the autumn term but also as regular reminders. A fire drill will be held within the first two weeks and then at least termly.
- The findings of the drill are reported to the LGB as part of the Headteacher's report, any conclusions and remedial actions are recorded and implemented. Additional fire drills will be held if issues arise, or changes are made to procedures.

8. Evacuation Procedures

Emergency evacuation procedure

Our evacuation procedure forms part of the whole academy policy in this area. It covers procedures for practise drills which include:

- How children are familiar with the sound of the fire alarm.

- How the pupils, staff and visitors know where the fire exits are.
- How children are led from the building to the assembly point.
- How they will be accounted for and who by.
- How long it takes to get the children out safely.
- Who calls the emergency services and when in the event of a real fire.
- How parents are contacted.

Our fire drill record book contains:

- Date and time of the drill.
- How long it took.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

Appendix 1

Evacuation Procedure

The Fire Alarm

- PERSON DISCOVERING FIRE should break glass of nearest alarm
- The school office rings 999 on hearing alarms.
- If a fire is in the school kitchen, Beverly Tott (Kitchen Manager) or a member of staff will ring 999 and immediately send someone to break glass of alarm and tell the school office the Fire Brigade has been notified.

On hearing the fire alarm:

All persons proceed to assembly point

- Where appropriate, ensure master switches for gas and electricity are off. In the event of a gas leak, evacuation is likely to be as a result of verbal instructions rather than a fire alarm sounding, as no electrical switches should be used.
- All pupils and staff proceed to the Assembly Point at the **far end of the back playground** quietly and calmly, walking rapidly not running. The classroom door should be closed behind the last person to leave.
- Use the directed route - the quickest fire escape route is displayed in each room - unless a blockage makes this impossible. Be prepared to find an alternative route if necessary. Should the alarm ring during break or lunchtime students should be instructed to leave the building by the nearest safe fire exit and proceed to the assembly point. Staff should assist this process where possible without putting themselves at risk.
- Under no circumstances should staff or students return to their form rooms.
- All double doors should be opened by those who are first to reach them and closed by the last person to pass through them.
- The School Office Staff will collect e-sign in logs and off-site lists before proceeding to the Assembly Point.
- The School Office Staff will make contact with the site agent and Fire Wardens via walkie talkies and will attempt to identify the source of the fire by external observation. Where safe to do so, the zone triggered by the alarm will be noted. This information is to be given to the Headteacher or most senior member of staff present and to Cheryl Trinder who will liaise with emergency services.
- Teaching staff are responsible for their whole teaching group and they must use the Fire Register in the LSA folders to register their forms as soon as possible.

Anyone who has a named responsibility should ensure they have a deputy to take over if they are absent and that the deputy is aware of their role in the event of an emergency evacuation.

Procedure for Assembly and Roll Call

Students' Reporting Procedure:

- Classes line up at Assembly Point at the rear of the playground.
- Teachers check all pupils are present using the Fire Register in the LSA folder.
- Teachers raise their arm to indicate that all pupils and staff are present. If someone is missing, keep arms down and notify a member of the office staff.
- If the fire alarm goes off before registration is completed, the LSA folder needs to be taken outside, and the register needs to be taken using the Fire Register in the LSA's folder. If the

fire alarm goes off and the students are not in their own form room, the class LSA takes the LSA folder out to the Fire Assembly Point in readiness to take the register.
- If a pupil or staff member is missing, teacher to inform the office staff who will take appropriate action

Non-class based Staff:
- All non-class based staff will gather on the far side of the playground on the left-hand side nearest the school field.

Staff/Visitors Reporting Procedure:

Office staff to take registers of staff and visitors

The Office Staff will check with the Headteacher that all persons are accounted for, will await the arrival of fire brigade and respond to and relay fire officer's instructions

No-one may leave the assembly point until instructed to do so by the Headteacher or most senior member of staff present.

Appendix 2

Guidance on the Evacuation of Disabled Persons from the Academy Buildings

Students and employees with a disability should already have been identified and information held for the students in the pupil files on the P Drive/ SharePoint.

Having considered the risks, the Headteacher and SENDCO will agree specific procedures for assisting in the evacuation of persons with a known disability. A "buddy" will be appointed for any student or employee requiring assistance in an emergency evacuation. Where teachers have a student with a known disability, they must ensure the student is aware that the alarm has been triggered and that they follow the evacuation procedure accordingly.

Disabled staff must have identified themselves to the Headteacher and any specific requirements addressed when a disability (or temporary injury reducing mobility) is identified.

Specific Evacuation Requirements
Wheelchair users/Persons with Mobility Difficulty

Wheelchair users or any person with difficulty walking (e.g. anyone temporarily using crutches) should wait until everyone else has left the room before making their way to the exit, assisted by their "buddy" or other third party if required.

An Evac-Chair is available in the new build; the lift should not be used in the event of a fire or if the fire bell is activated.

Visitors with disabilities

On arrival, disabled visitors to the Academy should be asked to identify any special requirements in the case of an emergency evacuation. The person hosting the visitor should ensure the visitor's safety in the event of an emergency evacuation.

Appendix 3:

The Fire Wardens will be as follows and the areas they will cover are:

- Ami Litchfield/Jade Williams – Simunya (lower floor)
- Ruth Bergalin – Simunya (upper floor)
- Kira Davenport – Igala Ngala
- Angela Morris/Sandra Williams – Staff toilets, Careers Office, Deputy Headteacher's Office, Hawks Activity Area, all Hawks classrooms, Sensory Circuits room and Staff Room
- Janine Ashton-Lewis – Student toilets, Hall, all rooms down the long corridor
- Cheryl Trinder – Office area, Library, School Kitchen, Art room and opening front pupil gate then waiting for Fire Brigade, if required.
- Kirsty Floyd – girls' toilet, Tree House, Food Technology classroom, Intervention room, Sixth Form, The Orchard and Headspace.

If any Fire Wardens are absent, a deputy will be assigned on the cover sheet.

Additional Fire Wardens are: Rachel Timms, Michael Wright, Hannah Langsman, Carol Gallagher, Alicia Frith

Appendix 4:

Special Measures for Examinations

The ICE Manual measures are followed by the lead invigilator, who evacuate pupils as above, ensuring that the evacuation sheet in the exam room is completed.

They also take the exam register with them.