

Ashton Community Science College

Fire Safety & Procedure Policy

Version Control

Named Owner:	Abbie Tannock
Version Number:	6
Date Of Creation:	September 2019
Last Review:	11 th October 2025
Next Scheduled Review:	11 th October 2026

Overview of Amendments to
this Version:

Full policy re-write.

Context of procedure

This fire evacuation procedure applies to all staff, students, contractors, visitors, and external hirers using Ashton Community Science College. It outlines the actions to be taken in the event of a fire, with the objective of ensuring the safe, prompt evacuation of everyone on site and full compliance with the Regulatory Reform (Fire Safety) Order 2005.

How the fire alarm system operates

The fire alarm is centrally station monitored so the emergency services will be deployed to school in the event the alarm is activated. The ARC (Alarm Receiving Centre) EMCS (East Midlands Central Station) will contact school initially to ensure it is not a planned drill, if they do not get a response from school the Fire Brigade will be deployed. EMCS has the Site Supervisor's contact numbers.

If the emergency services do not contact school, it will be the role of the Headteacher/most senior member of SLT to make the 999 call to the fire brigade. If they are absent the following order will be used, Deputy Headteachers, Business Manager, Operations Manager and finally Site Supervisors.

When testing the fire alarm or completing a fire evacuation practice The ARC- EMCS must be contacted to inform them we need to be 'taken off watch'.

Site plans are readily available for the fire and rescue service, so they are aware of the specific location of fire safety equipment.

The site supervisor is trained in all aspects of the fire alarm panel and would notify the fire brigade of the area the call point was activated. The fire panel is located in the entrance foyer of school. If it is a practice evacuation the Site Supervisor will radio the Operations manager to communicate which call point was activated for the test.

Action on discovering a fire

Anyone discovering an outbreak of fire should without hesitation sound the nearest fire alarm via breaking the glass on the manual call point (red 'break glass' box).

Call points are located along corridors and near final exit points on both floors of the buildings.

Action on hearing the alarm

The alarm system triggers a site-wide audible siren. In the Business Centre, this is automated and centrally linked.

The function of the alarm is to warn all students, staff and visitors that an emergency has arisen and that fire procedures should be put into operation at once.

The sounding of the alarm is the signal for the complete evacuation of the building.

In the Deaf Support Unit, pagers will vibrate and display "Fire Evacuation." This enables all deaf students and staff members to be aware of the fire evacuation immediately, if they are not in the presence of their TA.

On hearing the alarm all students staff and visitors should leave the building in an orderly manner using the nearest exit doors.

Nobody should stop to collect any personal belongings.

Where safe to do so close doors and shut windows before exiting.

On evacuation of the building the Key staff with roles should ensure they take their radio with them to be able to communicate when required during the evacuation.

All staff act as a fire warden, if it safe to do so they should complete a building sweep of the area they evacuate from including offices and toilets to ensure all members of school have safely evacuated.

The lift must not be used in an emergency evacuation, anyone requiring assistance from the second floor of the building must make their way to the refuge point, where they will be safely evacuated from the building.

Evacuation of people who require assistance to escape

As part of the crutches risk assessment and PEEP process students and staff are aware what to do if they require assistance evacuating the building.

The two refuge points at the English corridor and Maths corridor have closed fire doors which protect from fire for up to half an hour.

Staff responsible for operating the Evac Chair have received full training. Where required students with PEEPs will be supported by their assigned staff, this information is recorded in their PEEP and designated staff are aware.

Calling the Fire Brigade

As the alarm panel is monitored by an ARC, the Fire and Rescue Service (FRS) will have been automatically deployed. It is best practice for the premises manager (or their deputies in cases of absence as listed below in the roles and responsibilities) to also follow up the evacuation with a 999 call as a precautionary measure to ensure the FRS have been notified. The ARC should also make a 'call back' to school, this will be received by the Site supervisor (in their absence this will fall to the headteacher and then the business manager) who will inform them it is a real emergency evacuation.

The Business Manager will dial [9] for an outside line then 999 if there is a fire. In the absence of the Business Manager the Site Supervisor will deputise. All outbreaks of fire however small or any suspected fire should be reported to the Fire Brigade. The Business Manager/Site Supervisor will remain outside at the front of the school to direct the Fire Brigade to the source of the fire.

Assembly point and Roll Call

Staff students and visitors should report to the assembly point, which is the school tennis court.

Students should line up in Form groups with their Form Tutors who will be responsible for the calling of the register and supervision of the students. Students should remain in an orderly line until instructed otherwise.

Once registers have been completed, they are passed onto the students head of year who will investigate any unaccounted-for absences. All completed registers are handed to the attendance officer.

Staff who do not have a form or a designated job should line up against the front fence so a roll call can be taken by the data manager (or their deputies in cases of absence). A staff register is readily available in the main office and is collect if the fire alarm is activated.

An electronic register of all visitors will be taken to the assembly point by the Receptionist who will then take a roll call. Any visitors not accounted

for should be reported to the Business Manager and Operations Manager.

No one should re-enter the building until instructed to do so.

False Alarms

False alarms should be documented in the Fire Book by the Site Supervisor.

Fire Alarms during External Examinations

In the event of a fire alarm during exams, students and staff should evacuate the sports hall and the assembly hall via the fire exits.

The assembly point for external examinations is the quiet yard (y7 yard). All papers and scripts must be left in the examination hall. Students should be supervised at all times to avoid collusion.

The exam attendance list should be taken outside to ensure all students are accounted for. Students will resume the exam once the building is deemed safe.

If in the exam concession rooms in the SLT corridor, delegates are to evacuate with their invigilators and stand outside the fire exit at the rear of the staff room, until instructed it is safe to re-enter.

Contingency Plans and Grab Bags

Emergency grab bags are stored in the Main Office and the data manager will grab these upon activation of the fire alarm.

In severe weather or extended evacuation, a reciprocal emergency shelter agreement is in place with Ashton Primary School.

Commented [AT1]: Is this true

Roles/Responsibilities-

Name	Role / Responsibility	Deputy
Headteacher	Premises Manager/ to make 999 call to fire brigade.	Deputy Headteacher(s)
Site Supervisor	Checking of zone activation / Alerting SLT of building all clear.	Assistant Site Supervisor

Business Manager	Liaise with SLT re fire brigade / give access to fire engine.	Schools Operations Manager / Site Supervisor
Attendance Officer	Printing of student registers.	Deputy DSL/ Family Liaison Officer
Receptionist	Visitor inventory iPad registration / collecting staff signing in and out book.	SENCO Admin / reception cover
Data Manager	Staff register and emergency grab bag.	Exams Officer/ Finance Team
ICT Manager/ Assistant Learning Mentor	Meet students at refuge area to assist evacuation using EVAC Chair.	Operations Manager / TA responsible for students with PEEP.