



**HAGLEY CATHOLIC  
HIGH SCHOOL**  
SEMPER FIDELIS

# Fire and Evacuation Plan and Procedures

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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	<ul style="list-style-type: none"> <li>Review and approve all procedures relating to fire prevention and evacuation.</li> <li>Facilitate practice evacuations.</li> <li>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.</li> </ul>
School Business Manager	<ul style="list-style-type: none"> <li>Coordinate all planned preventative maintenance associated with the life safety systems and infrastructure. Organise any reactive or improvement works.</li> <li>Organise practice evacuation exercises and report to the SLT any concerns or required improvements. Organise required training.</li> <li>Organise the fire risk assessment and remedial actions, where there are significant associated costs escalate to the Principal.</li> </ul>
Site Manager	<ul style="list-style-type: none"> <li>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.</li> <li>Maintain the fire logbook.</li> <li>Escalate any fire safety issue or concern to the Principal/School Business Manager.</li> <li>Ensure adequate housekeeping including a routine check of the fire escape routes.</li> <li>Assist contractors carrying out maintenance or other works on the fire systems.</li> <li>Carry out routine check of plant room areas and to ensure that they are not used for storage.</li> </ul>
Fire Marshalls	<ul style="list-style-type: none"> <li>Attend/complete Fire Marshall and any other applicable training as required.</li> <li>Escalate any concerns relating to fire safety.</li> <li>Carry out duties as detailed in the procedure below. (See page 5).</li> </ul>
All Staff	<ul style="list-style-type: none"> <li>Adhere to this procedure escalate any concerns relating to fire safety.</li> </ul>

## 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 Gate House at the front of the school.**

**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

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 the **Supply Teachers** and complete the register, 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 Security Gatehouse. 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 Security Gatehouse.

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 and report to SBM		Heads of Year/SLTC R&Rs	Form Tutors R&Rs	Others Taking Register
	Block A	M Behan/ S Elcock	L Imrie	<ul style="list-style-type: none"> <li>• Register form group</li> <li>• Inform HOY of any students missing</li> <li>• Manage quiet and ordered line ups</li> </ul>	<ul style="list-style-type: none"> <li>• School Receptionist to check teaching staff and report to SBM</li> <li>• Lead First Aider to report to SBM</li> <li>• Admissions Officer to register all support staff and teaching staff without tutors' groups and report to SBM</li> <li>• Asst SENDCO to register SEND students (as required) and report to SBM</li> <li>• Exams Officer to register exam invigilators and students in exams where necessary, and report to SBM</li> <li>• Cover Administrator to register supply staff and visitors, and report to SBM</li> <li>• All staff above to inform of any missing persons</li> <li>• SBM to inform Principal of any missing persons</li> <li>• SBM to liaise with site staff as to cause of alarm</li> <li>• AP: B&amp;A to act as back up, where required, and lead on student management.</li> <li>• SBM to record time taken to exit building</li> </ul>
Asif Aziz	Block B	All PE staff	R Winters		
Jon Franklin	Block C	F Mallinson/C Smith	M Devine		
Richard Harris	Block D Upper	A Holland/D Eagles	S Bunn		
	Block D Lower	E Barrett/L Clements	S Palmer		
	Block E	PE staff	M Behan		
	Chapel, Halls + PE	L Thomas	FGR to liaise with HoY to cross check students who have signed out		
	FARM, Resources & Kitchen	H Orchard R Hodgson	All HOY to inform associated SLTC of missing students		
	Block F Ground Reception Area	M Cleland S Reyner	Y7 + 8 NMZ		
	Block F First Floor	T Brown	Y9 + 10 NHA		
	Block G Ground	D Anderson	Y11 + 6 <sup>th</sup> ATR		
	Block G First	M Busst	G Barratt to lead on behaviour management		
	Block H	N Hackett/M Jhamat	SLT to inform VP missing students and report on to Principal		
	Block I	E French			
	Block J	P Farley			
	Block K	M Williams/J Bayliffe			
	Block L	M Button/D Goddard			

Nb: Staff highlighted completed Fire Marshall training on 2<sup>nd</sup> October 2023

## **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**

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