



The John Roan School

The best in everyone™

Part of United Learning

FIRE SAFETY POLICY

WESTCOMBE PARK AND MAZE HILL

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1. Fire Policy Statement

The John Roan School considers fire safety to be very important and wishes to assure all staff, pupils and visitors that it has appropriate policies and procedures in place to safeguard all from the effects of fire and dangerous substances that could give rise to fire. With this aim, appropriate fire prevention/precaution measures shall be taken and evacuation procedures will be tested regularly.

2. Policy Objectives

The objectives of this policy are to ensure

- Roles and responsibilities are clearly defined and understood in order to secure fire safety
- 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
- 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
- All fire equipment is maintained by a competent person
- All members of the community, including contractors and visitors, are provided with clear and relevant information regarding fire risks and measures
- All buildings are designed in accordance with relevant standard
- Staff are consulted about policy and procedures for ensuring fire safety

3. Fire Safety

Fire safety is everyone 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.

4. Fire Safety Precautions

Fire doors must be kept closed at all times to prevent the spread of the fire and toxic smoke.

Corridors, stairways, landings and escape routes must be kept clear at all times of anything that is likely to cause a fire or an accident or to impede evacuation in an emergency.

Hazardous materials must be stored, used and disposed of in accordance with all legal requirements.

All fire equipment must be kept free from obstruction and readily available for use in emergency. If any equipment is misused or missing, this must be reported immediately.

5. Roles and Responsibilities

Headteacher

Has overall responsibility for fire safety, which is delegated to the following.

Cluster Facilities Manager/Deputy Facilities Manager

Ensure effective governance on fire safety issues.
Be present at the alarm panel, inform staff of the situation, and evacuate everyone off site in emergency via radio.
Ensure that designated Fire Wardens carry out their duties.
To call emergency services in the event of a fire.

Facilities Management Team

Ensure fire risk assessments are carried out and reviewed. Maintenance of fire alarm and emergency lighting systems.
Maintenance of fire equipment.
Ensure that sufficient competent/trained Fire Wardens are nominated.

SLT

Ensure that students vacate the building in calm and orderly fashion.
Direct staff, students and visitors to the fire assembly points.

Fire Wardens

Assist in the evacuation of the building.
Check that any staff, students or visitors with disabilities are assisted as planned.
Report the location and assist staff, students or visitors at refuge points.
Fight the fire, if trained and safe to do so.

Teachers with a class must:

Line students up and ensure that every student leaves the classroom.
Close the door. Escort the class from the building in silence according to the Fire Exit route displayed in the classroom or best alternative if the prescribed exit is blocked. Do not bring personal belongings if this hinders speedy evacuation of the building.

Teachers not in charge of a class must:

Help supervise the evacuation of the building to the fire assembly points.

Reception

When the fire alarm sounds, the Receptionist will take the roll call and share with Sixth Form and check visitors and staff members at the fire assembly points.

6. Evacuation Plan

All fire routes will be laminated and placed in every room for staff to familiarize themselves with their nearest fire exit and fire routes to the assembly point, checked regularly by the Facilities Team.

On hearing the fire alarm, classroom teachers are to instruct the students to stand quietly behind their chairs and to leave the classroom in a sensible manner. Once all students have left the classroom, the member of staff is to ensure that the classroom is empty and the door is locked, then move quickly out to the designated assembly point.

Once the students have left the classroom, they are to follow the direction arrows towards the nearest fire exit, whilst listening to the instructions given to them by the Fire Wardens.

Once outside the school buildings, both teachers and students are to move quickly to the evacuation assembly area and line up in their Tutor Groups.

Students are to line up in alphabetical order and remain standing one in front of the other. The Form Tutor or class teacher must then account for students in the class and inform HOYs and senior leaders of the names of those missing.

Students missing from lessons must be brought to the attention of the Attendance Officer by HOY's or SLT members for verification & confirmation of absences, if students have not joined their Tutor Group at the assembly point.

Form Tutors or teachers are then to remain with their Tutor Group in order to maintain control and discipline over the students and will be held responsible for their behavior throughout any evacuation procedure.

At Westcombe Park only, support staff and visitors are to assemble by the clearly signposted tree in the playground. Teaching staff are to assemble by the cages, which are also clearly signposted.

Students and staff are to remain in their evacuation assembly areas until instructed to move by the Headteacher, Deputy Headteacher or a member of the Facilities Management Team.

Once the "all clear" has been given, **staff** will be asked by SLT to move back into the school **first** so that they can open the classroom doors and be waiting for students to arrive following their dismissal.

Students will be dismissed class by class and **only** on the directions given by the Evacuation Assembly Area Warden.

7. Refuge Points/Students with Limited Mobility

At Westcombe Park and Maze Hill, there are designated refuge points in every stairwell of the building. Each refuge point has a sign advising its location. All students who use wheelchairs, power chairs or those identified as having limited mobility who are in a classroom situated on the ground floor will evacuate with their class. It is the responsibility of their teacher to ensure that they are at the head of the line of students and leave with their classroom teacher. They will evacuate with all other students to the assembly point.

All students who use wheelchairs, power chairs or those identified as having limited mobility who are in lessons on any floor above ground level are to wait at their classroom door where they will be met with their appointed TA. They will then make their way to the nearest refuge point with their appointed TA.

Once at the refuge area, the TA will use the refuge phone to call down to the member of the Facilities Team positioned at the fire panel. The TA will confirm their name, the name of the student they are with and which floor they are on. The information given over the refuge phone will be passed onto the Cluster Facilities Manager/Deputy Facilities Manager/SLT so that the details can be recorded of who is still in the building and that they have reached a refuge point.

The TA will be instructed over the refuge point phone what will happen next as follows:

- In the case of a drill or false alarm, they will be instructed to stay where they are and await a member of the Facilities Team to come and give them the all clear to return to class.
- In the event of an emergency situation, they will be instructed to stay where they are and await the emergency services for evacuation.

Once the emergency services arrive on site they will be given full details of who is still in the building and their exact location. A list of the students who use wheelchairs, power chairs or those identified as having limited mobility and a timetable of the appointed TAs will be kept in the DSP area.

8. Evacuation Chairs

An Evacuation Chair is a lightweight but sturdy device which, in appearance, is very much like a lightweight wheelchair. In the event of an emergency evacuation, the Fire Wardens will summon an evacuation chair via the Cluster Facilities Manager/Deputy Facilities Manager stationed at the fire panel if required. The evacuation chair will be used to transport injured or mobility impaired persons to the nearest refuge point and await the emergency services for evacuation.

In a situation where time is of the essence, mobility impaired or injured persons will be transported downstairs and out of the building. Evacuation chairs are designed specifically for use on stairways, and therefore generally equipped with a combination of wheels and 'skids', so that it can glide downstairs under the control and guidance of a trained operator.

9. Staff Responsibilities during Fire Evacuation

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

Those members of staff without direct responsibility for either a Tutor Group or a class, 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 nominated member of SLT.

**ON NO ACCOUNT MUST ANY MEMBER OF STAFF REMAIN IN THE SCHOOL
BUILDING DURING AN EMERGENCY EVACUATION, UNLESS THEY ARE
UNDERTAKING AN OFFICIAL ROLE IDENTIFIED IN THIS EVACUATION PROCEDURE.
For a list of designated Fire Wardens, refer to Annex 1**

On hearing the fire alarm, a member of the FM Team and the designated member of SLT will move directly to the alarm board. At the same time, the Receptionist and the staff assigned in our fire procedures will collect the relevant Tutor Class and lists for that building, as well as any updated information concerning late comers and those who have left school between Registration and the time of the alarm and take it out to the Tutor or class teacher and make their way out of the building to the assembly point.

Once the source of the alarm has been identified, the FM Team Member will investigate the area, while the SLT member remains at the Board.

During this time, those members of staff identified as Fire Marshals will move into their positions and begin directing students out of the buildings via the nearest exit.

Once the corridors have been cleared, the Fire Marshals will move through the corridors checking that classrooms are empty and that the doors are locked. They will move towards the Alarm Board area and report to the Fire Warden Sign off Coordinator.

Once the cause of the alarm has been identified, the Cluster Facilities Manager/Deputy Facilities Manager will communicate to the Headteacher if:

- It is a false alarm, or
- There is a need to call the Emergency Services

It is the responsibility of the Cluster Facilities Manager/Deputy Facilities Manager to phone the Emergency Services and go out to the Evacuation Assembly area.

In the event of the fire alarm sounding during Registration or assembly in the morning; during morning break or at lunchtime the following procedures are to be followed:

Registration / Assembly

- ❑ Those students and staff in an assembly will be under the direct control of the HOY, SLT member or subject leader taking the assembly.
- ❑ Students will be asked to stand quietly and be directed to the nearest fire exit.
- ❑ Students must move straight out to the evacuation assembly area and not go back to their Tutor Rooms in order to pick up any other personal belongings.
- ❑ Students and staff who are in Tutor Rooms during this time must follow the established evacuation procedure as stated earlier.

Morning Break and Lunch Time

- ❑ Staff and Fire Marshals on internal corridor duty are to clear the corridors, as quickly as possible by instructing students to leave the building by the nearest exit. They must also check and lock all classroom rooms as described previously.

- ☐ Those staff in the staffroom and in their offices must leave these areas as quickly as possible and support internal duty staff in evacuating students from the building.
- ☐ Those staff and supervisors on external duty are to move the students towards the Evacuation Assembly Area making sure to circulate and sweep all the external areas thoroughly.
- ☐ Students are to line up in their designated assembly areas and staff must follow the previously stated procedures.

Before and After School Clubs and Activities

- ☐ Should the alarm sound before 8.30am or after 3.10pm, staff are to gather their activities groups together and follow the evacuation procedure as described. Once out in the evacuation assembly area, staff are to keep their group in one place and wait to be told that it is safe to re-enter the building by either a member of SLT or by a member of the FM Team.

Parents Evenings/After School Events

- ☐ In the event of the alarm sounding during a parents evening, all members of staff are responsible for evacuating parents and students from their immediate area of responsibility at that particular time.
- ☐ Those members of staff interviewing in classrooms must terminate their interviews immediately and direct parents and students out of the rooms and along the corridors to the nearest exit. Staff should then follow the evacuation procedure as previously described by ensuring that classroom windows are closed and the doors are locked after the last person has left.
- ☐ Those staff interviewing in the Hall should terminate their interviews immediately and direct parents and students towards the nearest exit. Once the Hall has been cleared, staff are to make their way out of the building under the direction of the FM Team.
- ☐ As staff make their way out of the building, they are to help clear the corridors by guiding parents and students out of the buildings towards the Evacuation Assembly Area. Once outside in the Evacuation Area, staff are to stay with parents and students until they are told to return to the building by the FM Team.

Visitors and Parents

- ☐ All visitors to the school will be issued with evacuation procedure instructions on their arrival to the school.

Visitors to the school are the responsibility of their “host” and must be escorted to the Evacuation Assembly Area by the particular member of staff concerned.

Contractors and Outside Users

- ☐ Special arrangements have been made for all contractors working on site and for those external groups that have hired the school buildings at weekends and late evenings.

Use of Electrical and Gas Equipment

- ☐ When the fire alarm is sounded, staff working in areas where electrical equipment is being used, such as laboratories, workshops and food technology, should inform pupils to turn off equipment and unplug equipment where possible. If equipment is a heating device, ensure that the area around the equipment is clear before leaving the room.
- ☐ Gas appliances, such as ovens or Science equipment, should be turned off and also the main valve to the area turned to off position where possible. Any equipment that may still be generating heat should be moved to a clear area before the room is evacuated.

Use of Safety Equipment

- ☐ All staff are expected to ensure that pupils and other users are out of the building before attempting to use any of the firefighting equipment.
- ☐ FM Team, 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 pupil should be asked to use any of the equipment by any member of staff.
- ☐ Fires in cooking 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.

10. Calling the Fire Brigade

It is the school policy that the fire brigade will be called on any confirmed outbreak of fire. The Cluster Facilities Manager/Deputy Facilities Manager is responsible for calling the fire brigade when the alarm is sounded. Where the alarm is raised by the school's automatic smoke detection, the Facilities Manager/Deputy Facilities Manager will call the fire brigade if a fire is confirmed, or within 60 seconds of the alarm being raised if a false alarm is not confirmed.

11. Meeting the Fire Brigade

The FM Team 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 deputize for them.

12. Events Taking Place Out of School Hours - such as School Plays or External Lettings

Where events are organized outside normal school hours, or by outside organizations, it is the responsibility of the member of staff organizing the event or arranging the letting to ensure that

the Cluster Facilities Manager is consulted and appropriate precautions, including arrangements for evacuation and calling the fire brigade, are put in place.

The Cluster Facilities Manager may impose specific restrictions on the type of letting or activity or the number of persons involved and the number and layout of any seating. It is particularly important to consider whether a public entertainment license will be needed for the event being organized.

13. Maintenance of Fire Doors, Fire Exit Doors, Fire Equipment and Systems

System	Frequency	Method of Test
Fire Alarm	Weekly	Test operation of different call point
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 an annual inspection and maintenance is in date
Fire doors	Monthly	Check that doors are closing fully and, where fitted, latches are operating
Stairwells and stairwell landings	Daily	Check that combustible material and storage has not been placed inside protected stairwell enclosures
Corridors, Escape Routes and Fire Door Exists	Daily	Check exit doors are unlocked and that escape routes are free of obstruction
Fire Exit Doors	Daily	Check that doors are opening freely and that emergency exit fittings are operating correctly

14. Risk Assessments

TYPE	REVIEWED	EVALUATED BY
Fire extinguishers	Yearly	Trafalgar Fire
Fire Panel	Yearly	Alpha
Delaying the fire alarm	Every 2 years	Facilities Management Team
School day without fire	Every 2 years	Facilities Management Team
Fire precautions	Every 2 years	Facilities Management Team
Classroom	Yearly	Facilities Management Team
Portable appliance testing	Yearly	Facilities Management Team

15. Annex 1:

**Designated Fire Marshal list showing areas and responsibilities
for Westcombe Park and Maze Hill.**

Fire Wardens (Reviewed January 2025)

WESTCOMBE PARK	Name of Marshal	Name of Back-up	Area of Responsibility
	Ms A Kayser	Ms D Elliot	Ground Floor Westcombe Park
	Mr R Gleeson	Mr J Hall	SLC/Activity Studio Area Westcombe Park
	Mr K Oakes	Ms C Lindsay	1 st Floor incl. Sports Hall & Changing Rooms Westcombe Park
	Ms M Dudys - Kelleher	Mr J Lau / Mr A Stringer	2 nd Floor Westcombe Park
	Mr R Gleeson/ Mr J Hall	Mr R Gleeson / Mr J Hall	Reception door and gate Westcombe Park
	Mr S Harry	Mr J Hall	Fire Panel/Refuge Points/ Fire Services Liaison Westcombe Park
	Ms D Elliot	Ms A Francis	Fire Warden Sign off Co-ordinator
MAZE HILL	Ms E Porter	Mr R Gleeson / Mr J Hall	Ground Floor/Hall Maze Hill
	Mr J Lau	Ms R Stibbe	1st Floor Maze Hill
	Mr R Gleeson	Mr J Hall	Technology Block Maze Hill
	Ms T Covington	Ms D McWilliams	Reception Maze Hill
	Mr S Harry	Mr R Gleeson / Mr J Hall	Fire panel/Refuge Points Maze Hill
	Ms D McWilliams	Mr J Hall	Fire Warden Sign off Co-ordinator
Sign off for Students	Ms T Arnold / Ms S Slee	Mr E Duncan	Westcombe Park
	Ms E Porter	Ms R Stibbe	Maze Hill
Sign off for staff/visitors	Ms D Stevens / Ms C McNamara	Mr K Oakes / Mr C Lindsay	Westcombe Park
	Ms D McWilliams	Ms R Stibbe	Maze Hill