



Fire Safety Policy

Owner:	Principal / VP Inclusion
Review by:	Local Governing Body
Last Reviewed and Adopted:	
Next Update:	September 2026

St Regis CE Academy recognises its legal and moral duty to safeguard students, visitors and staff against exposure to the hazards associated with fire.

The main responsibility for the implementation of this policy lies with the senior leadership team (SLT) and Paul Jarvis (Caretaker) is the responsible person for the premises.

The SLT of St Regis understand that students, staff and visitors, including any with challenging physical and mental health conditions, require the necessary support to positively achieve and maintain a high standard of Fire Safety.

To achieve this, SLT of St Regis, in line with its Health and Safety Policy:

- Commit to complying with all relevant Fire Safety Legislation and best practice guidance where applicable.
- Discharge its responsibilities as a school to ensure that appropriate arrangements are in place to manage fire related matters.
- Ensure Fire Safety objectives have equal importance to other managerial objectives.
- Undertake to put appropriate arrangements in place to minimise the incidence of fire, safeguard life and protect our school from the effects of fire as far as reasonably practical.
- Ensure that fire risks are robustly assessed in line with our fire policy and ensure where necessary appropriate control measures are put in place to minimise the risks identified.
- To seek to provide an environment at St Regis CE Academy that is safe and aware of the risks from fire, heat and smoke for all areas occupied or for which the school is responsible. Staff will receive sufficient information, training, instruction and supervision to achieve this.
- Set in place a clearly defined local management structure for the delivery, control and monitoring of fire safety measures.
- Ensure management and staff work together positively to achieve and maintain a high standard of Fire Safety.

Managing Fire Risk

a) Responsible Persons are:

- | | | |
|-----------------------|-------------------------------------|--------------|
| • Mr Ed Parry | (School Fire Safety Officer) | 01902558333 |
| • Mr. P. Jarvis | (School Deputy Fire Safety Officer) | 07813314692 |
| • Mr. M. Webb | (Local Authority Officer) | 01905551368 |
| • ABC Fire Protection | (Fire Extinguishers) | 01952619141 |
| • Protec Fire | (Fire Alarms) | 08702402545 |
| • Police Service | | 08451135000 |
| • Rhino H&S | | 01270 440341 |

b) Fire Marshalls

The academy has a legal obligation to appoint Fire Marshalls and provide adequate training for the role.

The following members of staff have volunteered to be Fire Marshalls for the different areas of the school and will receive appropriate training:

- | | |
|--------------------|----------------------------|
| • World Zone | (1st floor) Stuart Edwards |
| • Work Zone | (2nd Floor) Sharon Thomas |
| • English/ Library | Maria Black |

- Student Services Trudy Bird/ Sarah Fadian
- Maths Julie East-Erskine
- Science Andy Mellor
- Creative Zone (Drama, Music, Art) Stephanie Ball
- Balcony Zone (Internal Exclusion, Faith Centre, VCC) Lauren Fletcher
- PE Zone Sophie Key
- Technology John Philips/ Charlotte Mould
- Kitchen Area/Canteen Ruth Jones/Sid Ram
- Sixth Form Area (AEN) Victoria Allen

Evac chair – John Philips/ Stuart Edwards

As some staff leave and new staff join the School, first aid and Fire Marshal training will be offered in order to ensure we have sufficient staff fully trained to meet the School's requirements. All staff have access to the National College training suite.

c) Fire Extinguisher Maintenance Pax fire control 07971549532

d) Fire Alarm maintenance Protec Fire 08702402545

e) Emergency Lighting Rmc electrical 01902451961

f) Students/Staff who require personal emergency evacuation plans (PEEP's) (See/ consult medical record on Edukey. Anne Hurley is our Medical Needs Co-ordinator.

g) Person in charge of School Emergency Evacuation.

- Mr Ed Parry (School Fire Safety Officer) 01902558333
- Mr P Jarvis (School Deputy Fire Safety Officer) 07813314692

h) Other named individuals who assist with School Evacuation Plan.

SLT

- Mr C Green
- Mr T Barradas-Lingard
- Mr J Burns
- Miss E Pugh
- Mrs L Rowley

How we deliver our fire duties:

- Fire Evacuation Plans/ Protocols
- Personal Emergency Evacuation Plan – (see previous section)
- Staff Training Records- National College Course
- Fire Marshal Training Records – National College Course
- Weekly Tests (records lodged with Caretaker)
 - Fire Alarm
 - Lockdown Alarm
- Monthly Tests (records lodged with Caretaker)
 - Flick Testing
 - Fire Risk Assessment

- Fire Extinguishers
- 3 Monthly Tests (records lodged with Caretaker)
 - Emergency Lighting
 - Smoke Detectors
 - All Call Points and Bells
- Annual Tests (records lodged with Caretaker)
 - Fire Extinguisher Service
 - Fire Risk Assessment review (also after major works)
- 2 Yearly Tests (records lodged with Caretaker)
 - Portable Appliances (see Health and Safety Policy)

Appendix 1 - Fire Evacuation Plans/ Protocols

FIRE PRECAUTIONS

(A) Fire Drills

(1) Frequency Once per term

(2) Fire Exit Locations:

School 24

Technology building 7

Ground floor exits 3

Sports Hall 3

Exits in total 34

(3) Fire Call Points:

School 51

Technology building 9

Sports Hall 5

Fire Call Points in total 65

(B) On Discovery of

(1) Sound the alarm.

(2) Arrange to call the Fire Service immediately. (Fire Service would normally call school reception first and then speak with Site Manager)

(3) Supervise the evacuation of the Students.

(4) Register Students at the Assembly Point (on the Tennis Courts)

If you discover a fire in schoSol you will need to act calmly and quickly.

Do not attempt to put out the fire even if it is your fault unless you are a trained Fire Marshall.

RAISE THE ALARM. Do this by setting off the fire alarm. Break the fire alarm break glass at the call point. If it is a small fire you may feel confident to put the fire out. Do not attempt to tackle the fire if there is a danger of being trapped or you have not been trained. Always make sure that you have a clear escape route.

EVACUATION

A copy of the Fire Drill should be displayed in all form/teaching rooms. Students and staff should be aware of evacuation procedures.

On hearing the alarm, supervise the movements of the students to the designated assembly point by the safest and quickest route. **DO NOT SHORTCUT BY RE-ENTERING THE BUILDING.**

Registers will be brought to Assembly Point by administration staff and given to Heads of Year who will distribute quickly to form tutors. Heads of Year will cover any absent tutors- supported by SLT.

If possible, staff should turn off gas and electricity supply in the room they are evacuating.

Close the door to the classroom- do not lock

All emergency escape routes and exits are clearly marked with a running man white on a green background.

Staff must be familiar with the inter door connections. Doors must be left unlocked during teaching periods.

Do not stop to collect personal belongings.

Administration Staff comply with demarcation of duties in event of a fire drill.

All staff are to comply with the detailed instructions in Staff Handbook (this is updated annually).

In the event of an evacuation, no member of staff, student or visitor shall re-enter in building without permission of the senior member of Staff present. Where there are members of the Police or Fire Brigade present, the senior member of Staff shall seek permission from the Fire or Police Officer in Charge.

It is not the policy of the local authority for employees to fight fires, however it is a requirement by law that all employees have training in the use of portable fire extinguishers. **FIRE FIGHTING MUST ALWAYS BE SECONDARY TO LIFE SAFETY.**

ROLL CALL

One member of each team (Heads of Year for students, Deb Rogers and Marie Nicholls for all staff (teaching/support) and Deb Rogers for visitors must report to the Control Point, reporting "All Present", or names of any missing, including staff. Deb Rogers will bring the iPad 1 (in reception) to the control point to register staff. S Badger will provide technical support if required and bring a spare iPad out to the tennis courts to support. Marie Nicholls will bring the SLT iPad (in VP Office) to the tennis court area.

Any pupils receiving out of class intervention for any reason (pupils in IS etc.) should join their form groups for the roll call/register.

The Principal should be informed of anyone that is still "missing".

Site Management Staff to liaise with emergency services as required. All other support staff including catering and cleaning staff are to report to the appropriate designated person - see **Demarcation of Duties in Event of Fire** below.

First Aid Staff (S Douglas) should carry out a First Aid Kit to the Control Point.

FIRE PREVENTION

All fire exits and escape routes must be kept clear at all times. Internal fire doors which help stop fire and smoke from spreading must be kept closed. External fire doors will be checked daily to ensure that they open easily from the inside.

Fire alarms will be tested once weekly by site management staff at a different point each time and records kept of the findings.

Firefighting equipment will be tested annually and a record kept of the findings.

Fire warning systems (emergency lighting, smoke detectors, all call points and bells) will be tested quarterly and records kept of the findings.

A drill planning meeting and rapid review meeting will take place before and after any planned drills. A rapid review meeting must take place after any unplanned drills. P Jarvis retains fire drill records.

DEMARCATIION OF DUTIES IN THE EVENT OF A FIRE

Fire Evacuation report from 'Entry Sign'	BDG
Pupil's signing in/out book – use of whole school Events & Arrangements documentation (including cover arrangements)	ROG
Visitors/Cover Staff	ROG

PROCEED TO MEETING POINT

Registration of teaching staff 'Entry Sign'	NIC/ROG
Registration of non-teaching staff 'Entry Sign'	NIC/ROG
Registers for distribution to HoY	BAR/ FAD
Distribution of Registers to Form Tutors	HoY
Registers from Form Tutors	HoY
'Absence List' from registers	HoY
Absence List to be given to BAR/ROG for checking	HoY
Check Student Absence list against Absence Report	ROG/BAR/ FAD

REPORT TO PRR STAFF ATTENDANCE

NIC

REPORT TO PRR STUDENT ATTENDANCE

BAR

FIRE DRILL

STUDENT PROCEDURE

If the alarm sounds continuously without first having the intermittent sound, you must evacuate the school immediately.

Students stay quiet and listen to staff and follow instructions EXACTLY.

1. WHEN MOVING:-

- Students go with the group – LEAVE THE BUILDING BY THE NEAREST AVAILABLE EXIT.
- DO NOT push, run or overtake. Move quietly.

2. ONCE OUTSIDE:-

Assemble in alphabetical order on the **TENNIS COURTS** and report to your form tutor. Students must wait in silence.

3. REMEMBER:-

DO NOT TURN BACK

DO NOT RE-ENTER ANY BUILDING UNTIL TOLD

Fire Assembly Points

Tennis Courts

7-28	7-27	7-26	7-25	7-24	8-23	8-22	8-21	8-20	8-19
7C1	7C2	7L1	7W1	7W2	8C1	8C2	8L1	8L2	8W1

6-31
12C1

6-32
12L1

6-33
12W1

6-34
13C1

6-35
13L1

6-36
13W1

9-18 9C1

9-17 9C2

9-16 9L1

9-15 9L2

9-14 9W1

9-13 9W2

10-12 10C1

10-11 10C2

10-10 10L1

10-9 10L2

10-8 10W1

10-7 10W2

Principal &
DSL

Attendance Team

11-1	11-2	11-3	11-4	11-5	11-6
11C1	11C2	11L1	11L2	11W1	11W2

Onsite AP

VISITORS

ENTRANCE



Fire Action

Any person discovering a fire or symptoms of a fire:

1. Operate the nearest fire alarm or use any telephone and dial 999, stating your location.
2. Attack the fire if possible with the appropriate extinguisher **BUT NOT AT RISK OF PERSONAL INJURY.**

Action on hearing the fire alarm:

1. Leave the building by the nearest safe exit and make your way to the assembly point (**Tennis Courts**) – **DO NOT USE LIFTS.**
2. The fire marshal will take charge of the evacuation and ensure that no one (including any member of the public) is left in the building.
3. All doors, wherever possible, should be closed whilst evacuating the building to prevent the rapid spread of fire. Switch off any equipment that may be dangerous to leave on.



1. Do not stop to collect personal belongings.
2. Do not use lifts.
3. On reaching assembly point remain in an orderly manner, do not obstruct traffic flow.
4. No person to re-enter the building under any circumstances until instructed to do so by the senior officer.

EMERGENCIES

FIRE DRILL

A copy of the Fire Drill should be displayed in ALL Form / Teaching rooms. Both students and staff should be aware of the drill. Fire Drills will be held each term.

STUDENT SAFETY COMES FIRST

IF YOU DETECT FIRE:

1. Control the class.
2. Set off the *NEAREST ALARM*.
3. Direct class by *NEAREST WAY* to open air and then to *TENNIS COURT AREA* leaving property in room.
4. Telephone Fire Brigade by dialling (9)999 on nearest internal telephone.

IF YOU HEAR THE ALARM:

1. Direct the class to open air by *NEAREST SAFE WAY* (you in the rear), leaving property in room. Ensure windows and doors are closed. Lights off.
2. Assemble students on *TENNIS COURT* in allocated place.
3. Call the roll of *YOUR OWN FORM* having collected Register from Head of Year.
4. Report "all present" or names of any missing to Attendance Officer
5. Non-form Staff report to ROG.
6. Building check to be made by Site Management Team.

NOTES:

1. Registers will be brought to *FIRE ASSEMBLY POINT AREA* by *OFFICE STAFF* and given to Heads of House. If the alarm sounds prior to returning registers to the office, Form Tutors are responsible for bringing their registers with them.
2. The *NEAREST SAFE WAY* to the open air may not always be the *DIRECT ROUTE*
3. *STAFF* must be familiar with inter-block connections (alternative route). Doors must be left unlocked during teaching periods.
4. *NO STUDENT* will return to the building except on instruction from staff.
5. Form staff to report to NIC, once list checked.

6. Support staff to report to NIC.
7. Peripatetic teachers to report to ROG. Form staff to report to NIC, once list checked.
8. Staff on registration cover to substitute for form staff in ALL above functions.
9. Visitors to the School should be escorted to the fire assembly point by the host.

Principal to be responsible for Student control during the Fire Drill and dismissal assisted by all staff.