The Sutton Academy

Fire Procedure Risk Policy

Status	**Statutory**
Date last approved by LGB	**06/10/2026**
Responsible Person	**Mr N Marsh**
To Review Date	**September 2027**
Last Amended Date	**September 2026**

The Academy Fire Risk Policy is as follows:

- To reduce the risk of fire as far as is reasonably practical.
- To implement a system of early warning in the outbreak of fire.
- To eliminate or reduce risks from dangerous substances.
- To develop fire procedures and provide staff training, repeated periodically where appropriate.
- To ensure the safety of staff, students or anyone else legally on the Academy premises.
- To carry out fire drills and to contact emergency services when necessary.
- To appoint one or more competent persons (with sufficient training, experience and knowledge) to assist in taking preventative and protective measures (including firefighting and evacuation)
- To have a suitable system for the maintenance of:
    - clear emergency routes and exits (with doors opening in the direction of escape),
    - Signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers, and to employ a competent maintenance schedule.

<u>The Responsible person is:</u>

- The academy Principal

The competent person is:

- The ICT Network & Estates Manager

Training:

- All new staff are provided with an induction which covers fire safety and evacuation.
- All staff participate in the regular fire evacuation drills.
- All Fire Wardens undertake relevant training

Records:

- Records of training, including fire evacuation drills, are held by the IT Network & Estates Manager.
- Records of emergency equipment and its maintenance are stored on the estates management system, iAM Compliant.

Fire & Evacuation Procedure

The Fire / Emergency Evacuation Procedure – Code of Practice is a statutory requirement needed to ensure the safety of all users of the Academy premises.

The bulk of the Code of Practice refers to evacuation in the event of fire. However, the same Evacuation Procedures will be applied in the event of any other emergency requiring an evacuation of the premises.

- This document comprises of:
  - Evacuation Procedures.
  - Instructions for staff involved in the Procedures.
- The Procedures apply to all staff and students of the Academy, all visitors, guests, lettings and contractors – there are no exceptions. All the foregoing must take part in evacuations, whether drill, real incident or false alarm.

The Procedures are the same for ALL evacuations, whether a real incident or a false alarm.

Fire Alarm System

The Academy has implemented a fully comprehensive system of fire detection and audible/visual warning.

The system comprises of smoke and/or heat detectors that are installed throughout the premises. Break glass activation points are provided to enable an alarm to be raised manually.

Toasters, sandwich makers or any other cooking appliances must not be used in kitchens or staff rooms (apart from food technology teaching rooms) The only appliances permitted are kettles, microwaves and fridges
Candles, oil burners or any other item that has a naked flame must not be used anywhere on site. This does not include Bunsen burners or gas hobs as these are used in a controlled environment and under supervision

The audible warnings are provided in the form of a continuous siren throughout the premises

In the event of an alarm activation:

- All sirens sound, all visual indicators flash.
- All access control doors automatically unlock.
- <u>The monitoring station (EMCS) is automatically informed.</u>

Assembly Point in case of fire

In the event of the alarm sounding (regardless of the time of day) the fire assembly points are:

- **Primary:**
  - The courtyard in between the Academy building and the Leisure Centre:
    - Years 7-11:
    - Years 12-13
- **Secondary:** (In the event of the Primary Assembly Point being unsafe)
  - Sherdley Park:
    - Whole Academy

Assembly Point in case of bomb scare/threat

In the event of the Academy receiving a bomb threat the emergency services will assess the situation and carry out a dynamic risk assessment on the information provided – see Critical Incident policy for more details

Fire Marshalls and the Vice Principal will have keys to the gate into the park adjacent to the Primary assembly point and will open the gate and then direct staff & students into the park if necessary.

Evacuation Instructions – General

Actions to take on discovering a fire:

DO NOT ATTEMPT TO TACKLE THE FIRE

- Activate the alarm by means of the nearest alarm call point
- Leave the building following the procedure below

Actions to take on hearing the fire alarm:
Fire Wardens should follow the procedures outlined within the Fire Warden section below.

- If you are teaching or otherwise supervising a group of students, ensure that all students in your care have responded to the evacuation alarm and escort the group by the nearest available exit route to the designated Assembly Point. Check the students' toilets on the exit route if time and circumstances allow (Should be carried out by Wardens?).
- Otherwise, leave the building by the nearest available exit.

Once your route takes you outside of the building, you should not re-enter to cut through or to find a shorter route. You should remain and walk around the outside of the building.

  - Assist disabled persons.
  - Do not use lifts.
  - Do not delay in leaving the building.
    - Take only personal belongings readily to hand.
    - Do not switch off computer equipment.
    - Do not lock any doors.
  - Do not return to check for missing persons.
  - **Walk, do not run**
- Report to the designated Assembly Point.
  - **Follow the registration procedure overleaf.**
  - **Do not re-enter the building until given the "All Clear".**

The "All Clear" is signalled by the alarm being silenced and the all clear is announced by the Principal/Vice Principal

Fire Wardens

The purpose of the Fire Warden role is to "sweep" the designated area as part of their own evacuation of the building and report to the Vice Principal at the designated fire assembly point as to whether they have checked their area and found nobody who is unaware of, or ignoring, the alarms.

The Fire Warden role is an important one, particularly with the complex buildings which the Academy has.

The first question the Fire Brigade will ask on arrival is whether we believe the building is occupied or empty.

If we cannot say that we believe the building is empty, then the Fire Brigade will assume someone may still be inside and potentially put their own lives at risk rather than containing the fire from outside.

If a Warden does not report, we have to tell the Brigade that we have no information.

The Fire Wardens are not expected to put themselves at risk, but it is important that the warden reports the outcome of the sweep. If the answer is that the Warden has not been able to check, that is the answer that should be given.

If you are teaching when the alarm sounds, ensure your class leave at the nearest exit, then carry out your Fire Warden duties as you evacuate.

In the event of an emergency evacuation, Fire Wardens should act as follows:

- In conducting your duties as a Fire Warden, health and safety is the priority of all concerned, so do not put yourself or others at risk.
- Ensure that the area for which you have responsibility at the time of an alarm is clear and that all staff and students leave the building.
- Tell staff and students that they must leave the building – do not enter into an argument with any who refuse, but note their location and, where possible, their name and report the matter to the Fire marshal/ Vice Principal.
- Go directly to the designated fire assembly point and report to the Vice Principal – Fire Marshall.
- Notify a Fire Marshall/ Vice Principal of any injured person or person with mobility problems, giving their location and, where possible, the nature of their injuries.
- Notify a Fire Marshal/ Vice Principal of the name and location of any person who has refused to leave the premises.

Registration Procedure

Registration of Students:

- If applicable, registers are distributed by ALT to Year Teams. Registration is carried out by **Form Tutors (Or a substitute teacher where applicable)**
    - Once a group has been promptly registered; group tutors report to Head of Year.
    - Substitute AM register markers should register the same class.
- Heads of Year should identify from group tutors/substitute AM register markers any missing students and pass to/inform the Vice Principal.
- Year Team Staff/ALT Links should check with Office Staff (TGE) the names of any missing students to verify whether they have signed-out of the academy (printed InVentry Reports). The KS5 sixth form signing in/out system should also be checked.
- Year Team Staff/ALT Links then report to the Vice Principal to confirm any inaccuracies, who then reports to the Principal.
- Please consult the plan which indicates the positioning of students.
    - Heads of Year and year groups will walk through the drill.

All teaching staff should actively assist with the supervision of students.
Teaching staff not assigned to tutor groups will be assigned to tutor teams.

- Students from the Student Support Centres should remain with staff in charge and ensure that the student is registered with the appropriate Head of Year.

Registration of Staff:

- **Teachers**
  Year's 7 - 13 pastoral teams to be registered by appropriate Achievement Leader. (A list of staff team members will be given to the Achievement Leader in a folder). Achievement Leaders reports to the Vice Principal.

- **Supply Teachers / Visitors / Parents**
  Register with Office Manager (Finance Officer if O.M. is absent), near the boundary with Sherdley Park - away from fire lane

- **ITT Staff**
  Register with Office Manager (Finance Officer if O.M. is absent), near the boundary with Sherdley Park - away from fire lane

- **Support Staff**
  Register with Office Manager (Finance Officer if O.M. is absent) near the boundary with Sherdley Park - away from fire lane
    - LSAs register with the Office Manager and then join the child they were supporting.

All staff should make their presence known to the appropriate member of staff.
Once support staff have been registered, they should support all staff in registering students.

Evacuation Instructions – Unstructured times

In the event of a fire alarm during break and lunchtimes staff should follow the general evacuation procedure as outlined previously with the following considerations:

- **Staff:**
  - Within the dining rooms;
  - Working with students in their teaching areas;

  Should supervise an orderly exit and direct students to the designated assembly point.
- **Staff:**
  - Within the Staffroom;
  - With their teaching areas;

  Should vacate the premises and make their way to the designated fire assembly point.
- **Non-teaching staff:** Should make their way to the fire assembly point ensuring the areas passed through are clear.
- **Sixth Form staff:** Should ensure an orderly movement of students to the designated fire assembly point.

Fire Wardens are to check their areas as they are exiting and report to the Vice Principal

Evacuation Instructions - During Tutor Time
PSHE / Registration

In the event of a fire alarm during Tutor time, staff should carry out the general evacuation procedures with the following considerations:

- **Staff who are:**
  - In tutor rooms;
  - Working with students in their teaching areas;
  - Supervising students in dining rooms;

  Should supervise an orderly exit and direct students to the designated fire assembly point.
- **Staff who are:**
  - In the staffroom
  - In their teaching areas should vacate the premises and their way to the designated fire assembly point.
- **Non-teaching Staff:** Should make their way to the fire assembly point ensuring the areas passed through are clear.
- **Sixth Form staff:** Should ensure an orderly movement of students to the designated fire assembly point.

Fire Wardens are to check their areas as they are exiting and report to the Vice Principal

Evacuation Instructions - Before the start (8.35am) or at the end (2.40pm) of the normal academy day.

In the event of a fire alarm outside of the normal academy times, the assembly point will still be the **fire lines near to the Leisure Centre building at the rear of site**. If the fire lines/courtyard is being used a 'temporary car park' by the leisure centre, a dynamic risk assessment will be carried out and everyone will be moved to a safe location.

Staff should carry out the general evacuation procedure with the following considerations:

- If you are teaching or otherwise supervising a group of students, ensure that all students in your care have responded to the evacuation alarm and escort the group by the nearest available exit route to the designated Assembly Point. Check the students' toilets on the exit route if time and circumstances allow.
- Otherwise, leave the building by the nearest available exit.

Once your route takes you outside of the building, you should not re-enter to cut through or to find a shorter route. You should remain and walk around the outside of the building.

  - Assist disabled persons.
  - Do not use lifts.
  - Do not delay in leaving the building.
    - Take only personal belongings readily to hand.
    - Do not switch off computer equipment.
    - Do not lock any doors.
  - Do not return to check for missing persons.
  - **Walk, do not run**
- Report to the designated Assembly Point.
  - Tutor teams should dismiss all students once arriving at the designated fire assembly point.
- **Staff to remain at the designated fire assembly point, until the all clear is sounded.**

The "All Clear" is signalled by the alarm being silenced and the all clear is announced by the Principal/Vice Principal or most senior member of staff on site

Alarm Silencing and All Clear

In the event of a fire alarm, the Academy must be immediately evacuated, there are no exceptions.

- **Silenced:** In the rare event of the fire alarm being silenced prior to / during full evacuation, the evacuation procedure must still be followed. **The site must be fully evacuated.**
- **All Clear:** Only once the site has been fully evacuated, secured and all areas reported back appropriately can the authorisation for the "All Clear" signal to be to be used.

  The "All Clear" is signalled by the alarm being silenced and the all clear is announced by the Principal/Vice Principal or most senior member of staff on site

Fire Alarm in the Arts Theatre/'The Base'

If the fire alarm is activated in the Arts Theatre, occupants should leave via the nearest available fire exit and assemble either at the rear of the building by the running track, where a registration will be taken. The fire exit for 'The Base' provision is via the front door of the Arts Theatre if safe to access, and they should congregate/register here (as per their normal procedure for an academy main site evacuation).

An alarm will sound in the main academy office (in E-Block) and academy site staff will respond and investigate. **It is not necessary to evacuate the main academy building.**

Fire Alarm in the Leisure Centre

If the fire alarm is activated in the Leisure Centre, occupants should leave via the nearest available fire exit and assemble at the Leisure Centre evacuation point (not the normal academy evacuation point/fire lines) over on the grass area by the side of the running track.

Tom Langford (Faculty Leader of PE) will coordinate and/or delegate all evacuation checks below. Emma Whiteside (Assistant Faculty of PE) will do this in his absence from the building.

- Leisure Centre rooms/facilities that are used by the academy each day will be checked by the nominated academy PE department staff (LSU/TLD/EWD). They will check each area (sports halls, office, changing rooms, etc) and will confirm they are empty of any staff or students by cross-checking/ticking a leisure centre map. The map will be in the pack stored in the PE Office.

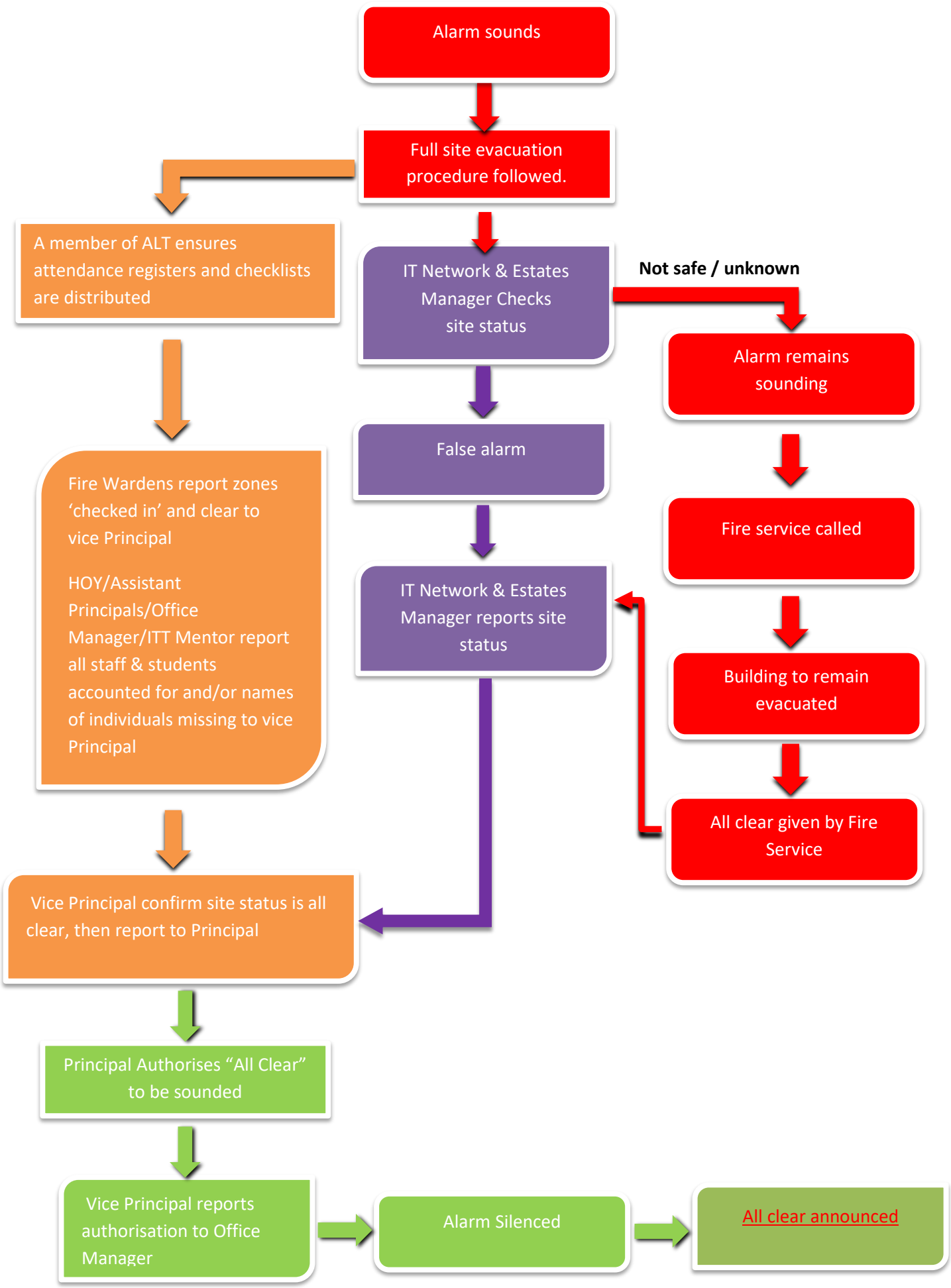
- At the Leisure Centre evacuation point, academy staff will complete electronic registration checks on a Laptop, for all student classes timetabled in Leisure Centre facilities at this time. They will have access to a paper copy of the PE Timetable, to know which classes are in the Leisure Centre, in the pack stored in the PE Office.

- Staff checks will also be completed and a paper register. A simple list of academy staff names who teach/work in the Leisure Centre will be in the pack stored in the PE Office, completed and ticked-off to account for all staff in the facility; or contact made with identified PE staff not in the facility at that time.

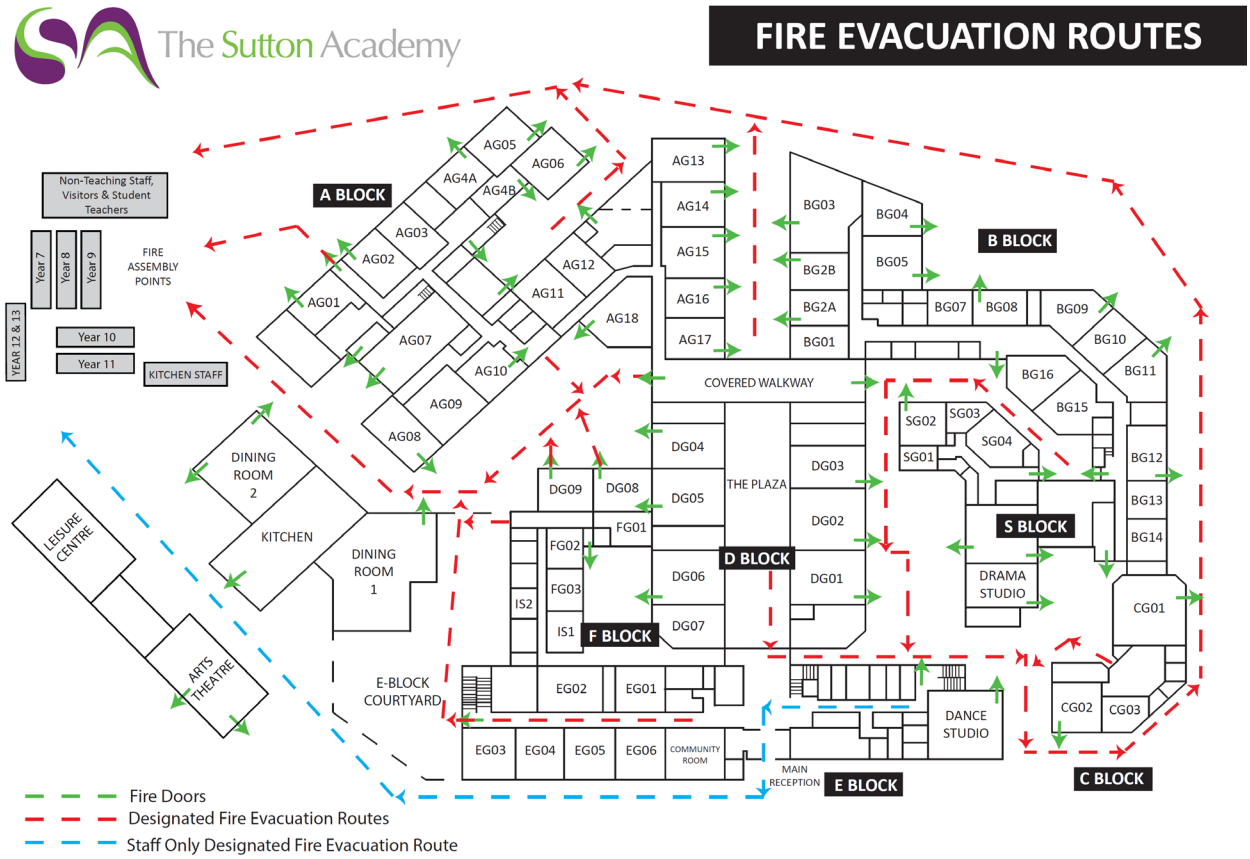
- The main academy office (or key academy staff) will be notified by telephone, to say that there has been an evacuation and academy senior staff will support as needed. **It is not necessary to evacuate the main academy building.**

Leisure Centre rooms/facilities not used by the academy each day will be checked, as/if needed, by Leisure Centre staff (eg. public toilets and any closed areas within the facility that the academy does not have access to).

Process Diagram:



Other processes (not on above diagram):

- ICT Technicians to visit Arts Centre and Leisure Centre to ensure all academy staff are aware of the fire alarm activation.
- Caretaker/IT Network & Estate Managers & Paul Blakemore (with radio) to supervise the alarm panel and identification location of alarm – information to be passed to the vice Principal
- Caretakers to unlock blue gate between bungalow and Sports Centre and guide fire appliances around fire lane if necessary. Office Manager also has a key
- In the absence of the vice Principal, the most senior member of staff will take over the role.
- Office staff to bring tutor lists. Year group clip boards and Fire Marshall clip boards/check lists.

Completed check lists to be passed to the Vice Principal on completion of procedure.