



BELLE VUE
GIRLS' ACADEMY

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Fire and Evacuation Policy

Reviewed by	Approved by	Date of Approval	Next Review Date
MH	LGB	July 2021	July 2022

Fire and Security Alarm System

Fire System: Smoke detectors and break-glass system with sounders.

Maintenance of Fire Alarm and Emergency Lighting Systems: ESS Security Tel: 0113 287 4402

Security systems: ESS Security Tel: 0113 287 4402

Fire and Security Systems: activations monitored by First County Monitoring Tel: 01757 213637

Routine testing: Friday 7am, different call points tested by Site Manager.

Fire Extinguishers

Located throughout school. Serviced annually by Chubb Fire Ltd. Tel: 0800 321666.

Fire Risk Assessment

The Fire Risk Assessment is reviewed annually by a registered external body. (Current provider, LearnSafe). Internal Risk Assessment completed by Academy Business Leader **Appendix A**.

Means of escape and emergency exits

Identified on Appendix B. When school is in session, designated exits can be opened from the inside without the use of a key. However, for security purposes all entrances/exits operate by means of an electronic, magnetic system. In the event of activation of the fire alarm, all exits unlock automatically and, where fitted, can be pushed open using bars. In the event of evacuation for reasons other than fire, green break glass units are fitted. All escape routes are sign posted.

When school is not in session, eg presentation evenings, governors' evenings, community lettings, the staff on duty will be responsible for assessing the level of risk and maintaining adequate means of escape.

Assembly Point

When the fire alarm sounds, all staff and pupils (Not including anyone with a PEEP) should assemble at Zara Sports Centre. **Appendix C**

Evacuation procedures

On discovery of a fire, the alarm should be raised by breaking the glass at a fire break point. Fire Practices are held once a term.

- Fire Assembly Point

When the fire alarm sounds, students will be escorted to Zara Sports Centre by their teacher. Students will line up in teaching groups with their teacher. **See appendix c- Muster Points**

- *When the alarm sounds:*

Close all windows and make any equipment safe. Tell the students to leave coats and bags in the classroom but take any valuables with them. Warn them of the importance of sensible behaviour, being quiet and not walking in the middle of the road on the way to the fire assembly area. Close the room door and leave by the designated exit. Staff should set a good example. If an exit is blocked, staff and students should proceed to the nearest available exit.

Fire Sweepers will sweep designated areas of the building and report that those areas are clear to the Academy Business Leader.

- *On the way to the assembly points*

Any staff not directly involved with a teaching group should supervise students walking down to the fire assembly area, making sure they do so in an orderly manner.

- *At the assembly points*

Associate staff and other adults in school should assemble on the pavement above the fire assembly area.

When the Fire Wardens have reported to the Academy Business Leader that all areas are clear, the Academy Business Leader will telephone the Site Manager to report that all are evacuated, and he will record the time taken to evacuate the building. The Academy Business Leader will inform SLT members that it is safe to return to the building.

- *After the Drill:*

Students will be dismissed in an orderly manner by the Senior Leaders and return to the building escorted by their teacher.

Any problems, especially blocked exits, inaudible alarms, should be reported to the Academy Business Leader.

Students/Staff & Visitors with Special Needs

Students and staff with mobility, hearing or visual impairments will have personal evacuation plans agreed following discussion with the SEND Co-ordinator, School Nurse and Academy Business Leader. Individual members of staff will be identified to be responsible for accompanying them to a place of safety. Currently the place of safety is in the playground, at the front of the school, near to the main gates. Visitors into school with perceived mobility problems will be escorted to the place of safety by the person responsible for them during their visit.

Contractors

The Academy Business Leader will liaise with contractors working in the school so that fire safety is not compromised during their activities. Contractors are expected to comply with the school's health and safety policy and any instructions in work orders/specifications/hot work permits issued by the academy.

Staff Training

In the event of a fire being detected, immediate evacuation of the building is required and staff are not expected to attack fires with extinguishers; however there will be training available in the use of fire extinguishers and signage will denote the type and purpose of extinguishers throughout the building.

Staff will be trained in fire safety procedures as follows:

- By carrying out a fire drill at least once each term
- E-Learning tutorials
- As part of induction procedures
- Annual Health and Safety handouts

Records and Monitoring

The Site Manager will keep records of routine fire safety checks, evacuations and maintenance of equipment which will be monitored weekly by the Academy Business Leader.

Fire Evacuation Sweepers

Fire Sweepers must wear high-vis tabards and ensure their part of the building is cleared of all persons. Once an area is clear, this must be communicated to the Academy Business Leader

Fire Wardens must insist that everyone leaves the building via the shortest route.

Fire Evacuation Marshall: Matthew Hill

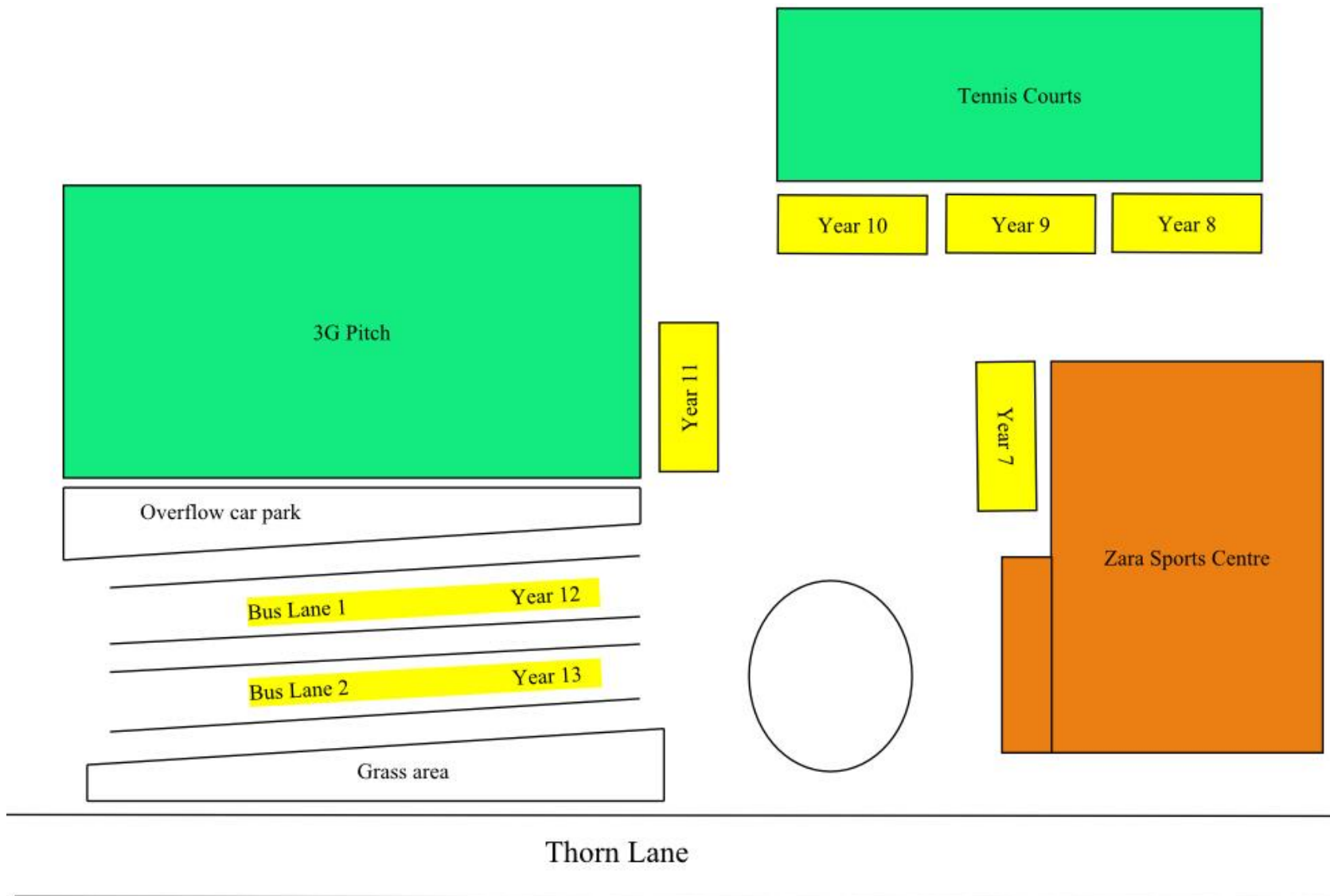
Deputy Marshall: Stephen Mulligan

Deputy Marshall 2: Debbie Anness

Sweeping Areas	Rooms	Main Fire Sweeper	Deputy	Deputy (2)
D Block Vocational (A)	D15, D10b, D10a, Stairs, Offices and Lifts			
D Block Vocational (B)	D11, D12, D13 D14A, D14B			
Humanities (First Floor)	D20, D21, D23, D22, Stairs and offices			
Humanities (Ground Floor)	D9, D8, D7, D6, D24, D25, D26, D28, D27, Stairs			
SEN/PE	Dance Hall, Sports Hall, D2, D1, D3, D4, D5			
E Block	E1, E2, E3, E4, E5, E6, E7, E8			
Science	E9, E10, E11, A7, A3, A2, A5, A6, A10, A9, A8			
A Floor Medical	Medical room			
Staff Room and Cloak Room	Finance Office, Reprographics, Staff Room, Meeting Room Student Toilets and Cloakroom			
Reception	A20, A22 Heads, ABL and PA's Office, A23, Reception Toilets, Care takers office			
Art	A14, A13, A12, Theatre Workshop			
Music	M6, M5, M4,, M1, M2, M3, A15, A16, Music Office			
Belle Cuisine and Dining Hall	Belle Cuisine, Belle Café, Kitchen, Caretakers Area & Toilets			

LX Area	LX Office and Toilets			
English and IT	B6, B4, B1, B7, B5, B3, B2, "Media Room"			
B Floor Technology	B40/B41, B20, B21, B45, B42, B43, B41, B23, B21, B22, Tech Office, Toilets and Stairs			
LRC and Meeting Room	LRC, L1, L2, L3			
Maths	C5, C6, C20, C21, Maths Office, C25, C12, C23, C24, C26, C22			
MFL	C1, C2, C3, C4, C7, C8, C10, C11, C13, C9			
PEEPS				

Appendix C: Assembly Point



Appendix A-Internal Fire Risk Assessment

Risk/Issue	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Recommended further actions to be taken to reduce risks	By whom	Risk rating following action H/M/L
Naked flames	H	<ul style="list-style-type: none"> All activities involving the use of a naked flame are strictly controlled. Contractors using naked flames are subject to 'hot work' permits. All 'hot works' are checked for smouldering an hour after work is completed. Firefighting equipment is available close to the vicinity. Equipment is inspected regularly. Use of a naked flame is only undertaken by those who are trained and competent. 	Yes	<p>All contractors working on site are subject to strict contractor checks. This includes all insurance related documents and documents relating to "hot works" permit.</p> <p>Science staff have risk assessed all lessons involving naked flames</p>	Academy Business Leader	M
Fixed and portable heaters	M	<ul style="list-style-type: none"> The use of portable heaters in itself may not be a high-risk activity however; they should not be placed near or on top of combustibles. 	Yes	<p>Staff to be aware of the risk of using portable heaters.</p> <p>Site Manager to check heaters when closing the school</p>	Academy Business Leader Site Manager all staff	L
Cooking	H	<ul style="list-style-type: none"> Only competent persons are allowed into kitchen areas. Extraction filters cleaned and checked to TR19 standard 	Yes		Academy Business Leader	L

		<ul style="list-style-type: none"> Electrical maintenance programmes are in place. 				
Boilers	H	<ul style="list-style-type: none"> Boilers are serviced annually by a competent contractor. The boiler room is kept clear of all combustible storage. Access to the boiler room is restricted to authorised staff. 	Yes	Site Manager to regularly maintain boiler room	Academy Business Leader Site Manager	L
Damaged, faulty or misused electrical equipment	M	<ul style="list-style-type: none"> A visual check of equipment is carried out by staff prior to use. Portable appliance testing is carried out at intervals required by the particular type of equipment. No personal appliances will be plugged in to the schools mains supply. Staff will ensure they do not overload sockets and will keep extension lead use to a minimum. Extension leads will never be plugged into one another (daisy chaining). 	Yes	<p>Make staff aware of the risks involved in bringing own electrical equipment and using extension leads.</p> <p>Site manager to check equipment on daily/weekly walk arounds</p>	Academy Business Leader Site Manager All Staff	L

Electrical installations	M	<ul style="list-style-type: none"> • A fixed wire test is conducted every 5 years by a competent contractor. • A programme of remedial works is carried out following testing. • Any damaged sockets are reported to the site manager. • Access to electrical equipment is secure and restricted. • Plant rooms are free from combustible storage. 	Yes	Detailed compliance plan completed by Academy Business Leader	Academy Business Leader Site Manger	L
Smoking	M	<ul style="list-style-type: none"> • The entire school site is a no smoking site. 	Yes	Signage placed around the school site	Academy Business Leader	L
Arson	M	<ul style="list-style-type: none"> • All visitors must sign in and wear ID badges. • CCTV is utilised as a deterrent. • The school site is secured when not in use. • Fencing around the school site is maintained and in good condition. • An intruder alarm is in place • Bins are situated away from the building 	Yes	Intruder alarm in monitored by First County.	Site Manager Academy Business Leader	L

Gas	H	<ul style="list-style-type: none"> All gas appliances are serviced on an annual basis by a gas safety registered contractor. 	Yes	Certification kept in compliance file.	Site Manager Academy Business Leader	L
Flammable chemicals	H	<ul style="list-style-type: none"> The storage of flammable liquids on the school premises is kept to a minimum. All flammable liquids are clearly labelled and stored in their original containers in a locked cabinet Good ventilation is ensured when using flammable liquids. Procedures are in place for the safe cleaning of spillages. Unwanted chemicals are disposed of in the proper manner. An annual stock check is undertaken to ensure storage amounts are reasonable. 	Yes	Academy Business Leader and Site Manger to update COSHH risk Assessments on a regular basis	Academy Business Leader	M
Combustibles	M	<ul style="list-style-type: none"> All combustibles are stored away from sources of heat and ignition. The site manager monitors the school site for unauthorised storage. All furniture and soft furnishings meet fire performance standards. Portable heaters are kept away from combustibles 	Yes	Site Manger to regular check school site	Site Manager	L

Waste management	M	<ul style="list-style-type: none"> Waste bins are emptied on a daily basis. Waste is stored away from buildings in a secure area. Skips are sited as far from the building as reasonably practical. 	Yes		Academy Business Leader Site Manager	L
General housekeeping	M	<ul style="list-style-type: none"> The premises are kept tidy and clutter free by daily housekeeping protocols. Fire escape routes and exit doors remain accessible at all times. 	Yes	Site Manger to do weekly checks of the site	Site Manger	L

Holes around pipework and cables	M	<ul style="list-style-type: none"> The site manager is responsible for carrying out a visual inspection of the building for damage to fire resistant walls/ceilings. Any defects will be reported and promptly rectified. 	Yes	Academy Business Leader to commission a full audit and agree remedial works	Academy Business Leader	L
Extended corridors	H	<ul style="list-style-type: none"> 30 minute fire resistant doors are required to separate corridors into sub-compartments and to limit the spread of fire and smoke. Automatic fire detection is utilised in these areas. 	Yes	Site Manager to routinely check fire doors. Logged in fire files	Academy Business Leader Site Manger	L
Glazing	H	<ul style="list-style-type: none"> Glazing in internal doors and windows is fire resistant. 	Yes	5 yearly annual glazing survey	Academy Business Leader	L

Raising the alarm	H	<ul style="list-style-type: none"> Alarm system manually activated using break glass points or activated automatically using automatic detection. Manual call points are clearly signposted and unobstructed. The alarm is mains powered only. 	Yes		Academy Business Leader	L
Staff and visitor awareness	H	<ul style="list-style-type: none"> Staff members are informed of the fire procedure and how to raise the alarm during their inductions. Visitors are given guidance on what to do in the event of a fire. 	Yes	Governor agreed Fire Policy	Academy Business Leader	L
Testing the fire alarm	H	<ul style="list-style-type: none"> A weekly alarm test is conducted from various panels around the school site. All tests are recorded and defects are reported to Academy Business Leader. Doors linked to the fire alarm are also checked to ensure they are releasing. 	Yes	Logged and evidenced checks	Academy Business Leader Site Manager	M
Testing smoke/heat detectors	H	<ul style="list-style-type: none"> Domestic level smoke detectors are checked and tested Tests are recorded and all defects are reported to the Academy Business Leader 	Yes		Site Manager Academy Business Leader	M
Servicing	M	<ul style="list-style-type: none"> The alarm system is serviced annually 	Yes	Annual maintenance by ESS	Academy Business Leader Site Manager	L

Location of equipment	M	<ul style="list-style-type: none"> • Fire extinguishers are located around school. • Fire blankets are located in areas where catering equipment is used. 	Yes	Checked by both Site Manager and Chubb	Academy Business Leader Site Manager	L
Inspection of equipment	M	<ul style="list-style-type: none"> • Weekly checks are carried out to ensure extinguishers are in the correct location. • Extinguishers are inspected annually by a competent engineer and the inspection details are held in the fire log book. 	Yes	Checked by both Site Manager and Chubb	Academy Business Leader Site Manager	L
Fire drills	H	<ul style="list-style-type: none"> • Termly fire drills are undertaken. • Drills are recorded and formally reviewed to identify and rectify deficiencies. 	Yes		Headteacher Academy Business Leader	M
Nominated persons	H	<ul style="list-style-type: none"> • Nominated fire wardens will sweep areas of the building to ensure they have been evacuated. 	Yes	See Fire Policy	Academy Business Leader Headteacher	M
Escape routes	H	<ul style="list-style-type: none"> • Suitable means of escape are available from all parts of the school building. 	Yes	Checked weekly by the Site Manager	Site Manager	M

Evacuation of staff and visitors	H	<ul style="list-style-type: none"> Written fire procedures are available and are reviewed annually. Emergency lighting is available where the building is in use outside of daylight hours. 	Yes	See Fire Policy	Academy Business Leader	L
Fire exit doors	H	<ul style="list-style-type: none"> They are easily operated without the use of a passcode or key. magnetic locks open automatically in the event of alarm activation or loss of power. Doors open in the direction of travel. All exit routes are available during extended use of the school site. 	Yes	Checked and maintained by Site Manager	Academy Business Leader Site Manager	L
Signage	M	<ul style="list-style-type: none"> All fire exit doors and routes are clearly marked with a recognisable symbol (running person on a green background). All signs are located where they can be easily seen and free from obstruction. 	Yes	Checked weekly by Site Manager	Site Manager	L
Fire assembly points	H	<ul style="list-style-type: none"> All those using the school are aware of the location of fire assembly points. All assembly points are located in safe areas and clearly signed. 	Yes	All staff are aware of the assembly point. See Fire Policy	Academy Business Leader	L
Lighting	H	<ul style="list-style-type: none"> Daily visual checks are carried out by ensuring the green light is on inside units to ensure emergency lighting is operational. Emergency lighting units are checked weekly and details are recorded in the log book. A full test and certification is conducted annually. 	Yes	Weekly checks conducted by Site Manager and logged. Annual check completed by ESS	Academy Business Leader Site Manger	L

Emergency evacuation plan in place	H	<ul style="list-style-type: none"> • A plan is in place for raising the alarm and calling Fire and Rescue. • Visitors and contractors are considered in the plan. • Fire assembly points are clearly identified. • Fire action notices are up-to-date and held in suitable locations. • Personal Emergency Evacuation Plans (PEEPs) are in place where required. • Fire drills are formally reviewed by the Head teacher/Academy Business Leader 	Yes	Fire Alarm system is monitored by First County 24/7.	Academy Business Leader	M
Training arrangements	H	<ul style="list-style-type: none"> • During their induction, new employees receive guidance on actions to take in the event of a fire. • Existing employees receive refresher training. 	Yes	Annual fire handouts and training to be delivered to staff each year	Academy Business Manager	L
Specialist training	H	<ul style="list-style-type: none"> • Adequate numbers of staff are trained to assist in an emergency, including the use of equipment. • Fire wardens are fully trained in their role and responsibilities. 	Yes	Academy Business Leader to arrange training for fire wardens	Academy business Leader	L
Specialist needs	H	<ul style="list-style-type: none"> • Individuals' needs are considered to ensure safe evacuation for all. 	Yes	SENDCO to be aware of fire policy	Academy Business Leader	L