



Fire Safety Statement

The primary aim of the Fellowship in regards to fire safety is to 'preserve life'. This policy outlines the procedures implemented across the Fellowship designed to achieve this statement.

Fire Management Plan

In the event of a fire the alarm will either sound as a result of fire detection, or be activated at a call point by a member of staff, pupil or visitor. There is no hierarchy in fire detection and activation of alarms.

Upon the sounding of the alarm it is the primary aim to ensure the safety of all pupils in moving as quickly and safely as possible to the designated assembly point. Whilst evacuating the building it is important to shut all windows and doors behind you where possible to do so. When gathered at the assembly point pupils are to line up in their tutor groups with their class staff. Extra support may be required for some groups and staff are to respond to this as appropriate.

In the front of reception on both sites there is a red fire bag. Contents include radios, high-visibility jackets, floor-plans and a breakdown of different zones across the sites. Any member of staff who is not assigned to a class at the time of an alarm must respond to reception (where safe to do so) and take on the responsibility of a fire marshal/fire warden. The marshal shall direct the wardens to set zones and communicate with each other via the radios. It is the warden's job to simply sweep the area, not be a fire fighter. The warden must radio to signal when their zone is clear or notify the marshal of any person still in the zone. It is then the marshalls responsibility to inform the fire service.

Activation of the alarms does not automatically trigger a response from a fire service. It is the responsibility of the fire marshal to call 999 in the event of a fire to allow for all other staff to focus primarily on pupil, staff and visitor safety.

Fire Responsibilities

Responsibilities of the Headteacher*

*the Headteacher may delegate these duties to the SLT but holds overall responsibility for ensuring they are completed:

- Ensure that the school meet fire safety requirements
- Report to the Governing Body
- Ensure that appropriate fire training is delivered across school
- Monitor and evaluate fire safety procedures
- Oversee staff who have been delegated managerial responsibility for fire safety



- Work on action plans set by external fire consultants and lead fire audits

Responsibilities of the Site Manager:

- Conduct and record weekly fire alarm testing
- Conduct and record monthly emergency lighting testing
- Ensure fire equipment is serviced as standard and recorded
- Ensure the fire bags are stocked accordingly
- Maintain the charge on fire radios
- Report any defects which impact fire safety to the Headteacher immediately

Responsibilities of all staff:

- Adhere to the school fire procedure
- Complete fire training when assigned to do so
- Keep escape routes/fire doors clear of obstruction
- Activate the nearest call point in the event of a fire (if safe to do so)
- In the event of a fire make it a priority to safely supervise all pupils in your care to the assembly point/refuge area and follow the lead of the Headteacher/SLT
- Report any defects which impact fire safety to the Headteacher immediately

Responsibilities of admin staff:

- Take all registers to the assembly point
- Take signing in/out boards including the visitors book to the assembly point
- Liaise with the staff to account for pupils, staff and visitors and report to the Headteacher

Responsibilities of all pupils:

- Adhere to the school fire procedure
- Activate the nearest call point in the event of a fire (if safe to do so)
- Keep escape routes/fire doors clear of obstruction
- To follow the lead of staff members in the event of a fire
- To line-up in tutor groups at the assembly point and remain there until instructed otherwise

Responsibilities of all visitors:

- To report to reception and sign in using the signing in book
- In the event of an alarm move safely to the assembly point
- Do not leave the school site without signing out first