



CARE | OPPORTUNITIES | RESPECT | EXCELLENCE

Fire Safety Policy

2025-2026

Headteacher	Mr Gulam Abbas Hussain 
Chair of Trustee	Mr Amran Hussain Ruhel 
Reviewed	September 2025
Next review date	September 2026

Aims:

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety of the school, in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at Read Academy are designed to help our community to respond calmly and effectively if fire breaks out in one of our buildings.

Overall Responsibility for Fire Safety Matters:

The Headteacher will have overall responsibility for fire safety matters at the school. He will coordinate the implementation of fire safety measures, ensure that staff and pupil training take place and monitor the standard of fire precautions maintained. He will also ensure **that a fire evacuation drill is undertaken three times in the academic year**, fire action notices are kept up to date and that fire safety equipment is being maintained.

However, everyone using the premises has a responsibility to co-operate with the arrangements for safety. Each member of staff is required to remain vigilant and to take personal action to reduce fire risks and never to assume that fire safety is always someone else's responsibility.

Our expectation is that all members of staff and pupils will play their full part by keeping their knowledge of good fire safety practice up to date, ensuring safe evacuation of our premises in the event of a fire and promoting good housekeeping.

The School Fire Procedure:

- Each morning, the attendance register shall be taken.
- Every pupil leaving the premises shall be ticked off the register.
- Any staff leaving the premises shall be ticked off the register.
- Any staff leaving the premises shall be noted.
- All visitors shall sign the visitor's book on entry and exit.
- Fire drill shall be carried out **at least three times** in the academic year.
- When the fire bell rings, pupils are to line up calmly and quietly to evacuate through the nearest exit.
- Assemble pupils at the assembly point. **The assembly point is City Best Hotel forecourt.**
- Conduct a roll call to see if all pupils, staff and visitors are present.
- If all the pupils, staff and visitors are present then return to the school if it is safe to do so.
- Complete the fire drill log form.

In case of an actual fire / emergency:

- When the fire bell rings, quickly line up the pupils and leave the premises from the nearest exit point.
- Call the fire brigade from the school if it is safe to do so or else use the nearest external telephone or mobile phone.
- Close all windows, doors and switch off electrical items if it is safe to do so.
- Assemble the pupils at the assembly point.
- Conduct a roll call to see if all pupils, staff and visitors are present.
- If anyone is missing, inform the fire crew when they arrive.
- Do not attempt to re-enter the building.

Personalised Emergency Evacuation Plans (PEEPs):

In the case of any person using the site having a condition that may prevent them from evacuating quickly and safely, the school will devise a PEEP for that person.

Checklist for new employees on Fire Safety Instruction:

- Take the new starter through the fire safety procedure as displayed at the fire alarm call points, in particular:
- Show them the location of the fire alarm call point and describe the way it operates.
- Emphasise that the first action on discovering a fire is to raise the alarm even if the fire is small.
- Describe the sound of the fire alarm and the action to be taken in when it sounds, leaving the building with any pupils for which the staff member is responsible and going to the assembly point.
- Describe and walk the escape routes and alternative escape routes that the member of staff is likely to need to use and show the operation of any push bars or exit fittings.
- Show the new member of staff the location of the fire extinguishers but emphasise they should only be used if the staff member has been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started.

Fire Bell Test:

- Fire bell tests shall be carried out once a week for extra precaution measures. Sound the alarm for approximately 5 seconds.
- Each week a different call point shall be activated.
- At the end of the test record the findings in the logbook.
- If the bell malfunctions or a fault light appears on the control panel, then inform the engineer to investigate the problem.

Raising the alarm:

In the event of alarm failure, a whistle will be rung in order to raise the alarm, and a code word will be used by members of staff to alert the school: Code word: **Exit, Exit, Exit** with the whistle being blown.

Calling the Fire Brigade:

It is the school policy that the fire brigade will be called on any confirmed outbreak of fire. The school's fire marshal is responsible for calling the fire brigade when the alarm is sounded.

Meeting the Fire Brigade:

The fire marshals are responsible for ensuring that one member of staff is available to meet the fire brigade on arrival and in their absence, there is a member of staff to deputise for them.

Fire Notices:

Notices displaying the school fire procedure will be displayed at each fire alarm call point and will be of the standard form. All fire exit routes will be signed by clear signs with directional arrows.

Records:

Record Type:	Information to be recorded:
Fire alarm test	Date of test, number of call points tested and whether test was satisfactory.
Emergency lights	Date of test, numbers or locations of lights tested and whether test was satisfactory.
Free operation of fire exit doors	List of all exit doors checked date of check and results.
Correct operation of self-closing fire doors	List of all doors checked date of check and results
Practice fire evacuation drill	Date of drill, details of exits obstructed and time taken to evacuate.
Fire safety training	Nature of training, names of those who attended, name of instructor and duration of training.