



**HAGLEY CATHOLIC
HIGH SCHOOL**
SEMPER FIDELIS

Fire and Evacuation Plan and Procedures

Version	8
Date created/updated	September 2026
Date issued	01.09.2026
Policy review date	July 2027
Person Responsible	Tracey Brown (SBM)

Summary of Changes

Page 7 – Amended meeting point to main front entrance

Page 13 - Added PEEP template

Scope

This document outlines the procedure for the prevention of fire at Hagley Catholic High School and the action to take in the event of a fire. It details responsibilities and requirements of all staff, students and visitors to ensure their safety.

Responsibilities

The person with overall responsibility for fire safety at the premises is The Principal, with assistance from the School Business Manager and Site Manager. All records relating to fire safety will be held in the Fire Logbook and electronically on Every.

Role	Responsibility
Principal	- Review and approve all procedures relating to fire prevention and evacuation. - Facilitate practice evacuations. - Ensure that adequate resource is made available for the prevention of fire and the health and safety of all who use the premises. Escalate any potential risks or breaches to the academy committee.
School Business Manager	- Coordinate all planned preventative maintenance associated with the life safety systems and infrastructure. Organise any reactive or improvement works. - Organise practice evacuation exercises and report to the SLT any concerns or required improvements. Organise required training. - Organise the fire risk assessment and remedial actions, where there are significant associated costs escalate to the Principal.
Site Manager	- Carry out routine checks associated with fire prevention, including call points, fire panel, emergency lighting, fire doors, and firefighting equipment checks. To keep adequate records of all checks and file them in the Fire Logbook on Every - Maintain the fire logbook on Every. - Escalate any fire safety issue or concern to the Principal/School Business Manager. - Ensure adequate housekeeping including a routine check of the fire escape routes. - Assist contractors carrying out maintenance or other works on the fire systems. - Carry out routine check of plant room areas and to ensure that they are not used for storage.
Fire Marshalls	- Attend/complete Fire Marshall and any other applicable training as required. - Escalate any concerns relating to fire safety. - Carry out duties as detailed in the procedure below. (See page 5).
All Staff	Adhere to this procedure escalate any concerns relating to fire safety.

Fire Prevention

The following preventative measures are in place to control the risk of fire.

Action	Frequency	Responsibility
Fire panel check.	Daily	Site Manager
Check of firefighting equipment.	Weekly	Site Manager
Service of firefighting equipment (contractor)	Annual	School Business Manager
MCP test from a different call point each week (including check on all linked systems e.g. automatic closers and lifts)	Weekly	Site Manager
Fire Alarm Service (contractor)	Six Monthly	School Business Manager
Emergency lighting test	Monthly	Site Manager
Emergency lighting load test (contractor)	Annual	Site Manager

Fire Stopping inspection	Annual	Site Manager
Fire Door operational Inspection	Quarterly	Site Manager
Evac Chair Service (contractor)	Annual	School Business Manager
Portable Appliance Testing (contractor)	Annual	School Business Manager
Fixed wiring inspection (contractor)	5 Yearly	School Business Manager
Chemical Storage Audit	Annual	Site Manager
Housekeeping Audit	Weekly	Site Manager
Emergency procedures review	Annual	School Business Manager
Fire Drill	Once Per Term	Principal/School Business Manager
Review of training requirements	Annual	CFOO/School Business Manager

Each building is linked to an integrated fire alarm system operated by a mix of heat and smoke sensors and manual break glass alarm call points.

Breaking of the glass at the alarm call points will cause a continuous alarm to sound. The call points are located next to exits and on escape routes.

The alarm is tested once per week on Mondays at 4pm, unless otherwise advised by the School Business Manager.

Housekeeping

Smoking and Vaping is prohibited anywhere on the premises at all times of the day.

Storage areas are to be kept tidy and as far as possible free from combustible materials. No items are to be stored in fire escape routes. **All staff** have a duty to remove items from fire escape routes if they are causing an obstruction.

Where hooks are provided for bags and coats, they **must be used**. Bags and coats are not to be left on the floor outside classrooms.

Fire doors are intended to prevent the spread of fire and smoke and so they will automatically release when the alarm is activated. **Fire doors are not to be propped open at any time.**

Do not remove fire extinguishers or other firefighting equipment from the location that it was intended for. Do not obstruct any fire signage or equipment.

Portable electrical equipment that has not been PAT tested is **not to be used** on the premises. Do not overload sockets.

If you see a hazard, make it safe if you are able to do so without putting yourself at any risk and report it via the helpdesk system. If it requires immediate attention, please report it to the School Business Manager or Site Manager in person.

The entrance to the site is to be kept clear at all times to allow access to emergency vehicles.

Action to Take on Discovering a Fire

Any person discovering a fire will immediately sound the fire alarm by activating the nearest call point and then leave the building by the nearest safe exit, unless you are able to extinguish the fire (see below). The person who sounded the alarm must inform a member of the site team, the Principal or the School Business Manager of the location and nature of the fire on their exit or at the assembly point.

Only attempt to extinguish the fire AFTER YOU HAVE SOUNDED THE ALARM, and if:

You have been trained in the use of a fire extinguisher.

The fire is of a manageable size (no bigger than could be contained in a wastepaper bin).

You are not likely to put yourself or others in danger. Your exit is clear.

If in doubt.....GET OUT!

Use of an Extinguisher

Do not use a fire extinguisher unless you are trained to do so.

- Before using a fire extinguisher raise the alarm.
- Never open a door to a room or areas where you suspect there to be a fire.
- Only attempt to tackle a small fire.
- Ensure that you select the correct type of extinguisher. Do not use an extinguisher if you are unsure what is burning.



- Always tackle the fire from the furthest distance possible and never allow the fire to get between you and a means of escape.
- If the fire continues to grow or is not extinguished after the use of two fire extinguishers, leave the fire and proceed to the nearest means of escape closing the door to the room behind you.
- Always report directly to the Principal/Vice Principal or School Business Manager on your exit.

Evacuation Procedure

The **Site Manager** or assigned Site Officer is responsible for ascertaining the cause of the alarm i.e. whether it is a real fire or another cause of activation.

If it is not safe to investigate and/or it is established that there is a real fire, then the Fire Brigade will be called by the **School Business Manager** or in their absence the **Principal's PA**.

All staff, students and visitors (unless otherwise stated below) must immediately leave the building by the nearest exit.

If it is safe to do so and does not impede your exit, equipment (e.g. cookers, Bunsen burners etc.) should be turned off. Gas should be isolated where practicable. Doors must not be locked on the way out.

All persons must walk in a calm and orderly manner and must not stop to collect belongings. They must proceed straight to the fire assembly point at the back of the playing field.

Students must line up in their tutor groups in alphabetical order. They must remain silent at all times.

All **Support Staff** (including Teaching Assistants) will assemble on the cricket strip. **Teaching staff without a tutor group** will also assemble on the cricket strip.

Students who are taking examinations are to be segregated from other students by assembling them together towards the tennis courts, they are then registered by the **Examinations Officer**.

Students with medical requirements will evacuate to the front main entrance gate.

Fire Marshals will carry out a sweep of their area before proceeding to the assembly point (Fire Marshals listed in Appendix 1). They must not put themselves in any danger. They must not open the door to any room that they suspect may contain a fire. A Fire Marshal must ask all remaining persons to exit the building and escalate to the **Principal/School Business Manager** anyone remaining in the building.

Once they have checked their designated area, they must exit via the nearest escape route and report their findings to **SLT** (for the purposes of Fire Evacuation this will be **School Business Manager** - located on the cricket strip), who will keep a record that all areas have been checked.

The **Receptionist** will take the following to the cricket strip on the field:

- List of visitors from Inventory
- Information pack for the fire brigade (detailing gas/electric shut off points and chemical stores)
- Any iPad available for registration
- Emergency Grab Bag

The **Lead First Aider** will take a grab bag to the assembly point (Gate House) and will administer first aid, if required.

The **Kitchen Staff** will isolate the gas and electricity before exiting (if it is safe to do so). They will then assemble on the centre of the field and will be registered by the **Kitchen Supervisor**.

Tutor groups will register their classes and report to their **HOY**. **HOY** will report to their relevant **SLT** member. (See Appendix 1)

If a form tutor is absent, the cover supervisor/member of staff who took the register in the morning will be responsible for taking the register for that form group. **The Assistant Principals** will inform the **Vice Principal** of any missing students and report on to the **Principal**. The **School Business Manager/Principal's PA** will liaise with the emergency services.

Sixth Form Students from Haybridge will form a line next to the School Sixth Form Students. They will be registered by the **Sixth Form Administrator**.

The **Head of Sixth Form/Sixth Form Pastoral Lead/Sixth Form Administrator** will take the registers and report back to the designated member of **SLT**. (See Appendix 1)

Examination Invigilators to be registered by the **Examination Officer**, reporting any missing persons to the **School Business Manager**.

The **Assistant SENDCO** should attend the gatehouse to register students who cannot line up on the field due to their additional needs.

Teaching Assistants will attend the assembly point on the field.

The **Cover Administrator** will register both the **Supply Staff** and **Visitors**, reporting any missing persons to the **School Business Manager**.

The **School Receptionist** will register all the **Teaching Staff with a form group**, reporting any missing persons to the **School Business Manager**.

The **Attendance Officer** will be responsible for liaising with Heads of Year and SLT regarding students who have signed out or are missing from the roll call.

The **Admissions Officer** to register all the **Support Staff** not already allocated, plus all teaching staff without a form group and report any missing persons to the **School Business Manager**.

The Principal will complete the register compiling all the information from those mentioned above. They will then escalate to the emergency services as required.

No one is permitted to re-enter the building until given permission to do so by the principal (or Vice Principal in the absence of the Principal).

Arrangements for The Safe Evacuation of Persons at Higher Risk

Those considered at higher risk include those with disabilities or impairments, hirers, and visitors (unfamiliar with the site) and lone workers.

Any students, staff or visitors with a disability or impairment that may prevent them from evacuating in the manner described above will have a personal evacuation plan. This will include the use of refuge areas and evacuation chairs if applicable.

All students who use a wheelchair have an allocated teaching assistant. They will be escorted from their classroom to a separate assembly point by the Site hut. Those using a wheelchair or crutches must leave the classroom behind the rest of the class. As they are likely to move slower, they may impede the safe exit of the rest of the class if leaving at the front.

All possible measures are taken to avoid the need for a person in a wheelchair to be in an upstairs classroom, however if this does happen, they must not use the lift in the event of a fire alarm. A member of staff trained in the use of the Evac Chair will assist them to exit the building (to be detailed in their PEEP) and will take them to the assembly point at the front of school.

If a student has had an accident/injury and does not usually require the use of crutches or a wheelchair, the School Business Manager/First Aid Department will carry out a personal risk assessment detailing the action to be taken in the event of a fire.

Lone workers will listen for the fire warning bell and leave the building as quickly as possible making their way to the assembly point on the field. In the extremely unlikely case of them being on the premises on their own then they should dial 999 and summon the Fire brigade making sure that they are well away from any point of

danger. Any work that would inhibit a person from hearing the fire alarm will not be permitted to be carried out as lone working.

When **visitors** sign in, they are instructed that in the event of a fire they should assemble on the field with members of support staff. They will then be registered as present.

When **contractors or hirers** book to come to site, the signing in system requests such information as to whether the visitor should require any assistance. If this is the case a PEEP would be arranged. All other visitors would be required to follow the fire evacuation signs around the school. A designated lettings officer will be available to assist all hirers along with a fire plan being sent to the lead person in charge of hiring the premises. They will be responsible for coordinating the response to a fire alarm if they are the only member of staff on the premises.

Contractors must provide a risk assessment and method statement detailing that precautions that they must take on site for the safety of their employees. However, they must also abide by the school procedure as set out above. They will be registered at the assembly point with support staff.

Appendix 1: Fire Evacuation Roles and Responsibilities

Investigate Cause/reset alarm	Fire Marshalls complete block checks report to SBM			Heads of Year/SLTC R&Rs	Form Tutors R&RS	Others Taking Register	
	Block A	E Morgan/	S Elcock	L Imrie S Bunn S Palmer R Winters M Devine E Morgan FGR to liaise with HOY to cross check students who have signed out	• Register form group • Inform HOY of any students missing • Manage quiet and ordered line ups	• School Receptionist to check teaching staff and report to SBM	
Asif Aziz	Block B	All PE staff				• Lead First Aider to report to SBM	
Jon Franklin	Block C	F Mallinson/C Smith					
Richard Harris	Block D Upper	A Holland/D Eagles					• Admissions Officer to register all support staff and teaching staff without tutors’ groups and report to SBM
	Block D Lower	E Barrett/L Clements					
	Block E	PE staff					
	Chapel, Halls + PE	L Thomas	All HOY to inform associated SLTC of missing students Y7 + 8 NMZ Y9 + 10 NHA Y11 + 6 th RRO G Barratt to lead on behaviour management				• Exams Officer to register exam invigilators and students in exams where necessary, and report to SBM
	FARM, Resources & Kitchen	S Wren		SLT to inform VP missing students and report on to Principal			
		N Muflahi					
	Block F Ground Reception Area	S Reyner					
	Block F First Floor	T Brown			• SBM to inform Principal of any missing persons		
	Block G Ground	D Anderson	• SBM to liaise with site staff as to cause of alarm				
	Block G First	M Busst					
	Block H	R Hodgson/S Taylor		• AP: B&A to act as back up, where required, and lead on student management.			

	Block I	E French/P Farley
	Block J	M Busst
	Block K	J Bayliffe/M Williams
	Block L	M Button/S Field

Nb: Staff highlighted completed Fire Marshall training on 26th June 2026

- SBM to record time taken to exit building

Appendix 2: Senior Leadership Team Responsibilities

Assistant Principals will liaise with Heads of Year to ensure that all students have been accounted for. A member of the Senior Leadership Team will be available to support Heads of Year with their year groups as required.

They will also assist the Heads of Year and Tutors in maintaining order by walking between the lines of tutor groups ensuring that students remain in silence in alphabetical order.

In the absence of a Head of Year, an SLTC member will check that all students have been accounted for in that particular year group. In the absence of a Tutor, Cover Supervisor or Supply Staff, the Head of Year will ask a member of Extended Leadership to assume the role of Tutor.

In the absence of multiple Tutors in a year group, the Principal will organise for another member of staff to register the group.

Appendix 3: Senior Leadership Team Responsibilities

Assistant Principal will liaise with Heads of Year to ensure that all students have been accounted for. A member of the Senior Leadership Team will be available to support Heads of Year with their year groups as required.

They will also assist the Heads of Year and Tutors in maintaining order and ensuring that students remain in silence in alphabetical order.

In the absence of a Head of Year, an SLTC member will check that all students have been accounted for in that particular year group. In the absence of a Tutor, Cover Supervisor or Supply Staff, the Head of Year will ask a member of Extended Leadership to assume the role of Tutor.

In the absence of multiple Tutors in a year group, the Principal will organise for another member of staff to register the group.

Appendix 4 PEEP Template

Policy

This school positively promotes inclusion and will take all reasonable steps to ensure that children/young people or staff who might be classed as disabled or SEN are not discriminated against or treated less favourably than others.

The school will work in partnership with the disabled person, their representatives (where necessary), and other interested parties to ensure that policy and procedures are created in the best interest of the individual. The school will endeavour to make reasonable adjustments in equipment or learning support in order to maximise educational opportunities it will also identify any additional arrangements which need to be in place for activities which take place away from the premises.

Progress and compliance with this policy will be monitored and reviewed by the governing body/management team.

To ensure the safety of all persons in an emergency the school will create Personal Emergency Evacuation Plans (PEEPs) where a need has been identified.

The school will update its risk assessments and PEEPs either on an annual basis, where the health & safety needs of the individual change, after an incident or where there are changes within the establishment that may affect the individual. Where changes need to be made they will be discussed with all affected parties.

The roles and responsibilities of staff and the governing body/ senior leadership team, with regard to supporting those needs, will be identified from those discussions and will also be based on the results of risk assessments. These will all be recorded and reviewed either annually or where there is a change in circumstance.

In order to support an individual with complex health needs appropriate members of the governing body and staff will receive appropriate information.

The school's management team will ensure that this policy is aligned with all other relevant policies and procedures.

Signed

Date

INTRODUCTION

The purpose of this PEEP is to enable the school to implement policy and procedures in order to discharge part of its duty towards disabled pupils/young people or staff under the Regulatory Reform Order 2005; the Education Act 1996 and the Equality Act 2010

This plan will ensure that personnel with a mobility issue, whether permanent or temporary, are not put at any disadvantage or treated less favourably in the event of an emergency situation.

This plan will:

- Identify any specific needs of the individual
- Identify staff responsibilities
- Identify staff training requirements
- Identify specific evacuation routes where appropriate,
- Identify refuge areas and specific evacuation procedures.

This 'PEEP' will be reviewed at least annually to ensure that the most up to date information is available. Further reviews will be undertaken where there is a change in the person's health; a change in procedures or an alteration of the premises.

PLAN OBJECTIVE

NAME OF PERSON AND REASONS WHY PEEP IN USE

EVACUATION PROCEDURE

NAME OF PERSON will follow the same evacuation route as all other pupils and a member of staff will be on hand to assist NAME OF PERSON if required.

In the event of an identified emergency, it is not expected that NAME OF PERSON will require any assistance from emergency services

Plan Requirements

Action Required	Action taken
All staff and NAME OF PERSON to be advised of the procedure.	Advised staff
New staff to be advised of procedures as part of induction training.	Part of Induction
Personal Emergency Evacuation Plan to be practiced.	Part of termly fire drills
Include arrangements for Invacuation (lockdown)	Part of Procedures