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Fire and Emergency Policy

Current Status:
FINAL

Ratified

Compliance:

All members of Chandlers Ridge Academy staff will follow Academy policies. The consequences of non-compliance may include disciplinary or legal action.

Document Control

Application	This policy pertains to all activities undertaken by all staff at Chandlers Ridge Academy
Associated policy reference and title	
Date of ratification	
Date of review	December 2021
Replacing	Fire and Emergency policy 2017
Policy Lead	Louise Lidgard Head Teacher
Members of working party	
This policy has been ratified by:	
This policy has been ratified by:	
Date	

Consultation Audit Trail

Name	Role	Version	Date
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Change Log

Summarise the major changes between versions below

Pg/Section	Change	Version	Date
	Changed from Directors to LGB	0.1	Oct 2019

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Chandlers Ridge Academy Fire and Emergency Policy

1.0 Introduction

1. This document details the fire and emergency evacuation procedures for the premises. Staff should ensure that they are familiar with these procedures and act upon the requirements.
2. The aim of this policy is to ensure the safety of all members of our school community in the event of a fire, gas emergency or other hazard that would result in the evacuation of the building.

2.0 Scope of Policy and Objectives

The policy will cover the events of fire and other emergencies and the process and procedures associated with reporting and the evacuation of the premises.

3.0 Responsibilities

1. **VALT:** Vision Academy Learning Trust has overall responsibility to ensure that policies and procedures are in place for the processes associated with the Chandlers Ridge Academy
2. **LGB:** The Local Governing Body has responsibility to ensure that Chandlers Ridge Academy operates within the policies and procedures set out by VALT.
3. **Head Teacher:** The Head Teacher has responsibility to ensure that operational services are suitably established within the policy and procedural framework set out by VALT, and to ensure that all staff and volunteers understand and comply with the policy and procedural framework.
4. **Senior Leadership Team:** Each Senior Leader is responsible for ensuring that the policies and procedures are adhered to within their area of accountability.
5. **Teachers:** Each Teacher is responsible for ensuring that the policies and procedures are adhered to within their area of accountability.
6. **All Staff and volunteer helpers:** All staff and volunteer helpers within the scope of the policies and procedures are responsible for the implementation of the policy within their own area of accountability

4.0 Key Themes

4.1 Managing a safe environment

1. Our annual health and safety inspection is carried out by an external Health & Safety Consultant who performs our General Risk Assessment within a management system incorporating our Health & Safety Policy and Action Plan and acts as our legally required Competent Person¹.

¹ Regulation 7 of The Management of Health and Safety at Work Regulations 1999 states that "Every employer shall, subject to paragraphs (6) and (7), appoint one or more competent persons to assist him in

2. The LGB oversee the safety of the school premises; the Head Teacher's report contains updates and actions against the Health and Safety and Fire Action Plans.
3. All staff are required to sign in and out of the building at the front entrance of school.
4. All visitors are required to sign in and out of the building and are provided with a Visitor's Badge.
5. We operate a Non-Smoking Policy
6. All external doors are inaccessible from the outside during school hours, except one designated when children are outside
7. Staff have electronic passes for accessing the building
8. Staff, Directors and visitors wear ID cards
9. Children are not allowed to open doors to visitors
10. The school is protected by an alarm system during out of school hours
11. Health and Safety information is circulated for the attention of all staff and Directors
12. Staff will be encouraged to take part in Health and Safety training courses
13. This policy will be reviewed regularly.

4.2. Fire drill

1. Fire drills are carried out each term and logged in the fire log book. Staff are not warned in advance in order to maintain authenticity and reduce complacency.
2. The alarm is only to be sounded on the following occasions:
 - a. Fire emergency
 - b. Planned rehearsal of the emergency plan
 - c. Testing of the alarm system
3. Unless otherwise informed, all staff should treat the alarm as a real event and should respond accordingly.
4. All staff should know their own exit route, their place of assembly and the roll call procedure.

4.3 Fire Drill procedure

1. As soon as the Fire Alarm sounds all children and adults must stop what they are doing and walk out of the building through the nearest exit, which has a sign and is marked on the room plan.
2. If for any reason the normal exit is blocked, use the nearest available exit. An alternative route is noted on all signs.
3. The class teacher will have a list of children who were absent when the register was taken. If anyone is missing this is reported to the Head teacher.
4. The Fire Wardens responsible for Zones 1, 2 and 3 on the Fire/Emergency Plan (Appendix 2) must perform a final sweep their area as the building is evacuated, closing fire doors and checking toilets, cloakrooms and store cupboards to ensure everyone is evacuated.
5. The Fire Wardens must also collect the staff sign in book to enable a roll call of staff.

undertaking the measures he needs to take to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions and by Part II of the Fire Precautions (Workplace) Regulations 1997."

6. The Fire Warden responsible for zone 1 must also collect the visitors sign in book to enable a roll call of visitors.
7. Nobody is to go back into school until told to do so.
8. When everyone is accounted for staff, children and visitors will be instructed to go back into school.
9. All children must walk in and out of school sensibly, and line up quietly.

4.4 Lunchtime fire drill

1. In addition to 4.3 above, if the fire alarms are sounded during lunchtime, staff members on duty in the dining area will evacuate all children from the building.

4.5. General guidelines for use of portable fire extinguishers.

1. Evacuation must have priority over fire-fighting.
2. Only be used by a competent person. If after a single extinguisher fails to extinguish the fire, abandon fire-fighting, and join the evacuation.
3. The use of fire extinguishers is only to be used if the fire is at a very early stage and has not begun to spread.
4. Only used if it will not dangerously delay evacuation of a person or group.
5. Staff in higher risk areas such as kitchens should at least make themselves aware of the different types of extinguisher available to them. This should prevent the wrong type of extinguisher being used and making the situation worse, i.e. water being used on a hot oil fire.

4.6 Fire and Bomb alert

In the event of a fire or bomb alert the Head Teacher will:

1. Ring the fire alarm to evacuate the premises. (See 4.3 fire drill procedure)
2. Ring 999 for the Fire Brigade and Police.
3. Check that the evacuation procedure has been followed.
4. Remain at the front of the school to meet the Fire Brigade/Police and direct them to the incident.
5. All children and adults must remain outside and await instructions, which may include evacuation to The Avenue Primary School.
6. Only when the all clear has been given will children and adults re-enter the premises.
7. In the event of a bomb alert advised by telephone, social media or email the Business Admin Team will initiate the National Counter Terrorism Security Office bomb threat assessment guidance (see appendix 1).

4.7 Gas Leak/Gas Emergency

In the event of a suspected gas leak the Head Teacher will:

1. Ring the fire alarm to evacuate the premises (See 4.3 fire drill procedure)
2. Call the National Gas Emergency Service freephone 0800 111 999.
3. If advised by the National Gas Emergency Service telephone the fire brigade.

4. Check that the evacuation procedure has been followed.
5. Remain at the front of the school to meet the Fire Brigade/Police and direct them to the incident.
6. All children and adults must remain outside and await instructions, which may include evacuation to The Avenue Primary School.
7. Only when the all clear has been given will children and adults re-enter the premises.

5.0 Roles and responsibilities

5.1 Teaching Staff

1. All Teaching Staff are classified as Fire Wardens as they have responsibility for the safe evacuation of children in their charge.
2. Teachers have a responsibility to know the evacuation procedures and to take charge and ensure the children in their care evacuate the building in an emergency.
3. Teachers will also actively ensure that the means of escape in their classroom is never obstructed or blocked.
4. Teaching staff should ensure that their children line up quickly and safely and walk out of the building quietly and in single file.
5. Teaching staff should be aware of any child in their class that has a Personal Emergency Evacuation Plan (PEEP). These will be in place for children who may experience difficulty in evacuating the building by the designated escape route due to physical barriers e.g. steps. The PEEP will clearly state what is to happen to those children.
6. The staff member in charge of the class shall take a register to check what children are missing. Any missing children or staff will be reported to the Head Teacher or Assistant Head Teacher detailing:
 - Name of missing person
 - Date and time last seen and by whom
 - Any other information on the person e.g. medical, behavioural
7. The staff member in charge of the class is then to supervise the class and await further instructions from the Head Teacher or Assistant Head Teacher.
8. **Under no circumstances is anyone to re-enter the building until the all clear is given.**

5.2 Zone 1,2 and 3 Fire Wardens

1. In addition to the Teaching Staff Fire Wardens, there are Fire Wardens responsible for Zones 1, 2 and 3 on the Fire/Emergency Plan (Appendix 2).
2. The Fire Wardens responsible for Zones 1, 2 and 3 must perform a final sweep their area as the building is evacuated, closing fire doors and checking toilets, cloakroom areas and store cupboards to ensure everyone is evacuated.
3. The Fire Warden responsible for zone 1 must also collect the visitors sign in book to enable a roll call of visitors.
4. All other adults will cooperate in the emergency procedures in event of a fire.

5.3 Volunteers

1. The school will inform non-employees, such as students and temporary or contract workers, of the relevant risks to them, and provide them with information about the fire safety procedures for the premises.
2. The information will include any part they will be expected to play in the evacuation of children from the premises.

5.4 What staff should do if they discover a fire

1. Staff should break the nearest break glass point on their way out of the building and report the location of the fire to a Designated Fire Warden as soon as possible after ensuring children in their care have evacuated to the school playground to the designated assembly points.
2. Staff should not attempt to tackle a fire unless it is safe to do so, and they are confident they have received sufficient instruction to use fire fighting equipment safely.
3. Staff should evacuate the building by the nearest available fire exit.
4. Staff should not stop to collect personal belongings on their way out.
5. Under no circumstances should anyone attempt to re-enter the building until told to do so by the Head Teacher or Officers of the fire brigade.

5.5 What children or visitors should do if they discover a fire

1. Children should inform the nearest adult of the location of the fire and leave the building by the nearest exit.
2. Visitors should exit the building by the nearest exit, informing the nearest member of staff on the way out of the location of the fire.
3. All occupiers of the premises should exit by the nearest available fire exit. These are clearly marked near the fire exit doorways.
4. Staff responsible for children should ensure that all children in the class have left the room before exiting themselves.
5. The last person out of an area should be an adult.
6. Staff should close the door behind them on leaving the room.
7. Staff and children should move quickly and quietly but do not run.

5.6 What staff should do if they smell gas

In the event of a suspected gas leak the staff member will:

1. Open doors and windows to ventilate the room and leave them open.
2. Not operate any electrical switches, either "ON" or "OFF"
3. Turn off all sources of ignition; extinguish any flames.
4. Check the taps or switches of any gas appliance e.g., cooker, heaters/fires, etc., to ensure that they have not been left on inadvertently.
5. If the smell persists or worsens, and turn off the gas supply from the mains, as follows:

- a. The mains/isolation point is located in the boiler cupboard accessible from the staff car park. The boiler cupboard is kept locked.
 - b. The key to the boiler cupboard is held in the Business Admin Team Office. The Head Teacher also has a key.
 - c. The operating instructions are on a poster next to the mains
6. If the smell continues, evacuate the building by sounding the fire alarm (see 4.3) and follow the evacuation procedure (4.5).
 7. Call the National Gas Emergency Service freephone 0800 111 999.
 8. If advised by the National Gas Emergency Service telephone the Fire Brigade.
 9. Inform the Head Teacher and school Caretaker of all actions taken.

6.0 Lockdown Procedures

6.1 When lockdown will occur

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog roaming loose

6.2 Procedure

Staff are alerted to the activation of the plan by an intermittent bell ringing.

- Pupils who are outside of the school buildings are brought inside as quickly as possible
- Those inside the school should remain in their classrooms
- All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be locked)
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for (and instigate an immediate search for any missing)
 - Staff should encourage the pupils to keep calm
 - As appropriate, the school should establish communication with the Emergency Services as soon as possible
- Pupils will not be released to parents during a lockdown
- If it is necessary to evacuate the building, the fire alarm will be sounded
- Staff should await further instructions

6.3 Parents role in lockdown

Parents should be given enough information about what will happen so that they:

- Are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers
- Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger
- Wait for the school to contact them about when it is safe for you to come get your children, and where this will be from

7.0 Maintenance

7.1 Testing of fire alarms

1. The fire alarm system is checked weekly by the caretaker using a different call point. This is recorded in the log book.
2. In addition there are quarterly Fire Alarm and Battery inspections and an annual 1-3 hr run (operational) test (check whether battery will function during electrical failure. These checks are carried out by an electrical contractor.

7.2 Emergency lighting

1. The emergency lighting is checked weekly by the caretaker and any defects reported to the office manager.
2. In addition there is a Quarterly Emergency Lighting inspection carried out by an electrical contractor.

7.3 Emergency exits

1. All emergency exits must be kept clear at all times. It is the responsibility of the staff to be aware of the location of all fire exits.

7.4 Fire Extinguishers

1. These should be the correct type of fire extinguisher at each fire point. These are serviced annually by a competent contractor.

8.0 Implementation

1. Chandlers Ridge Academy LGB, Head Teacher, Senior Leadership Team and Teachers are responsible for ensuring that this policy is effectively implemented.
2. This policy will be available on the Chandlers Ridge Academy Website.

9.0 Audit

1. This policy will be reviewed on a 2 year cycle or earlier if necessary.

APPENDIX 1 National Counter Terrorism Security Office Bomb Threat Assessment Guidance



Bomb Threat
Assessment Form.doc

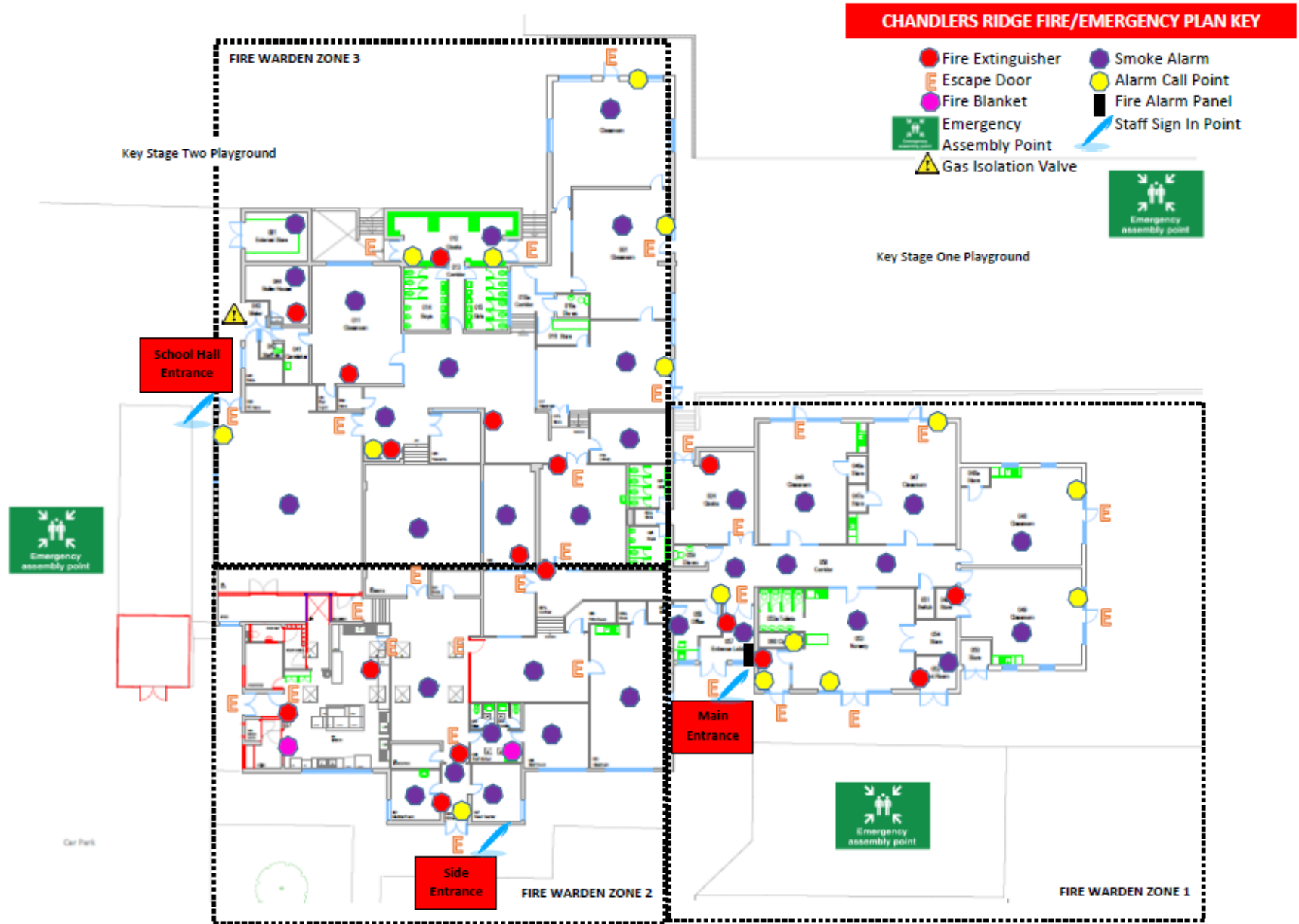


NaCTSO Guidance
Note 8 - Advice to S



Message to parents
guardians carers req

APPENDIX 2 Chandlers Ridge Fire/Emergency Plan



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