



# **HAYES SCHOOL**

## **FIRE POLICY**

*Reviewed Autumn 2025  
Next Review Autumn 2026*

### **Policy Aim/Statement**

This Procedure places a duty on the School to ensure we take appropriate measures for detecting, warning and fighting fire, taking in to account the hazards associated with the school activities and premises and to ensure the safety of employees and students in the event of a fire.

## **FIRE POLICY FOR HAYES SCHOOL**

This Procedure places a duty on the School to ensure we take appropriate measures for detecting, warning and fighting fire, taking in to account the hazards associated with the school activities and premises and to ensure the safety of employees and students in the event of a fire.

We will:

1. Roles and responsibilities are clearly defined and understood in order to secure fire safety.
2. Risks from fire or from dangerous substances which could lead to fire are assessed and control measures are carried out to either eliminate the risk or to reduce the risk.
3. Procedures are in place to reduce risks to persons in the event of a fire and that all persons affected are able to reach a place of safety in the event of an emergency.
4. All fire equipment is maintained by a competent person.
5. All members of the community, including contractors and visitors are provided with clear and relevant information regarding fire risks and measure.
6. All buildings are designed in accordance with relevant standard.
7. Staff are consulted about policy and procedures for ensuring safety.
8. Assess the fire risks in the workplace

We will also prepare a 'Fire Log Folder' which contains details of all Fire Safety Procedures to include:

- Fire Risk Assessment
- Fire Drills Record
- Test Records for weekly Fire Activation Points and Fire Alarms
- Date of Fire Fighting Equipment inspections
- Staff Training Records
- Portable Appliance Test Records (PAT)
- Emergency Plan
- Site Specific Information i.e. emergency lighting

### **Fire Safety**

Fire safety is everyone's responsibility. All staff, students, contractors and visitors are expected to follow safety procedures to ensure the safe use of electrical/gas appliances, the safe use and storage and disposal of hazardous/combustible materials and compliance with the requirements of the school's policy on no smoking.

### **FIRE RISK ASSESSMENT**

We will employ third party contractors to conduct independent fire risk assessments, which identifies all the fire hazards and risks present in the School and will then determine whether they are acceptable or whether further action is required to reduce or control them.

### **FIRE WARNING SYSTEMS**

An audible fire warning system is provided throughout the site. *Replaced and upgraded 2025*

- An electric bell activated manually from one or more call points. These points are identified individually for inspection and test purposes. The fire alarm system is installed per legislation and should be kept compliant at all times through thorough recorded inspections and servicing.

- Or, hand-held operated fire bells or sounders available at suitable points throughout the site in the event of loss of coverage from the fire alarm system.
- There is at least one call point on every floor. A call point is provided in, or close to, every kitchen, or workshop as well as at all building exits and designated fire exits. Call points are installed as per legislation
- A check is carried out on all call points across the site over the span of one month, records are kept and faults are immediately reported to the Facilities Manager.
- A third party, independent inspection and service will take place annually.

## **FIRE EXTINGUISHERS**

- The School will have adequate means of fighting fire.
- Fire extinguishers are maintained and recharged accordingly to the manufacturer's instructions. This is carried out annually.
- Damaged or discharged fire extinguishers should be replaced immediately
- Staff should receive basic fire training, and know what hazards the fire extinguishers are provided to cover and the danger of using the wrong type of extinguisher.
- Sufficient numbers of staff trained in the use of fire extinguishers should always be present when the workplace is occupied.
- Water and Co2 type extinguishers are provided throughout the site.
- Extinguishers are placed on escape routes: if in a room, the extinguisher should be near the door.
- In every kitchen, where cooking is undertaken, a glass fibre blanket should be provided adjacent to the fire extinguisher.
- Wherever a concentration of electrical equipment has been installed a CO2 extinguisher is readily available.
- All staff should ensure that students and other users are out of the building before attempting to use any of the firefighting equipment.
- Site staff, teaching staff and support staff who have been given training on the different types of firefighting equipment would attempt to deal with a small fire if in no danger to themselves or any other user of the school.
- No student or visitor should be asked to use any of the equipment by any member of staff.
- Fires in kitchen areas should, if possible, be covered with a fire blanket to stop the spread of fire but only if no danger to anyone within the teaching area and this should only be done by an adult.

## **FIRE ACTION NOTICES**

Fire Action notices giving details of Muster Points are on display at each Fire Alarm Point. All fire safety notices should conform to current Safety Signs and Signals Regulations.

## **EVACUATION PLAN**

All fire routes will be laminated and placed in every room for staff to familiarise themselves with their nearest fire exit and fire routes to the assembly point.

On hearing the fire alarm, classroom teachers are to instruct students to stop and stand quietly and to leave the classroom in a sensible manner. Once all children have left the classroom the member of staff is to ensure that the classroom is empty, and the door is locked and to move quickly out to the designated assembly point on the hard standing across the field. Once the students have left the classroom, they should move to the nearest fire exit.

Once outside the school buildings, both teachers and students are to move quickly and quietly to the evacuation assembly area and line up in their designated areas and form a single line by class.

The class teacher must then account for students in the class and inform the Head Teacher of the names of those missing.

Class teachers are to then remain with their group in order to maintain control and discipline and will be held responsible for the behaviour throughout the evacuation procedure.

Students and staff are to remain in their Evacuation Assembly Areas until instructed to move by the Head Teacher.

Once the "all clear" has been given, staff and children will be dismissed one class at a time by the Head Teacher to return to their classrooms.

### **ACTION IN THE EVENT OF A FIRE**

- On evacuation the Fire Brigade must be called immediately to any fire, however small, this will take place automatically through the fire detection system with a confirmation call to the Facilities Manager and Site Team. In the event of a fire, staff must supervise the evacuation from the building as quickly and safely as possible. No attempt should be made to fight the fire until evacuation is complete. Where possible, staff should contain the spread of smoke and fire by closing doors and windows, but only where there is no risk to their own safety.
- Electricity supply to equipment should be isolated if possible i.e. switch off
- No one should enter the building until it has been declared safe to do so by the person in charge, normally the Fire Brigade or Headteacher.

### **PLEASE NOTE THAT ALL STAFF HAVE A RESPONSIBILITY TO TAKE ACTION DURING AN EMERGENCY EVACUATION.**

Those members of staff without direct responsibility for a class group must report to the Evacuation Assembly Area and wait in the area designated for staff. These staff may be required to support staff by substituting for absent colleagues and will be directed accordingly by the Head Teacher.

### **ON NO ACCOUNT MUST ANY MEMBER OF STAFF REMAIN IN THE SCHOOL BUILDINGS DURING AN EMERGENCY EVACUATION UNLESS THEY ARE UNDERTAKING AN OFFICIAL ROLE IDENTIFIED BY THIS EVACUATION PROCEDURE.**

### **DISABLED STAFF & STUDENTS**

Students, staff and visitors with disabilities may include those with learning, physical and sensory difficulties.

It should be remembered that the lifts in L Block and M Block will not operate once the fire alarm has been sounded. To assist with their evacuation there will be provided 'Evacuation Rescue Mats' on the first floor of these buildings. All staff will be informed of their availability, and given a demonstration of their use.

### **EXAMS**

- **For exams being undertaken in the Sports Hall and H6:** In the event of the fire alarm sounding, the students should remain seated and silent. A member of SLT will inform the invigilators if the Sports Hall and H6 are to be evacuated. If evacuation is required the students are to be escorted by the invigilators, quickly and silently, from these buildings by the fire exits.
  - (a) **Sports Hall exams** – They are then to congregate in the area outside the Sports Hall, on the field side of the 'ranch fence'.  
Students should line up in their tutor groups, and remain in silence.
  - (b) **Huts and other Exams** – They are to congregate in the area on the Field outside H6.  
Students should line up in their tutor groups, and remain in silence.

- **For students 'withdrawn' from Sports Hall and H6, and taking exams elsewhere in the School. Also practical exams i.e. Art, DT:** Evacuation will occur upon sounding of the fire alarm.  
*'Withdrawn' from Sports Hall exams:* These students should be accompanied in silence by their invigilators to the same area (a) as above, and line up with the Sports Hall students.  
*'Withdrawn from H6 exams':* These students should be accompanied in silence by their invigilators to the same area (b) as above and line up with H6 students.

If these sites are not available, or unsafe, the students will be accompanied to another appropriate area on the Field.

The invigilators will bring the exam register with them upon evacuation.

All students will remain in these areas until advised to return by the Exams Officer or a member of SLT.

### **FIRE MARSHALS**

Where practical, we will introduce the system of fire marshals as a means of assisting safe evacuation.

However, this may not be possible to introduce, and therefore all staff that do not have specific responsibilities should take the responsibility of ensuring that their areas of work are cleared of students and adults.

### **STAIRWAYS AND CORRIDORS**

- Stairways and exit doors must never be obstructed
- All exit doors must be capable of being opened easily from the inside of the building
- Fire doors must not be locked during occupation of the building
- Any security procedures in place should not compromise the safe evacuation from any building in the event of fire
- Fire doors must always be kept **CLOSED**
- All fire exit doors and fire doors should be suitably marked
- No combustible material should be stored in stairway enclosures or entrance lobbies
- Corridors should be free from obstruction
- Smoke controlled doors across escape routes may be held open by electro-mechanical devices which allow the door to close when activated in the event of a fire

### **RUBBISH AND THE STORAGE OF COMBUSTIBLE MATERIALS**

Rubbish and combustible waste materials are an obvious fire hazard and should not be allowed to accumulate in offices, workshops, store rooms and boiler houses.

Refuse bins should not be placed in escape routes particularly where combustible linings such as timber would greatly increase fire spread.

External bins should not be placed close to the building or against external walls, and should be placed at a safe distance from the building.

### **Meeting the Fire Brigade**

The Head Teacher is responsible for ensuring that one member of staff is available to meet the fire brigade on arrival and in their absence, there is a member of staff to deputise for them.

### **ARSON**

To reduce the risk of possible arson attacks, we must ensure all windows, external and internal doors are properly secured when the buildings are unoccupied, and that flammable material is not left needlessly accessible to intruders.

### **Events Taking Place Out of School Hours Such as Parents Evenings**

Where events are organised outside normal school hours, it is the responsibility of the member of staff organising the event to ensure that the Head Teacher and Facilities Manager are consulted and appropriate precautions including arrangements for evacuation and calling the fire brigade are put in place. The Head Teacher or Facilities Manager may impose specific restrictions on the type of event, the number of persons involved and the number and layout of any seating.

Adults running after school clubs must keep a register of the children and adults in attendance. When setting up their events, the PTA must keep a register of all adults and children in the building. Club providers and PTA must ensure that the associated adults and children in their care are aware of the fire procedures and these should be rehearsed at least once per term.

### **TEMPORARY DISPLAYS AND DECORATIONS**

Great care should be taken when using paper or flimsy materials for decorations or displays. Such decorations, and also evergreens, should not be suspended from light fittings or tiled ceilings. Cotton wool, polystyrene, most plastic materials, particularly foamed plastics should not be used for these purposes.

### **Stairways**

- No combustible displays of any type or storage permitted in escape stairs or lobbies leading to stairways
- Keep the fire doors closed
- Ensure Fire Exit doors unlocked/easily openable without key

### **Classrooms**

Care should be exercised with displays, and that they should not be positioned too close so as to block exits.

### **Corridors**

- Wall displays permitted, but no polystyrene or similar materials to be used.
- No refuse bins
- No open storage and keep stores locked shut
- Ensure exit doors unlocked/easily openable without key

### **FIRE DRILLS**

A full evacuation of all premises will be carried out at least once a term. The results of the drill should be recorded for inspection purposes.

An evacuation plan will be in place to assist with any disabled staff, students or visitors.

### **SMOKING POLICY**

No smoking is allowed on any part of the school site

### **STAFF TRAINING**

Although students should be trained in fire awareness, it is emphasised that staff are responsible for fire safety. Every member of staff will receive training in:

- general fire prevention
- action to be taken if they discover a fire
- how to raise the alarm
- action to be taken on hearing the alarm
- location of escape routes and assembly points
- evacuation and roll call procedures

Staff should also be given instructions in:

- the operation of the fire alarm panels
- how to call the fire brigade
- the location of the fire fighting equipment
- the use of the fire fighting equipment
- the arrangements for safe evacuation of physically disabled staff and students with Special Educational Needs

### **Maintenance of Fire Doors, Fire Exit Doors, Fire Equipment and Systems**

<b>System</b>	<b>Frequency</b>	<b>Method of Test</b>
Fire Alarm	Weekly	Test operation of different call points
Fire Alarm	Daily	Visual check of panel for fault indications.
Automatic door holders and closers connected to the fire alarm	Monthly with the fire alarm	Confirmation that doors release and close with the operation of the fire alarm.
Emergency Lighting	Monthly	Operation of test switch or circuit breaker and check that light illuminates.
Fire extinguishers, fire blankets etc.	Monthly	Check that seals are intact, equipment has not been removed or tampered with and annual inspection and maintenance is in date.
Fire Doors	Monthly	Check that doors are closing fully and where fitted, latches are operating.
Corridors, Escape routes and Fire Exit Doors	Daily	Check exit doors are unlocked and that escape routes are free from obstruction.
Fire Exit Doors	Monthly	Check that doors are opening freely and that emergency exit fittings are operating correctly.