

**CITY OF ROCHESTER SCHOOL**  
**FIRE PREVENTION AND EVACUATION POLICY**

*This policy, which applies to the whole school, and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office. This policy is also publically available on the school website*

**Monitoring and Review:** This policy is subject to continuous monitoring, refinement and audit by the Headteacher. The Trustees undertake a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so requires. This discussion will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay.

Signed:

Date Reviewed: January 2024  
Date of Next Review: January 2025  
Version No. 4.5



Alicja Emmett  
Headteacher

This policy will be reviewed no later than January 2025, or earlier if changes in legislation, regulatory requirements or best practice guidelines so require.

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## **1 Statement of Intent:**

The person responsible for Fire Safety is the Headteacher; she appoints the School Business Manager in matters of Fire Safety. This Fire policy complies with the Regulatory Reform (Fire safety) Order 2005. Instructions are provided to all staff, students and visitors to ensure safe evacuation of the premises in the event of fire. Provision is made for a fire risk assessment to be carried out by a relevant body each year. It is formally recorded and reviewed by the School Business Manager on an annual basis or when significant changes have been made to the buildings. The school is not routinely visited by the Fire Brigade but will comply with any recommendations made by the Fire Service and will regularly carry out and record risk assessments in relation to fire, together with fire drills and any routine tests recommended by the Fire Service. [There are currently no significant recommendations of the Fire Service outstanding]. The importance of raising awareness of Fire Safety is recognised and the school seeks to ensure all possible fire risks are addressed. In line with this aim, the school will:

- disseminate information about the elimination or reduction of risks from dangerous substances to relevant departments and support staff
- carry out training of all staff on initial appointment, which will be repeated periodically
- ensure the safety of staff and anyone else legally on the premises through effective: fire prevention, evacuation procedure and maintenance of fire routes and equipment
- ensure fire drills are carried out at least 3 times per year to raise awareness and confidence in fire procedure across the whole school.
- ensure the Company Secretary and Site Team are confident in contacting the Fire Services in the event of a fire
- ensure adequate staff are appointed and trained to act as Fire Wardens to take preventative and protective measures and to assist with evacuation in the event of a fire
- provide staff and those working on the site with a copy of this policy. It is school requirement that all those working on school site are provided with information about fire safety at the school.
- maintain fire routes, exits, signs, notices, emergency lighting and fire detectors, alarms and extinguishers

All staff must read this policy and be aware of the fire procedures. It is reviewed annually, or as legislation changes require, by the School Business Manager. This policy should be read in conjunction with:

- Health and Safety Policy
- Emergency Plans
- First Aid Policy

## **2 Fire Procedure:**

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk. It is the duty of the employees to familiarise themselves with the layout of the building and the fire exit routes.

- All emergency routes are clearly marked with FIRE EXIT SIGNS
- All emergency evacuation maps are by the evacuation point in each room. On the Health and Safety Notice Board, there is a map of the building indicating all key points

In the event of any member of the school community finding a fire they must:

- manually break the call point glass
- a Fire Warden will contact the Fire Services directly by dialling 999.

The fire bell is a continuous sound and staff and pupils should follow the evacuation procedure:

- Close all windows

- Switch off appliances such as Kitchen equipment and D&T machinery etc. this can be done via the emergency stop buttons.
- Switch of any heat generating equipment such as glue guns and laminators and ensure left in a safe position (for example not covered by paper or near combustibles).
- Evacuate via the appropriate published route from the area of the school or Vocational College, closing the door behind them.
- All pupils and staff must walk quietly and gather at the assembly point in their allocated zones to be registered and receive further instructions.

### **3 Roles and Responsibilities**

#### **3.1 City of Rochester School:**

##### **3.1.1 School Business Manager and Site Team:**

The School Business Manager and/or Lead Fire Warden will check the fire panel to establish the area of the fire. Fire panels are situated in the reception **lobby**. The Lead Fire Warden will then establish if there is a fire. The Lead Fire Warden or Fire Evacuation Coordinator will then telephone the Fire Services and notify them on arrival of the position of the fire.

##### **3.1.2 School office:**

The Fire Evacuation Coordinator (who is also a member of the school office team at City of Rochester School) is responsible for taking the fire folder, emergency information folder, registers, any identified medications (see PEEPS) and Grab bag (including First Aid supplies) to the muster point. The hazardous substance and information for Fire Service files are kept in the fire information folders in reception and will also be given to the Fire Service. The Fire Evacuation Coordinator should check attendance at the muster point with the sign in/sign out sheet held by the School Office. The Headteacher or Fire Evacuation Coordinator will then inform the Fire Services of any missing students.

##### **3.1.3 Headteacher:**

Once the ALL CLEAR has been given to the Headteacher by the Fire Evacuation Coordinator or the Fire Service the Headteacher will dismiss students back into the building.

##### **3.1.4 School Business Manager:**

In line with the Emergency Plan, in the event of an emergency that requires the school to close, the school will telephone all parents/carers requesting that they collect their child from a designated location. The School Business Manager will ensure these details are available in the emergency folder so as to facilitate class teachers are able to complete this task.

#### **3.2 City of Rochester School Vocational College:**

##### **3.2.1 School Business Manager and Site Team:**

The Lead Fire Warden will check the fire panel to establish the area of the fire. Fire panels are situated in the reception lobby. The Lead Fire Warden will then establish if there is a fire. The Lead Fire Warden or Fire Evacuation Coordinator will then telephone the Fire Services and notify them on arrival of the position of the fire. The Lead Fire Warden or Fire Evacuation Coordinator, after contacting the Fire Services will telephone the school and inform the School Business Manager or main office at City of Rochester School of the fire and keep them up to date.

##### **3.2.2 Reception/SLT office:**

The Fire Evacuation Coordinator (**Reception at City of Rochester School Vocational College**) is responsible for taking the fire folder, emergency information folder, registers, any identified medications (see PEEPS) and Grab bag (including First Aid supplies) to the muster point. The hazardous substance and information for Fire Service files are kept in the fire information folders in reception and will also be given to the Fire Service. The Fire

Evacuation Coordinator should check attendance at the muster point with the sign in/sign out sheet held by the **Reception** Office. The Fire Evacuation Coordinator will then inform the Fire Services of any missing students.

### **3.2.3 SLT:**

Once the ALL CLEAR has been given to the **Deputy** Headteacher by the Fire Evacuation Coordinator or the Fire Service the **Deputy** Headteacher will dismiss students back into the building. **In the event that the Deputy Headteacher is not on site this task will fall to the most senior member of staff on site.**

### **3.2.4 School Business Manager:**

In line with the Emergency Plan, in the event of an emergency that requires City of Rochester School Vocational College to close and where provision can not be made at the main school site, having been informed of the fire status at City of Rochester School Vocational College, the school will telephone all parents/carers requesting that they collect their child from a designated location. The School Business Manager will ensure these details are available in the emergency folder so as to facilitate class teachers are able to complete this task.

## **4 Out of school hours:**

If the buildings **are** being used outside of the normal school day, which is 08:30 – 16:30, standard policies and procedures as outlined in this policy will continue to be followed. If the **main** building is empty, there is an emergency contact number on the front gate of a person who is a key holder and who can take any appropriate action. **If City of Rochester School Vocational College is empty, there is an emergency contact number by the front door of a person who is a key holder and who can take any appropriate action.**

## **5 Visitors:**

All visitors sign in and out of the School Office **at City of Rochester School and at the reception desk at City of Rochester School Vocational College** and must wear a visitors' badge at all times. This book is used to register visitors at the assembly point. All visitors are given a hand-out with details of the fire procedures and they are informed of the assembly point. Fire evacuation routes are clearly labelled around the school **and vocational college**, which visitors should follow.

## **6 Contractors:**

Any contractors working **at either** site must sign in at reception and wear a visitors badge at all times. The contractor's host must ensure that they are briefed on the school's fire procedure including the no smoking policy. Any 'hot works' must be authorised by the Company Secretary or Site manager before work begins and will only be allowed on receipt of a completed risk assessment and method statement.

## **7 Fire Risk Policy and Procedures:**

All records relating to Fire Safety are kept and maintained by the Site Manager. They are reviewed in consultation with the Headteacher and the School Business Manager actions and records any matters arising. The following records are kept, maintained and reviewed **in the appropriate fire folders for both City of Rochester School and City of Rochester School Vocational College:**

- the Fire Risk Assessment and its review
- the Emergency Plan
- training records of Fire Wardens and other staff training
- the fire practice drill log
- PEEPs (Personal Emergency Evacuation Plans)
- certificates for the installation and maintenance of fire-fighting systems and equipment.

The Site staff carry out regular checks, walking the site and weekly checklists are completed then routinely checked by the Company Secretary. Regular checks by the Site Teams include:

- fire extinguishers are not used to prop open doors, are in their proper locations, available and in good condition
- fire exits and emergency routes are kept clear
- checks on all fire doors to ensure they remain closed or are only held open via approved fire safe systems
- required exit bolts, panic bars and other fire door hardware should be functioning properly
- necessary exit signs, exit directional signs and lights should be functional and in good condition
- all fire extinguishers are in their proper locations, available and in good condition
- proper housekeeping is being implemented by avoiding the accumulation of combustible debris, packing material, paper or other fire breeders
- an approved contractor carries out annual maintenance of fire extinguishers annually.
- A third party will service and test fire alarms and emergency lighting as a part of the ongoing maintenance and support contracts, as at the time of writing this is AMA and BG security however this may be subject to change as required.
- the Site staff test the call points in the school building on a weekly rota and records the results in the appropriate site logbook
- Emergency lighting on site is self-testing, the Site staff routinely check the green status lights on the emergency lighting on a weekly basis.
- Fire door retainers are tested to ensure that they are functional (through sound testing with the bell tests) and no warning lights are on

High Risk departments/lessons such as Design and Technology, Food Technology and Science have policies or risk assessments in place which include fire precautions and dangerous substances and clear instructions on what to do in the event of fire. Hazardous substances are kept in lockable storerooms/containers and COSHH sheets are kept for these substances. A register of dangerous substances is kept by the site team and a copy is kept in the appropriate fire folders in the School Office and City of Rochester School Vocational College reception. This is made available to the Fire Brigade on arrival. All employees should:

- familiarise themselves with the fire procedures and escape routes on display in all rooms
- report to the School Business Manager any concerns regarding fire safety
- ensure that doors are not held open by fire extinguishers or wedges and fire exits are not blocked
- in accordance with the fire procedures, evacuate the building to a safe place without putting themselves or others at risk
- not attempt to extinguish a fire unless they have been specifically trained to do so
- comply with the school no smoking rule
- ensure classroom displays and work displayed in hallways should be set up with care; decorations can be a fire risk if hung near sources of heat or light fittings
- ensure clothing and costumes used for school events, which can be highly flammable, are never placed close to any heat source, e.g. footlights or other stage lighting
- remove from school buildings combustible material such as cardboard boxes and packaging unless they are required for educational purposes. When such materials are not in use they should be kept in a designated storage area. Hallways, entrances and exits should be kept clear and free of combustible materials. Hallways should always be kept clear
- use recycling and rubbish bins and paper should not be left lying around. Rubbish should not be allowed to collect in hidden places and particular attention should be paid to general tidiness and cleanliness, especially around electrical appliances
- the caretaker will ensure the boiler and plant rooms at City of Rochester School must be kept clean, clear and locked. There are no plant rooms at City of Rochester School Vocational College however here the site team will ensure that plants and debris have not gathered around the external air conditioning units.

- have a responsibility towards ensuring electrical equipment must be used with care and kept in a safe working order. Electrical points must never be overloaded and wiring must be checked regularly. all portable mains-powered equipment that enters the school must be checked for electrical safety before use. All existing portable mains-powered equipment has been tested for electrical safety (pat – portable appliance testing)
- it is the responsibility of all teachers to give the School Business Manager a list of any significant quantities of flammable and / or toxic materials, chemicals, gas cylinders and radioactive substances that are held within their locations. In the event of a major fire the fire brigade will require this information.

## **8 Risk Assessment on People with Disabilities:**

A risk assessment will be carried out on staff and students depending on their needs and a risk assessment carried out. Staff will be made aware of the procedure to follow for these individuals. Personal Evacuation and Emergency Plans are in place for identified students.

## **9 Fire Warden Training:**

All employees receive training and instruction on all of the fire and emergency procedures and all training is certified and accredited and always in date. All training is recorded. All members are advised on taking preventative measures and ensuring a safe environment. Any employees with additional fire safety duties i.e. Fire Marshals, will be given training on appointment to their specific duties and refresher training as required. New staff are provided a health and safety induction and asked to sign the induction upon completion. The staff trained as Fire Wardens are listed at the end of this policy in appendix 2.

## **10 Fire Drills:**

Fire drills are necessary to ensure a safe, orderly, efficient and successful evacuation in the event of an emergency. Drills are an exercise in discipline, not speed. Complete cooperation and understanding are essential. Everyone should remain silent throughout drills. Fire drills will be both scheduled and unannounced. There will be at least three per academic year. All fire alarm activations should be treated with importance and the caretaker/site team will keep a record of all drills **in the appropriate fire folders.**

## **11 False Alarms:**

The fire alarm systems in both City of Rochester School and City of Rochester School Vocational College do not report directly to the fire services. Once the all clear has been given to return to school sites where no fire has been identified, the lead fire warden will work with the site team to identify the cause of the false alarm and this will be recorded in the false alarm section of the appropriate fire folder. Any necessary repairs or system adjustments will be organised by the School Business Manager and Site Team. If a pattern of behaviour has been identified as the cause of the false alarm/s, the Head of Welfare will consider the best course of action to pursue to reduce false alarms.

## **12 Monitoring:**

Compliance with the policies and procedures laid down in this document will be monitored by the trustees.

The trustees are responsible for the monitoring, revision and updating of this document on a 1 yearly basis or sooner if the need arises.

### **13 Equality Impact Assessment:**

This document forms part of City of Rochester School commitment to create a positive culture of respect for all staff and service users. The intention is to identify, remove or minimise discriminatory practice in relation to the protected characteristics, as well as to promote positive practice and value the diversity of all individuals and communities. As part of its development this document and its impact on equality has been analysed and no detriment identified.

## 14 Appendix 1 – Assembly Arrangements

The safety of the students and staff is of the utmost importance to the school. Due to this, the muster/evacuation point is split into two stages for ensuring the safety of our staff and students following recommendations by the fire brigade:

### City of Rochester School:

**Stage 1:** The initial muster point is within the school grounds at the rear of the building on the hard surface. This is clearly marked with a muster point sign on the fence. Following the fire brigade’s advice, the majority of fire alarms will be fire drills or false alarms and therefore by maintaining a safe distance within the grounds of the school, the safeguarding of the students and staff can be better achieved. Upon confirmation of a fire situation within the building, as a school staff and students will calmly and sensibly walk around to the secondary muster point as stage 2.

**Stage 2:** The second muster point is located on the grass adjacent to the main car park gates. While this second muster point is located at a greater safe distance away from the school building, added attention from staff to ensure the safety of students close to the road and main entry gates must be maintained to ensure safeguarding of our students. Particular attention should be observed upon arrival of the fire brigade as fire vehicles will have to pass very close to the waiting students which may cause disruption.

### City of Rochester School Vocational College:

The muster point is located at the end of the building outside the snack bar area. Upon hearing the fire alarms, staff and students will calmly and sensibly follow the fire evacuation signs and exit the building by the nearest fire escape route. From the front of the building, care must be taken while waling through the industrial estate of other businesses in operation. Staff must pay particular attention to the proximity of public roadways and industrial use nearby including but not limited to large lorries and fork lift trucks operating nearby.

## 15 Appendix 2 – List of Fire Wardens

Name	Course	Passed on	Expiry	Certification No.
Sandra Kingsmill (Lead Fire Warden)	Fire Warden Training – Fire Training Company	29/08/2023	29/08/2025	1656467400
Brian Obray	Fire Warden Training – Fire Training Company	30/08/2023	30/08/2025	1547103134
Kieran Yates (Deputy Fire Evacuation Coordinator)	Fire Warden Training – Fire Training Company	18/09/2023	18/09/2025	1148839822
Sheila Humphrey (Fire Evacuation Coordinator)	Fire Warden Training – Fire Training Company	17/09/2023	17/09/2025	1127677905
Amanda Cade	Fire Warden Training – Fire Training Company	11/09/2023	11/09/2025	1760174159



Sophie Hatcher	Fire Warden Training – Fire Training Company	01/09/2023	01/09/2025	1661392023
Gary Lovell (Lead Fire Warden)	Fire Warden Training – Fire Training Company	03/09/2023	03/09/2025	1693968732
Alix Wilson	Fire Warden Training – Fire Training Company	10/09/2023	10/09/2025	
	<b>THERE WILL BE A TRAINED FIRE MARSHAL ON DUTY AT BOTH SITES DURING SCHOOL OPENING HOURS</b>			