



Bishop Young C of E Academy Policies & Procedures

Fire Safety Policy

Approved on

10th December 2025.

Approved by

Abbey MAT Board of Trustees

Next review due

30th November 2028

1. Introduction

Responsibility for fire safety in the Academy is with the Principal. They must ensure that fire precautions at the Academy comply with all relevant fire safety legislation.

The safety of all children, visitors and staff at Bishop Young Academy is paramount. The Principal and nominated staff, will ensure procedures are in place for the safe evacuation of any persons on the premises, including those who may be disabled, in the event of a fire.

All staff are aware it is **not** the responsibility of the fire service to safely evacuate the premises.

This is a no smoking site at all times

In this policy the following procedures are included:

- Protective Equipment- Fire Extinguishers
- Inspection procedures/Good Housekeeping Practices
- Raising the alarm
- Action to be taken on hearing the alarm
- The Assembly point and roll call procedures
- Procedure for re-entry to the building

Each member of staff has been given a copy of this Fire Safety Policy, and all new staff will be issued with a copy on induction. If any updates are required, all staff will be informed immediately.

Staff are provided with adequate fire safety training plus specialist training to those with special responsibilities

Fire action notices are display next to all call points

2. Protective Equipment/Fire Extinguishers

Firefighting equipment is provided throughout the building. Only staff who have received training in the use of extinguishers should attempt to use them.

We do not require our employees to attempt to extinguish a fire, but extinguishing action may be taken if the employee feels competent, has been trained and it is safe to do so.

Extinguishers should only be used by the trained staff if the fire is minor and can be tackled without putting those staff at risk. The recommended policy in any event is to ring the fire brigade and exit the building as quickly as possible.

3. Inspection Procedures/Good Housekeeping Practices.

Regular internal inspections of fire safety equipment, exit routes etc. will be carried out by the Facilities team (this includes daily weekly, monthly checks of fire alarm, escape routes, fire doors, emergency lighting, fixed systems and extinguishers). Regular servicing and

maintenance of fire safety equipment including fire alarms, emergency lighting, extinguishers, fixed systems will be carried out by a nominated competent contractor. If any member of staff notices any defects or shortcomings between inspections these should be brought immediately to the attention of the Site Superintendent and arrangements will be made for replacement or replenishment. If any extinguishers are not fixed securely on the wall, please notify the Site Superintendent immediately.

The fire risk assessment will be reviewed annually by the Principal & Site Superintendent unless a modification in the building requires it to be sooner.

Fire Alarm tests will take place weekly on Fridays. An evacuation exercise will take place at least once a term and as soon as possible after any new intake of pupils is admitted to the school. A record will be kept of the results.

4. Good Housekeeping within the Academy

- Extension leads with various outlets (reel) are fully unwound. Ensure extensions leads are not overloaded and are kept to a minimum
- No overhanging visual displays from wall to wall.
- Notice boards containing pupils work should not be more than 3m wide, and there should be a gap between notice boards on the same wall of at least 1m. Notice boards on a means of escape should be restricted, fire resistant and fitted with covers, preferably top hung so that the cover cannot be left 'jutting-out' into the escape route (will aid spread of fire considerably).
- No displays to cover/surround electrical sockets/switches or hung from ceiling.
- Do not put displays down stairways which are part of a designated escape route or where there is only one direction of escape (i.e. dead-end conditions);
- Escape routes need to be kept free of clutter
- Use fire-retardant display materials wherever possible (suppliers should be able to provide evidence of this)
- No locks to be placed on any fire exits.
- No items to be stored in boiler room.
- Limited storage in cellar areas only after consultation and assessment by the Site Superintendent.
- All flammable substances suitably stored and locked away

5. Evacuation Procedure (See appendix 1) Academy to make site specific

EVACUATION OF DISABLED PERSONS (pupil, staff or visitor).

All persons that require assistance to evacuate the building should have a written Personal Emergency Evacuation Plan (PEEP). These are put in place after consultation with staff involved either directly with a disability or with a child's support worker and class teacher. PEEPs will be specific to individual – they may have specific buddy rather than teacher responsible for escorting out.

REPORT TO ASSEMBLY POINT

The fire assembly point locations are as follows:

- Teaching staff, pastoral team and Students – MUGA
- Non-teaching staff – Pathway adjacent to bottom playing field.
- Visitors – Corner of the main car park, opposite main reception.
- (See appendix 2)

Communication between all 3 assembly points is made via radio channel 9 to ensure all building occupants are accounted for.

- On arrival at the assembly point pupils must stand in their form groups while staff check their registers.
- Registers, visitors iPad, staff sign in information (Net2) etc. will be taken out to the assembly point by the Admin Team. The result of this check must be reported to the Principal / Senior member of staff as soon as it is completed.
- During out of hours / holiday periods the site superintendent will generate the roll call from Net2 to mark staff off as safe and check registers for students who will have signed in with the member of staff who is running the group session.

Assemble at the designated fire assembly points (See appendix 2). All classes to assemble in form/house/class order to enable teachers to register.

The Admin Team are to hand class registers to teachers, Visitors iPad and signing in/out sheet to Fire Warden

Teachers to report to Fire Warden if any pupils are unaccounted for. Fire Warden to inform Principal.

RE-ENTERING BUILDING

The Principal, in communication with the Site Superintendent will inform staff when it is safe to re-enter the building.

6. Lettings

In addition to providing extracurricular activities for pupils and events for parents/families i.e. parent's evenings and productions, staff are aware that the normal daily procedure is applicable.

Lettings/external clubs and social events which take place after school and at weekends will be given a copy of this policy and we will ask for a copy of the procedures they will be adopting while using the facilities

7. Contractors

Contractors, including catering staff, contract cleaners etc. working on the premises, will be informed of the school's emergency procedures on induction.

The risk of fire arising out of the work of any contractor on site will be assessed and appropriate precautionary measures put in place. Any hot work activities should be closely monitored using the Hot Permit to Work system (See appendix 3).

8. Roles and Responsibilities

ROLE	TO INCLUDE	RESPONSIBILITY
Fire Safety Policy Makers	Principal	Overall responsibility for strategic implementation, enforcement, and regular review of this policy. Making sure that this policy is considered, as appropriate, when organisational decisions are made
Fire Safety Planners	Principal and Senior Leadership Team	Responsible for developing and maintaining policies/procedures to ensure all pupils, staff and visitors are safe.
Inspection and Maintenance	Site Superintendent	Is responsible for all internal fire safety inspections on a daily/weekly/monthly basis. Any faults will be reported immediately to the Principal.
Fire Wardens	Nominated Staff List Fire Wardens Here: CFL AAM MCA THA AHE HGO ZLE KWI JSM DWH MLA IHA DCO ACU SHA RMA SDE AMI	Responsible to assist in the sweeping of the building during evacuation to ensure all windows/doors have been closed and all persons are evacuated.
Registers	Office Manager, Staff and Fire Marshall	The Office Manager must ensure registers, signing in book and visitors iPad are taken to

		the evacuation point. The Office Manager to hand registers to staff to enable them to register pupils. Signing In/Out book and Visitors book to be handed to Fire Marshall to ensure all visitors and staff are accounted for.
Identifying Fire and Calling Fire Brigade	Principal/and Site Superintendent	The Site Superintendent will check the fire panel to locate the area involved. Once fire identified the Site Superintendent will call the Fire Brigade and assist them on arrival.

9. Fire Safety Training

The Trust/Academy/School will provide adequate fire safety training for staff. The type of training should be based on the particular features of the trust and should:

- take account of the findings of the fire risk assessment.
- explain the emergency procedures.
- take account of the work activity and explain the duties and responsibilities of staff.
- take place during normal working hours and be repeated periodically where appropriate.
- be easily understandable
- be tested by fire drills.

Pupils will also be involved in some aspects of fire safety training, particularly with respect to fire drills, etc.

In primary schools, training may be no more than showing new staff and pupils the fire exits and giving basic training on what to do if there is a fire. In a large secondary school, the organisation of fire safety training will need to be more formal.

Fire training should include the following:

- what to do on discovering a fire
- how to raise the alarm and what happens then
- what to do upon hearing the fire alarm
- the procedures for alerting pupils, members of the public and visitors including, where appropriate, directing them to exits
- the arrangements for calling the fire and rescue service
- the evacuation procedures for everyone in your premises (including young children or mobility impaired persons) to reach an assembly point at a place of total safety
- the location and, when appropriate, the use of firefighting equipment

- the location of escape routes, especially those not in regular use
- how to open all emergency exit doors
- the importance of keeping fire doors closed to prevent the spread of fire, heat and smoke
- where appropriate, how to stop machines and processes and isolate power supplies in the event of a fire
- the reason for not using lifts (except those specifically installed or nominated, following a suitable fire risk assessment, for the evacuation of people with a disability)
- the safe use of and risks from storing or working with highly flammable and explosive substances
- the importance of general fire safety, which includes good housekeeping; and
- the use of premises by outside bodies, e.g. IT training, music, etc

All staff identified in the emergency plan that have a supervisory role if there is a fire (e.g. heads of department, fire marshals or wardens and, in complex premises, fire parties or teams), should be given details of your fire risk assessment and receive additional training.

In addition to the guidance above as a minimum all staff should receive training about:

- the items listed in your emergency plan
- the importance of fire doors and other basic fire-prevention measures
- where relevant, the appropriate use of firefighting equipment
- the importance of reporting to the assembly area
- exit routes and the operation of exit devices, including physically walking these routes
- general matters such as permitted smoking areas or restrictions on cooking other than in
- designated areas
- assisting disabled persons where necessary.

Training is necessary:

- when staff start employment or are transferred into the premises
- when changes have been made to the emergency plan and the preventive and protective measures
- where working practices and processes or people's responsibilities change
- to take account of any changed risks to the safety of staff, pupils or other relevant persons
- to ensure that staff know what they must do to safeguard themselves and others on the premises: and where staff are expected to assist disabled persons.

Training should be repeated as often as necessary and should take place during working hours.

Enforcing authorities will want to examine records as evidence that adequate training has been given.

Training of Pupils

It is good practice to provide pupils and pupils with some form of fire safety training so that they are aware of the actions to be taken in the event of a fire. This should include instruction on the:

- details of the evacuation plan
- importance of fire doors and other basic fire-prevention measures
- importance of reporting to the assembly area
- exit routes and the operation of exit devices

FIRE EVACUATION EMERGENCY PROCEDURES

In the event of fire, the safety of life shall override all other considerations. If a fire is discovered, the alarm should be raised immediately by the appropriate method. The raising of the alarm should be the first action taken on discovery of any fire however small.

If you find a fire or one is reported to you:

- Those discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm using the nearest available break glass call point and evacuate the building. Where possible they should then notify the Facilities team of the exact location / nature of the incident.
- We do not require our employees to attempt to extinguish a fire, but extinguishing action may be taken if the employee feels competent, has been trained and it is safe to do so.

On hearing the fire alarm:

- The fire alarm is a [continuous ringing bell] and all staff, pupils and other occupants of building must respond to alarm activations and evacuate the building immediately.
- The Site Superintendent will summon the emergency services (DIAL 999) as necessary.
- The Facilities staff/ designated person will check the fire alarm panel and, **if safe to do so**, the location of any automatic detection device that has activated. Once the cause of the alarm has been identified, the Site Superintendent / designated person will communicate this to the Principal/ Senior member of staff.
- **Whatever the circumstances surrounding the cause of the alarm all occupants must continue with the evacuation procedure as described.**
- Staff will supervise / affect the evacuation of pupils/visitors via their nearest available exit to the designated assembly point(s) listed below.
- Those members of staff without direct responsibility for a class/pupils, visitor etc. must leave the building by the nearest exit and report directly to a senior member of staff at the assembly point.
- Visitors who are not familiar with the evacuation procedure must follow their host's instructions.
- Pupils should follow the instructions of their teacher, leaving in single file via the nearest available escape route. The last person to leave the classroom closing the door behind them.

A Calm orderly exit is essential
Walk quickly – DO NOT RUN or stop to collect belongings

The fire assembly point locations are as follows:

- Teaching staff, pastoral team and Students – MUGA
- Non-teaching staff – Pathway adjacent to bottom playing field.

- Visitors – Corner of the main car park, opposite main reception.

Communication between all 3 assembly points is made via radio channel 9 to ensure all building occupants are accounted for.

- On arrival at the assembly point pupils must stand in their subject/form groups while staff check their registers.
- Registers, visitors iPad, staff signing in book etc. will be taken out to the assembly point by the Admin Team. The result of this check must be reported to the Principal / Senior member of staff as soon as it is completed.

Fire Wardens / Marshals

- Fire wardens / marshals are responsible for ensuring areas allocated to them have been evacuated. [named person / role] should ensure that in the event of absence, another member of staff is available to take over their duties:

Area of School	Fire wardens /marshals	Deputy
		Sarah Derbyshire, Rachel Markey and Andrea Miles are deputy fire marshals for all areas in the absence of any other fire marshal
A – Reception/assembly hall/Long gallery corridor	Henry Gowland	
B – CMA/DKI Office to Sports Reception	Zack Lewis	
C – Sports hall to small diner	Keith Williams	
D – DT to Facilities	James Smith	
E – First Floor balcony area	David Wheeldon	
F – Dovecote/Ark	Michelle Lambert	
G – Humanities to Upper sports changing corridor	Iryna Haynes	
H – Dance Studio to Top diner	Dylan Coone	
I – Science to Art	Andy Cunningham	
J – English/Student Reception	Sasha Haller	

Once their area has been checked fire wardens/marshals should report to the Site Superintendent that their designated areas are clear.

Upon exiting the building, thoroughly check the areas you move through to ensure that all occupants have evacuated.

Checks on toilet areas should include a check on individual cubicles.

Never open a door if you suspect that there may be a fire beyond it.

The Principal /senior member of staff will liaise with the Fire Brigade on their arrival.

All staff and pupils must remain at the assembly point until instructed, do not re-enter the building until the 'all clear' has been given either by the Fire Brigade or Principal/ senior member of staff.

Pupils will then be dismissed class by class.

If the building cannot be reoccupied following an evacuation, pupils will be evacuated to Springwell Academy East.

Detail any other specific school procedures e.g. alarm activations during examinations, use of the swimming pool, before / after school clubs etc.

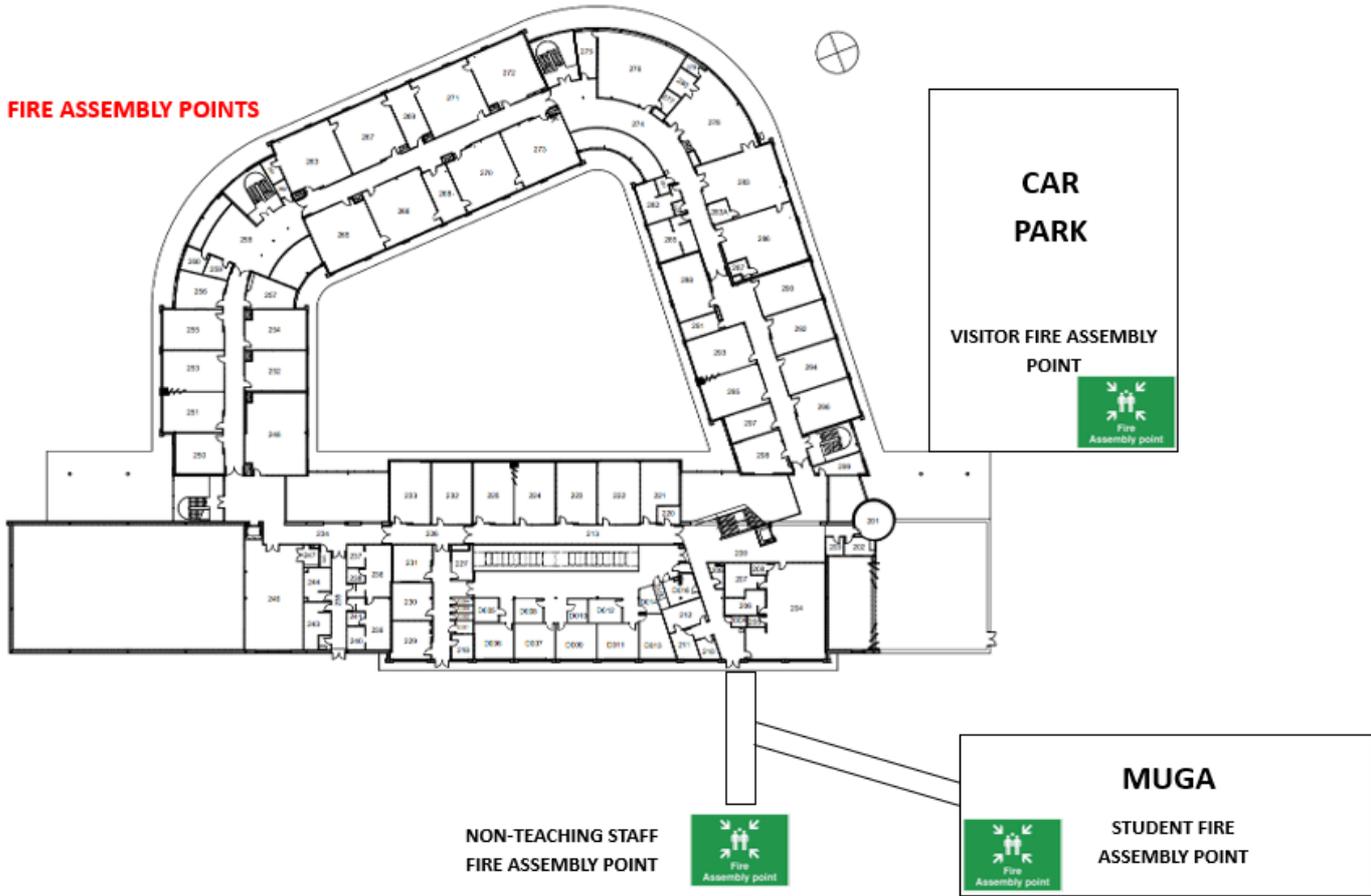
Visitors

- All visitors to the school must sign in and out of the school and will be made aware of evacuation procedures on their arrival.
- Visitors to the school are the responsibility of their 'host' and must be escorted to the assembly point by the particular member of staff concerned.
- In the event of an alarm activation during parent's evening etc. all members of staff are responsible for evacuating parents / pupils from their immediate area of responsibility.

Contractors

- Contractors, including catering staff, contract cleaners etc. working on the premises, will be informed of the school's emergency procedures that apply including:
 - Action to be taken on hearing the fire alarm or discovering a fire.
 - Fire evacuation procedures including means of escape, location of the assembly points and name of the person in charge of evacuation procedures.
 - The location of fire-fighting equipment and fire alarm call points in relation to the area of their work.
- The risk of fire arising out of the work of any contractor on site will be assessed and appropriate precautionary measures put in place. Any hot work activities should be closely monitored using the Hot Permit to Work system.

Appendix 2



Appendix 3

Hot work permit



Company name:	Permit Number:
Location:	

Authoriser name (print): _____	Date: _____
Authoriser signature: _____	Position: _____

Part 1 – Risk assessment and authorisation

Work method assessment: Have less hazardous methods been considered? Yes No
 Why are less hazardous methods not being applied? _____

Project specific work method statement:
 Will a project specific work method statement be used and copy attached? Yes No

Work by: In-house staff Contractor - name: _____
 Supervisor and Worker qualifications verified? Yes No

Work area risk assessment

Completed by: _____ Position: _____

- a. Work area is not a "hot work prohibited" area? Yes No
- b. Automatic sprinkler fully operational (see note 1 on back)? N/A Yes No
- c. Hot work equipment is functional, secure and in good repair? Yes No
- d. Within 10 m (35 ft) of the work area:
 - 1. Flammable liquids removed? Yes No
 - 2. Combustible materials removed or covered with fire resisting materials? Yes No
 - 3. Floors swept and overhead structure clean from dust, lint, and debris? Yes No
 - 4. Floor and wall openings protected against spread of sparks or embers? Yes No
- e. Does work involve enclosed equipment? (If yes, complete items 1 to 4) Yes No
 - 1. Adequate ventilation provided? Yes No
 - 2. Thoroughly cleaned to remove all flammables and combustibles? Yes No
 - 3. Flammable vapors purged? Yes No
 - 4. Purging and ventilation verified with gas detector? Yes No
- f. Fire watch (provided during and after hot work)
 - 1. Number of personnel required? _____
 - 2. Location of fire watch personnel: _____
 - 3. First aid firefighting equipment to be provided: _____
 - 4. Fire watch duration (minutes) after work complete: 30 60 >60 minutes _____

g. Additional precaution required for this job: _____

Authorisation: Work method assessment approved Work area risk assessment approved

- 1) Work location: _____
- 2) Work description: _____

Permit valid for work on: Date: _____ Times - From: _____ To: _____

Specify frequency of inspections made by the Supervisor during the hot work and the fire watch:
 Frequency: Continuous 15 minutes 30 minutes 60 minutes Other _____

Part 2 – Worker acknowledgement (completed by worker before work begins)

Worker and Fire Watch been briefed on precautions and emergency procedures? Yes No

Worker name (print): _____ Date: _____
 Worker signature: _____ Position: _____

Part 3 – Periodic work area inspections (completed by supervisor during hot work and post-work fire watch period)

- Inspection time: ____ : ____ am / pm Work in compliance: Yes No Initials: ____
- Inspection time: ____ : ____ am / pm Work in compliance: Yes No Initials: ____
- Inspection time: ____ : ____ am / pm Work in compliance: Yes No Initials: ____
- Inspection time: ____ : ____ am / pm Work in compliance: Yes No Initials: ____
- Inspection time: ____ : ____ am / pm Work in compliance: Yes No Initials: ____

Description of any non-compliance and actions taken: _____

Part 4 – Final work area inspection (completed by supervisor at end of fire watch)

Time hot work ended: ____ : ____ am / pm

- All areas where sparks or heat might have spread have been inspected with no sign of fire.
- All fire alarm detectors isolated during the work have been reinstated.
- Work completed in accordance with this permit.

Supervisor name (print): _____ Date: _____ Time: _____
 Supervisor signature: _____ Position: _____

Part 5 – Permit close out (completed by authoriser at end of fire watch)

Permit closed based upon (check one):

- Permit and work completed in satisfactory manner
- Permit withdrawn due to: _____

Authoriser name (print): _____ Date: _____ Time: _____
 Authoriser signature: _____ Position: _____

Hot work permit



WARNING
HOT WORK IN PROGRESS
WATCH FOR FIRE!

In case of emergency, take these actions:

Note 1: Fire protection impairments

- Only fire alarm system smoke detectors in the immediate vicinity should be isolated to avoid unwanted alarms.
- Hot work should not be permitted in any area equipped with automatic sprinklers while sprinklers are impaired.
- Where hot work cannot be avoided during a sprinkler impairment, consult with Zurich before any hot work proceeds.

Note 2: Fire watch

- Maintain an uninterrupted fire watch throughout the work area and adjacent areas.
- This includes during lunch, breaks, and shift changes.
- After work is completed, maintain the fire watch for the timeframe indicated in Part 1 of this permit.