



# FIRE PROCEDURES

## GATEWAY PRIMARY FREE SCHOOL

This Policy was ratified by the Board of Directors on:	Summer 2024
This Policy will next be reviewed:	Summer 2027
This Policy will be reviewed by:	GLC Board

### GLC Mission Statement

The GLC's mission is to develop active and thriving citizens within a diverse, truly fair and equal community.

This will be achieved through:

- High quality teaching that deliberately develops competencies of curiosity, creativity, communication and critical-thinking;
- An inspiring and meaningful curriculum;
- The development of productive relationships by instilling the values of compassion, resilience, responsibility and aspiration to prepare our young people for learning and life;
- A commitment to the wellbeing of our staff;
- A culture of professional generosity, collaboration, challenge and support throughout the GLC;
- The development of effective external partnerships for the benefit and wellbeing of our community.

### Equalities Statement

The GLC's commitment to equality is enshrined in our mission statement to develop 'active and thriving citizens within a diverse, truly fair and equal community'.

We are a vibrant, innovative and successful organisation: we work hard to be the place of choice to work and to learn. Across the 5 academies of the GLC, we pledge that everyone enjoys an equality of opportunity. We work tirelessly to ensure that individual characteristics including age, ethnicity, socio-economic background, academic ability, disability, gender, religious beliefs, sexual orientation are not discriminated against in any way. We create inclusive environments characterised by mutual respect where difference is celebrated.

**Statement of Intent:**

This Fire Safety Plan and Procedures outline our commitment and strategy for the protection of all users of the premises from the consequences of fire in accordance with the Regulatory Reform (Fire Safety) Order 2005.

We manage Fire Safety within the buildings by both structural fire precaution methods and a proactive fire safety management culture.

The aim of this fire safety policy is to ensure that the potential for fire ignition is reduced to a minimum and that all fire escape routes and other fire safety systems are maintained and reviewed to ensure effectiveness in protecting life and the School.

All pupils, staff and visitors are protected by our safe working practices and fire safety management procedures. The School will ensure that all staff are appropriately trained in their responsibilities relating to fire safety and responding to a fire emergency and full evacuation process.

A copy of this Policy will be made available to all members of staff. The Policy will be kept up to date and reviewed every year by the Principal and the Business Manager and submitted to the Governors for approval and signature.

Signed .....  
Chair of Governors

Signed .....  
Head of School

Signed .....  
Chief Executive Officer

Date .....

Review date: June 2024

# FIRE PROCEDURES

## GATEWAY PRIMARY FREE SCHOOL

The likelihood of fire in the school building may well be small but the consequences are so extreme that every effort must be made to ensure that effective procedures are in place. Anyone finding a fire should immediately use the nearest fire alarm call point (break glass) and raise the alarm.

**At the time of occupying the new building in March 2014, the following are of note:**

**1. The manual unlocking of fire doors.**

Any door fitted with a 'Snib' lock (thumb turn) will be opened by **Site Staff** at the start of each day this will also include any areas used by lettings on evenings & weekends. **Site Staff** will be responsible for locking these doors at the end of each day as part of the security lock-up procedures.

**2. Access controlled fire doors and selected access controlled gates.**

All access controlled fire doors including some external gates, e.g. the stairwell link gate and community gate have been integrated into the buildings fire alarm system and will unlock/release automatically on activation of the schools fire alarm. (Note) Power to the security mag-locks will be restored once the fire panel has been fully reset.

**3. Mains power failure.**

In the event of a mains failure to any building on the campus the following statement will apply; No after-dark occupation of the site will take place until the external emergency lighting has been fully retested.

**4. Manually operated gates.**

In the interest of Health & Safety, Security and Safeguarding purposes it is necessary for internal gates to remain locked during normal school operating times. For evacuation purposes any combination codes and/or gate keys will be given to selected members of the evacuation team; Senior Management, Fire Marshals, Site-Staff, Reception Staff or any other member of staff playing a key role in the evacuation process.

The Support Service Manager will be responsible for the allocation of these gate keys & combination codes and should include clear instructions on what to do in the event of an evacuation.

**5. Lifts.**

In the event of a fire the lifts will remain on the ground floor and will remain inoperable until the fire alarm system has been fully tested and reset. Disabled persons will be evacuated either by ramp, being helped by other persons or via evacuation chairs situated at each disabled refuge point. (Typically situated above ground level located in the vicinity of stairs).

For more information on disabled evacuation please see: **GLC - Disabled Persons Evacuation Procedures.**

## Introduction

- 1.1 This guidance is specific in dealing with an evacuation of the school building in the event of a fire. Separate plans have been prepared and adopted for the evacuation of disabled occupancies within the building and in the event of a bomb warning and/or terrorist alert.
- 1.2 This guidance note has been prepared to comply with statutory requirements contained in the Fire Precautions [Workplace] Regulations 1997 [as amended] and The Management of Health and Safety at Work Regulations 1999.
- 1.3 Staff, temporary staff and appointed contractors must familiarise themselves with the contents of these guidance notes and ensure that they comply with any duties and/or procedures contained within the document. Further clarification or direction on any duties or procedures contained within this guidance note can be obtained via the Business Operations Manager or GLC Premises Officer.

## 2. Action in the event of a fire or suspicion of a fire:

- 2.1 If you discover a fire that cannot be extinguished immediately and without risk to your personal safety you should, if applicable (and if possible), isolate and shutdown any work equipment, electrical equipment, etc., in use as part of the classroom activity or lesson.
- 2.2 The main priority is to get everyone out of the room/area as quickly and as safely as possible, then on final exit are to proceed to the designated assembly point. If a fire develops within the room/area you are occupying and you are not supervising students and it is safe to do so then shut any windows that may be open. Finally, close the door to the room [or area], which will help to prevent both the development of smoke and flames from spreading to other products of combustion and slow the development of fire into neighbouring areas.
- 2.3 Immediately raise the alarm by activating the nearest available fire alarm call point.

## 3. How to raise the alarm:

- 3.1 Activate the nearest break glass like the one pictured below (Figure 1). The call point can be activated by pressing firmly onto the middle of the glass panel that is incorporated within the call point unit. The glass is designed to break safely when pressure is being applied.



Figure 1

**Note:** If unable to raise the alarm using the call point due to a system failure then efforts should be made to notify main reception for the Gateway Academy Ext: **105**. Once the call has ended then efforts should be made to alert others in the surrounding areas.

#### 4. Action to take on hearing the alarm

4.1 On hearing the fire alarm, staff should immediately commence the evacuation of their own classroom, room or area and if necessary, alert members of staff in any adjoining classroom, room or area. **Leave the building via the nearest available escape route** and assemble at the schools designated fire assembly point. However be prepared to be directed to a second assembly point should conditions at the first assembly point deteriorate or are unfavourable.

**Do not stop to collect personal belongings, or return to the building until instructed that it is safe to do so.**

4.2 The school's appointed fire marshals must ensure that they inspect all classrooms, toilets, workrooms, offices, etc., to establish that they have been safely evacuated.

4.3 Once this has been completed, fire marshals must immediately leave the building by the nearest available escape route and report via 2 way radio to the Chief Fire Marshal that the building has been successfully evacuated. **Note:** If radio communication fails the Fire Marshals must notify the Chief Fire Marshal via mobile phone or report manually at the Chief Fire Marshal's known location. Marshals should then at a safe distance ensure no individual subsequently enters the building until authorised to do so. The Chief Fire Marshal, with confirmation that both buildings have been fully evacuated, should then notify the fire evacuation co-ordinator for both buildings (a member of the Premises Management team), if conditions in that area deteriorate further. Fire Marshals must not place themselves or others at risk in order to complete the inspection, and report when areas have not been checked due to the risk involved. This information can then be passed to emergency services on-arrival.

#### Post Fire Evacuation (feedback)

**Note:** Fire Marshals representing both buildings will meet with the duty Site Manager and/or Support Service Manager for a post fire evacuation analysis. Any items raised for concern will then be reported directly to a member of SLT (Senior Leadership Team). System failures must be reported immediately to the duty premises manager so that the maintenance contractors responsible for maintaining the systems can be notified.

#### 5. Action in the event of a fire or suspicion of a fire continued....

5.1 In the event of an actual fire, the alarm monitoring station will contact the emergency services.

5.2 In the event that the alarm monitoring station for some reason fails to make contact with the Academy the following instructions to contact emergency services should be carried out: dial 9 for an outside line, then 999 for emergency services. Once the call is answered, ask for the fire service, then once through to the fire brigade control room inform the operator of the following:

**THERE IS A FIRE AT:  
THE GATEWAY PRIMARY FREE SCHOOL  
MARSHFOOT ROAD  
GRAYS  
ESSEX  
RM16 4LU**

The member of staff phoning the fire brigade should not end the telephone call until the fire brigade operator has repeated all of the address details given.

## 6. Evacuating the school building- arrangements for people with disabilities:

- 6.1 One to one carers and/or the schools appointed fire marshals will assist with the evacuation of members of staff, students or visitors that have a sight, hearing, learning or mobility disability. Individuals who have a Personal Emergency Evacuation Plan (PEEP) will already have been briefed of their own personal arrangements and should follow the plan provided for them.

Please refer to: The **GLC – Disabled Persons Evacuation Procedures**.

## 7. Fire Panel Activation - Alarm Monitoring & Contact Protocols.

- 7.1 The fire panel, on activation, will automatically dial the alarm monitoring centre (EMCS) who will then contact: 'Quadrant Security Group' to confirm there has been an activation of the school's fire alarm.
- 7.2 'Quadrant Security Group' will then call the school to establish contact with a member of the school's Premises Management team to ascertain if the school premises are occupied and to ascertain if known the type/cause of the activation i.e. Confirmed, false or undetermined and to seek instructions from the school to call the Fire Brigade.

Note: If an activation occurs out of normal school operating hours; then the Fire Brigade will be called automatically by EMCS followed by a call to Quadrant Security.

Emergency contact list for site personnel; Site Manager, Support Service Manager, GLC - Estates Manager.

## 8. Ensuring that everyone is out of the building - school fire marshals duties:

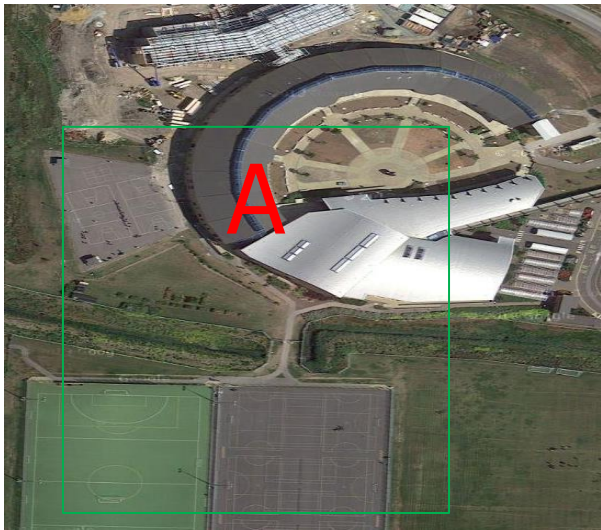
- 8.1 As previously stated, the schools appointed fire marshals will undertake a check of their floor or area of the school building, including staff and ancillary rooms, toilets, etc.
- 8.2 The schools appointed fire marshals will also (where applicable) assist with the evacuation of staff, students and visitors.
- 8.3 The schools appointed fire marshals will notify the Chief Fire Marshal once the building is clear via designated 2-way radios or, in event of failure, via mobile phone.
- 8.4 Fire marshals should after clearing the building proceed to their designated safe distance locations to ensure that individuals **do not** try to re-enter the building(s) unless authorised to do so by the duty fire evacuation co-ordinator; a member of the Senior Premises Management team.
- 8.5 Fire marshals should report any deterioration of conditions so that information can be passed to emergency services on their arrival.

## 9. Location of assembly points:

**Assembly point A:** Located on the **Playground**.

(Hard-surfaced area - adjacent to the Academy's science block).

**Assembly point B:** Located on the **All Weather Pitch**. (Astro-pitch).



### 10. Evacuation to the schools designated fire assembly point [assembly point A- including the duty fire evacuation co-ordinators duties - Stage 1 evacuation]

- 10.1 Staff and students occupying the GPFS building will assemble by year group at the **fire assembly point [A], Playground**. The Head Teacher/Deputy Head of School will be notified by class teachers and will co-ordinate the roll call to establish if all students are accounted for. Staff are to encourage students to stay calm and to remain quiet.
- 10.2 Student registers should be collected and brought to the primary assembly point (A) by the attendance officer or by person(s) responsible for collating the primary student registers.
- 10.3 Support staff, contractors and visitors shall assemble in the nominated area within the **fire assembly point (A), Playground**. The Head Teacher/Deputy Head of School will be notified by a member of the Admin team who shall co-ordinate the roll call for all non-teaching personnel to establish that all are accounted for. Once the roll call for contractors and visitors has been carried out, the results must then be reported to the Support Service Manager.
- 10.4 To facilitate the above, the designated Admin member will collect and then bring to the assembly point staff attendance records, visitors and contractors book plus the basic provisions for first aid i.e. first aid kit. Arrangements will also ensure that keys are available to open both boundary gates and **Stage 2. Assembly point [B] All Weather Pitch**.
- 10.5 Staff, students, contractors and visitors will then await the arrival of the fire brigade.
- 10.6 The duty fire evacuation co-ordinator (a member of the Premises Management team) will ensure that they greet the fire brigade on their arrival. The duty fire evacuation co-ordinator will then inform the fire officer-in-charge to any persons not accounted for and/or any special risks involved in the fire, e.g. Acetylene or LPG cylinders, other compressed gas cylinders, petrol, solvents or chemicals involved, dangerous machinery not shutdown, etc.

10.7 Staff, students and visitors must not be allowed to re-enter the school buildings, until they are told that it is safe to do so by the fire brigades officer-in-charge or by the duty fire evacuation co-ordinator (Senior Premises Management team).

10.8 In the event that first aid is required, individuals should make themselves known and if possible after being registered, be escorted away from their line where a qualified member of staff will assist.

#### **11. Stage 2 Evacuation:**

11.1 In the event that the fire develops rapidly and conditions at assembly point [A] deteriorate due to fire, heat or smoke, acting on advice of the fire brigade – officer in charge; The Head Teacher/Deputy Head may instruct those assembled to leave the playground and resort to the Stage 2. Evacuation assembly point [B] (All weather Pitch).

11.2 In the event that the instruction is given to evacuate assembly point [A], all staff, students, contractors and visitors will be ushered away from the playground via an appropriate emergency exit, led by the Head Teacher and assisted by senior staff to ensure that all personnel are led to the Stage 2. Assembly point [B]. **Note:** Route may be altered in view of any changing circumstances.

11.3 Staff, students, contractors and visitors must stay at the Stage 2 Assembly point until told that it is safe to return to the school site by the fire brigade officer-in charge.

11.4 In the event that first aid is required; individuals should make themselves known, after being registered the individual will then be escorted to a qualified member of staff, who is trained to assist in their first aid.

#### **12. Arrangements for exam candidates:**

12.1 On hearing the alarm invigilators should stop candidates from writing, make a note of the time the exam was stopped and collect the attendance register. Candidates will be advised to leave all papers, scripts and belongings in the room and to leave the room calmly in silence. Candidates must not talk to each other.

12.2 Invigilators will escort the candidates to the necessary assembly point keeping students apart as much as possible (ideally 1.25 metres). Once at the assembly point students will be registered in the area specifically designated by the exams officer.

12.3 Candidates returning to the exam room will be allowed the full allocated exam time.

#### **13. Extinguishing a fire (if safe to do so):**







13.1 In the event of a small fire - such as a fire in a waste paper bin, it may be possible to extinguish the fire, utilising the school's portable fire-fighting equipment. However, you must not place yourselves or others at personal risk and must be trained in the correct usage of such equipment.

13.2 Prior to attempting to extinguish the fire, you must ensure that the fire alarm has been activated and that the evacuation of the room or area has commenced, or completed. If you are supervising students, contractors or visitors at that point in time your priority is to immediately escort the individuals to the appropriate assembly point and you should not attempt to fight the fire.

13.3 For fires involving **paper, wood and textiles**, a **water extinguisher** should be used to extinguish the fire.



- 13.4 If the fire involves **live electrical equipment a carbon dioxide or dry powder** extinguisher should be used to extinguish the fire.
- 13.5 If the fire involves **flammable liquids, a foam or dry powder extinguisher** should be used to extinguish the fire. (Please see extinguisher guidance chart below).

Fire Extinguisher Type and Use Guide						
FIRE CLASS	WATER	DRY POWDER	FOAM	CO2	WET CHEMICAL	SPECIAL POWDER
Carbonaceous Materials 	✓	✓	✓	✗	✓	✗
Flammable Liquids 	✗	✓	✓	✓	✗	✗
Flammable Gases 	✗	✓	✗	✗	✗	✗
Flammable Metals 	✗	✗	✗	✗	✗	✓
Electrical Equipment 	✗	✓	✗	✓	✗	✗
Cooking Oils 	✗	✗	✗	✗	✓	✗

City Fire Brigade 2010

**Important Note:** This guide must be viewed in colour

- 13.6 If the fire is larger than the size of a waste paper bin, or is producing a large quantity of smoke or fumes, you should not attempt to try to fight the fire. It will be safer to evacuate the area (if possible closing windows and doors behind you), activate the fire alarm and await the arrival of the fire brigade.
- 13.7 In the event that you see smoke emanating around the edges of a closed door, or the door or handle feels warm or hot to the touch - DO NOT OPEN THE DOOR. - You may be placed at immediate and serious risk if by opening the door the fire receives an inrush of oxygen. (E.g. the fire may “flashover”). In the event of these circumstances you must not attempt to try to fight the fire. Operate the nearest available fire alarm call point and commence the evacuation of the classroom, room or area.
14. Procedures in the event of fire alarm system failure
- 14.1 In the event of the fire alarm systems failing the school will designate fire marshals to sweep the buildings for signs of fire at 30 minute intervals whilst the building is in use.
- 14.2 If a fire is discovered the fire marshal shall notify the duty receptionist or Site Manager to contact the fire brigade. A duty member of the Site team will then sound the alarm manually via the ‘Sound Alarm’ button on the nearest fire panel. In the event of a complete malfunction of the fire alarm system an evacuation message to notify all occupancies will be made via the Academy’s PA system. Fire marshals will then be deployed to their typical marshalling areas to ensure occupants have received this message and are ejecting from the building. In particular fire marshals clearing the second floor of the Primary Free school building will alert both first and ground floors and instruct staff to start the evacuation procedures immediately. This is necessary as both first and ground floors of the Primary Free School building do not receive announcements from the Academy’s PA system. As a secondary measure a radio call or mobile call will be made by the duty premises manager (based at the Academy) to the duty Caretaker, caring for the Primary Free School building, with clear instructions to raise the alarm.
- 14.3 The fire marshal will then ensure the building has been evacuated following normal evacuation procedures.
- 14.4 Fire marshals should then proceed to their designated safe areas (externally) to ensure that individuals do not try to re-enter the building(s) until authorised by the duty fire evacuation co-ordinator to do so.

## **15. Maintenance of escape routes**

- 15.1 All staff have a duty of care and should ensure that escape routes in their area are kept clear at all times.
- 15.2 The Site Manager should maintain these routes and report any particular problems to the Support Service Manager and Head Teacher for the GPFS. A full inspection of these routes should be completed half-termly by the site premises team who are responsible for the maintenance and routine inspection of extinguishers and the fire alarm system.

## **16. Fire Drills & System Testing**

- 16.1 A full fire drill will take place termly or at the discretion of the Head or equivalent other. Testing of the fire alarm will be conducted on a weekly basis with records maintained. All site users including temporary staff should follow the Evacuation Procedures outlined within this document.

This document forms part of the GLC's Policies & Procedures and can be viewed on the following website. [Welcome to Gateway Learning Community](#)

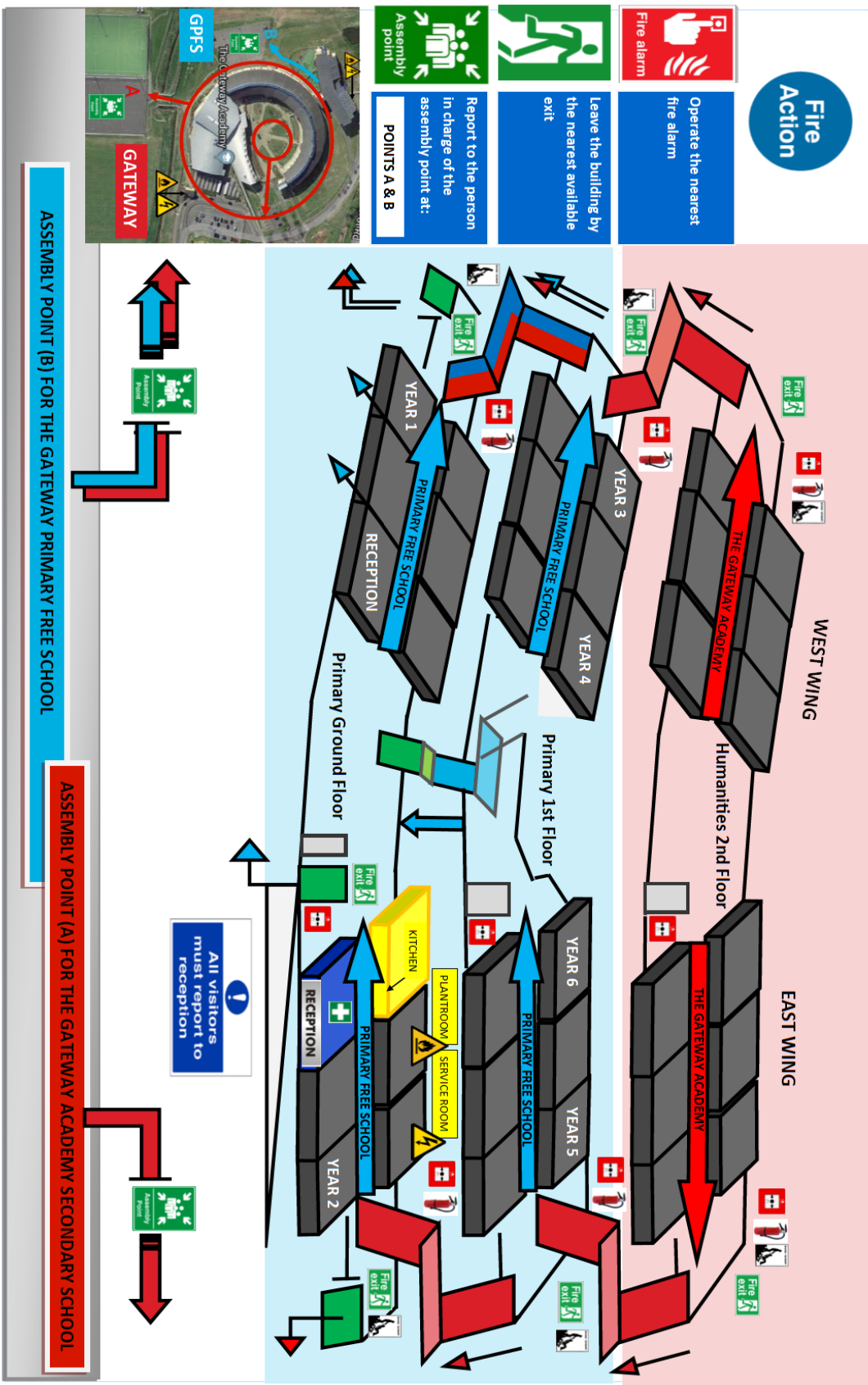
A hard copy of this document can also be obtained from the school's Personal Assistant.

Bullet point versions of this document will be posted in all occupied areas within The Gateway Academy & Gateway Primary Free School buildings.

Fire plans depicting the location of firefighting equipment and pre-determined fire routes will be placed in strategic areas around the building.

In addition to this a copy of the fire escape plan will accompany this document.

# FIRE ESCAPE PLAN



## Fire Action

**Fire alarm**  
Operate the nearest fire alarm

**Fire exit**  
Leave the building by the nearest available exit

**Assembly point**  
Report to the person in charge of the assembly point at: **POINTS A & B**



ASSEMBLY POINT (B) FOR THE GATEWAY PRIMARY FREE SCHOOL

ASSEMBLY POINT (A) FOR THE GATEWAY ACADEMY SECONDARY SCHOOL

**All visitors must report to reception**