



# FIRE PROCEDURES

## HERRINGHAM PRIMARY ACADEMY

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

## HERRINGHAM PRIMARY ACADEMY

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.

**Occupying the building, the following are to note:**

Please note the following:

**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.**

All access controlled fire doors 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 maglocks will be restored once the fire panel has been fully reset.

**3. Automotive gates - vehicle & pedestrian gates (main school entrance gates only).**

On activation of the fire alarm system an open output signal will be sent to the schools main vehicle & pedestrian gates, this function will allow access for emergency vehicles attending the site.

**4. 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.

**5. 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 combination codes and 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 & padlock codes and should include clear instructions on what to do in the event of an evacuation.

**Please note:** gates allowing emergency access by the fire service will be locked using a standard fire brigade padlock (pictured below) copies of the fb key will be issued to key members of the evacuation team.



## STANDARD FIRE BRIGADE PADLOCK (FB)

### 1. 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 within 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 Service Support Manager, Site Manager or the GLC Estates Manager.

### 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 the Main Reception - Landline: **01375 489860 + Ext 501:** 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 points. However, be prepared to be directed to a secondary assembly point should conditions at the first assembly point deteriorate or become 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 all areas of the building have been cleared, should then notify the Fire Evacuation Co-Ordinator (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 their inspection tasks; they must also report any areas that have not been checked due to the risk involved. This information can then be passed to emergency services on-arrival.

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

4.5 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:  
HERRINGHAM PRIMARY ACADEMY  
ST MARY'S ROAD  
GRAYS  
ESSEX  
RM16 4JX**

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.

### **Post - Fire Evacuation (feedback)**

**Note:** Fire Marshals will meet with the duty Site Manager/Support Service Manager for a post fire evacuation analysis. Any matters of concern should then be reported directly to a member of SLT (Senior Leadership Team). System failures must be reported immediately so that the appropriate contractor responsible for maintaining the systems can be notified.

### **5. Fire Panel Activation - Alarm Monitoring & Contact Protocols.**

5.1 The fire panel, on activation, will automatically dial the alarm monitoring centre (EMCS) who will then contact: the Site manager to confirm there has been an activation of the school's fire alarm 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.

### **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 **Disabled Evacuation Procedures** - relevant to occupants of the Herringham Academy buildings.

### **7. Ensuring that everyone is out of the building - 'school Fire Marshal's duties':**

7.1 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.

7.2 The schools appointed Fire Marshals will also (where applicable) assist with the evacuation of staff, students and visitors.

7.3 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.

7.4 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.

7.5 Fire Marshals are to report any deterioration of conditions so that information can be passed to emergency services on their arrival.

8. Location of assembly points for Herringham Primary Academy:

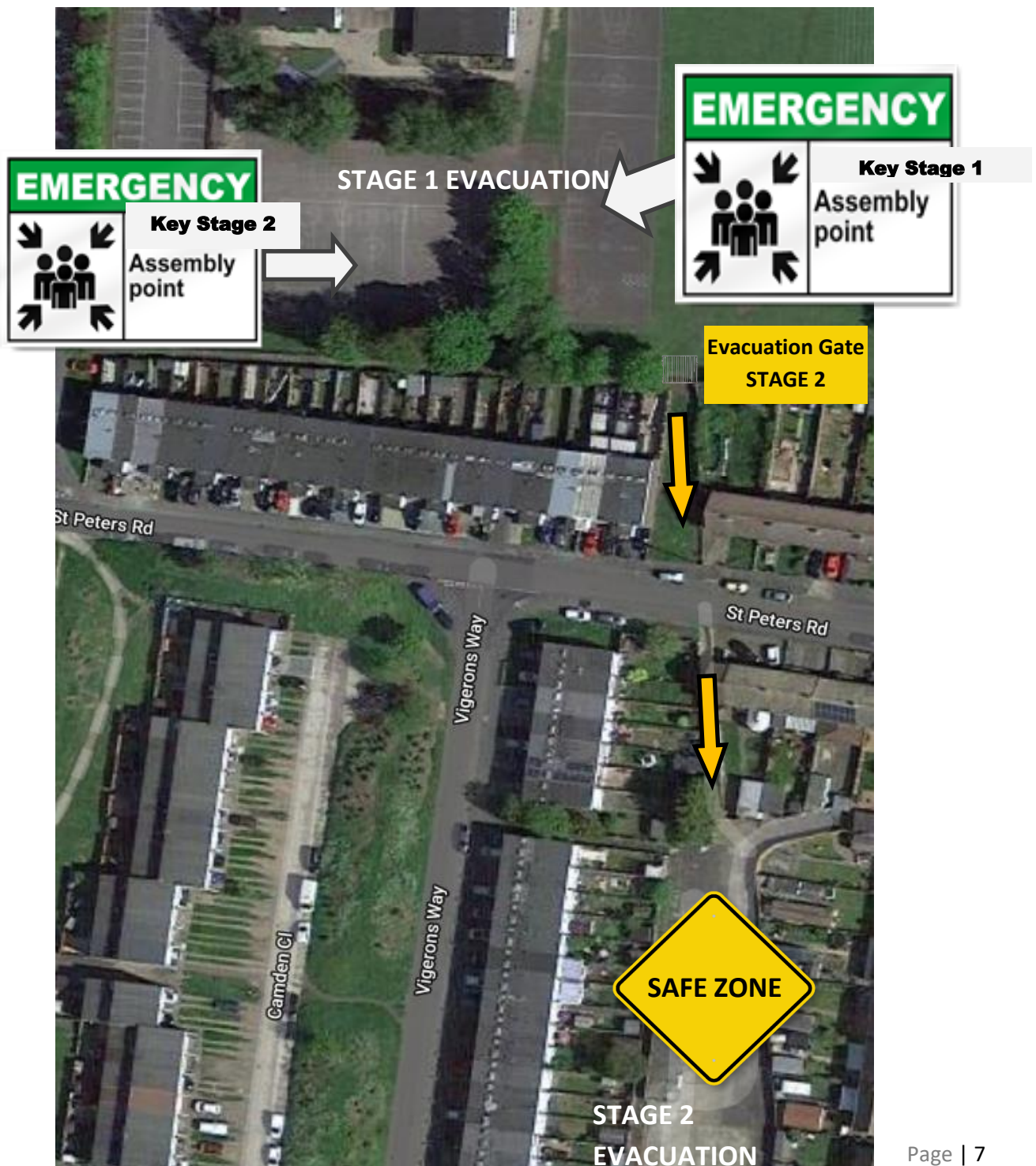
Assembly point KS1: Located on the Playground - adjacent playing fields.

Assembly point KS2: Located on the Playground - adjacent main hall.

Stage 2. Evacuation Point:

Directions: Exit via boundary gate located on the schools playing fields (See satellite image below)  
Cross over St Peters Road and enter the alleyway directly opposite - Assemble on hard standing area.

Satellite image depicting Stage 1 & Stage 2 evacuation points:



## **9. Evacuation to the schools designated fire assembly points. Including; the duty fire evacuation co-ordinators duties – (Stage 1 Evacuation)**

- 9.1 Tutors and students shall assemble in their nominated year groups located within their designated fire assembly points (see satellite image above). The Head of School/Deputy will be notified by the Key Stage leaders who will co-ordinate the roll call to establish if all tutors and students are accounted for. Tutors are to encourage students to stay calm and to remain quiet.
- 9.2 Student registers should be collected and brought to their relevant assembly points for KS1 & KS2 by the attendance officer or by person(s) responsible for collating student registers.
- 9.3 Support staff, non-tutor staff, contractors and visitors shall assemble in the nominated area within the fire assembly point. The Head of School/Deputy is to be notified by the senior receptionist who will be tasked with the co-ordination of roll call, who will establish if all non-teaching personnel all are accounted for. Once the roll call for contractors and visitors has been carried out, the results must then be reported to the personnel manager.
- 9.4 To facilitate the above; the Senior Receptionist will collect and bring to the assembly point: The attendance records for staff, visitors & contractors plus any basic provisions required for the treatment of first aid. Arrangements will also ensure that relevant padlock keys are available to open the field boundary gates which then lead on to the Stage 2 escape route.
- 9.5 Staff, students, contractors and visitors will then await the arrival of the fire brigade.
- 9.6 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.
- 9.7 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).
- 9.8 In event that first aid is required individuals should make themselves known and if possible after being registered, be escorted to the Secondary Assembly Area where a qualified member of staff will assist.

## **10. Stage 2. Evacuation:**

- 10.1 In the event that the fire develops rapidly and conditions at the primary assembly points deteriorate due to fire, heat or smoke, acting on advice of the fire brigade officer in charge the Head of School/Deputy may instruct those assembled to leave their assembly points and resort to the Stage 2 location. See map.
- 10.2 In the event that the instruction is given to evacuate the primary assembly points, all staff, students, contractors and visitors will be ushered and led to the boundary gate by the Head of School/Deputy and assisted by Senior Staff, ensuring all personnel are then ready to be led to the Stage 2 assembly point. **Note:** The route may be altered in view of any changing circumstances.
- 10.3 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.



10.4 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.

**11. Arrangements for exam candidates:**

11.1 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.

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

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

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

12.1 In the event of a small fire - such as a fire in a waste paper bin, etc., 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.

12.2 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.

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

12.4 If the fire involves **live electrical equipment**, a **carbon dioxide or dry powder** extinguisher should be used to extinguish the fire.

12.5 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 (A)	✓	✓	✓	✗	✓	✗
Flammable Liquids (B)	✗	✓	✓	✓	✗	✗
Flammable Gases (C)	✗	✓	✗	✗	✗	✗
Flammable Metals (D)	✗	✗	✗	✗	✗	✓
Electrical Equipment (E)	✗	✓	✗	✓	✗	✗
Cooking Oils (F)	✗	✗	✗	✗	✓	✗

City Fire Brigade 2010

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

- 12.6 **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.
- 12.7 **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.

### **13. Procedures in the event of fire alarm system failure**

- 13.1 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.
- 13.2 If a fire is discovered the Fire Marshal shall notify the duty receptionist or a member of the premises management team to contact the fire brigade. A duty member of the premise management 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 schools Public Address system. Fire Marshals will then be deployed to their designated marshalling areas to ensure occupants have received this message and are ejecting from the building.
- 13.3 Fire Marshals will then ensure the building has been evacuated following normal evacuation procedures.
- 13.4 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.

### **14. Maintenance of escape routes**

- 14.1 All staff have a duty of care and should ensure that escape routes in their area are kept clear at all times.
- 14.2 The Site Manager should maintain these routes and report any particular problems to the schools Support Service Manager. A full inspection of these routes should be completed half-termly by the Site Manager who is also responsible for the maintenance and routine inspection of extinguishers, emergency lighting and fire alarm system.

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

- 15.1 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 users of the site including; contractors, volunteers’ + temporary staff should follow the Evacuation Procedures outlined within this document.
- 15.2 This document is a part of the GLC policies and procedures and can be viewed via the GLC website. [www.theglc.org.uk/](http://www.theglc.org.uk/) Hard & electronic copies can also be obtained from the schools Support Service Manager.

A bullet point version will be posted in all occupied areas within the school. Fire plans depicting the location of firefighting equipment and pre-determined fire routes will also be sited strategically around the building and will accompany this document.

# FIRE ESCAPE PLAN

