



HCAT Fire Evacuation Procedures & Policy

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1	Original	Sept 2023
2	Rebranded & reviewed	July 2024
3	Revised and Reviewed	July 2025
4	Reviewed	September 2026

HCAT Fire Evacuation Procedures and Policy

This policy has been developed between key advisors, the trade unions represented at the school and professional associations recognised by HCAT who have been consulted in the development of this policy.

Introduction

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

The safety of all children, visitors and staff at HCAT is paramount. The Head of School and nominated staff will ensure procedures are in place for the safe evacuation of children, visitors and staff, including those who may be disabled, from the school.

Note: the safe evacuation of the school is not the responsibility of the fire service.

Staff responsibilities and training

Information and training will be provided by the school Health and Safety Officer, the Head of School and Facilities Management to all members of staff on the action necessary when a fire is discovered, (new staff will receive training as part of the induction process):

- Raising the alarm;
- Action to be taken on hearing the alarm
- The exit routes available to staff at various points in the building
- The practical use and location of portable fire-fighting equipment
- The assembly points around the building and roll-call procedures
- The procedure for re-entry to the building
- Good housekeeping practices

Refresher training will be given to staff once every year unless there are changes in the use or layout of the building. In such cases, staff will need to be re-trained to include the new arrangements before those arrangements come into force.

Note: All staff will effectively be considered 'Fire Marshals' during the course of an evacuation.

Protective equipment – Fire Extinguishers

Fire fighting equipment is provided throughout the building and is marked with the appropriate signage.

Only persons who have received training in the use of extinguishers should attempt to use them. However extinguishers should only be used by the trained staff if the fire is minor and can be tackled without putting those staff at risk.

Inspection procedures/good housekeeping practices

Regular inspections of fire safety equipment, exit routes etc will be carried out in accordance with the details in the Health and Safety / Fire Precautions log book, (which is kept in the School office). Any defects or shortcomings should be brought to the attention of the Head of School or Facilities Management who will ensure the arrangements for replacement or replenishment.

The Facilities Management and Total Fire will complete a fire risk assessment and review annually, the latest version was completed in March 2025. Fire alarm tests will take place weekly. An evacuation exercise will take place at least once a term and as soon as possible after any new intake of pupils are admitted to the school. A record must be kept

of the results of these tests and which members of staff attended them. Members of the Senior Leadership Team will be told beforehand of the drill and will act as observers.

The delegated responsible (Caretaker) will undertake a weekly visual inspection of all fire fighting equipment to ensure that they are in the correct location and have not been tampered with. Extinguishers are fitted with a tag that will drop below the level of the trigger-grip if they have been tampered with.

Daily visual checks will be carried out by the Facilities management team or a nominated person (Caretaker) as follows:–

- On the physical state of fire extinguishers.
- Checking that the exit routes are free from obstruction and are left unlocked.
- Reporting all defects to the Head of School or other nominated persons who will ensure that any remedial action is taken.

Regular annual checks of all fire extinguishers will be undertaken by the equipment supplier and will be recorded on each extinguisher.

The evacuation procedure for Hoylandswaine Primary School

See attached at Appendix A evacuation procedure notices for staff and general display. Every occupied room will have a fire action notice. A Fire Evacuation Plan depicted by an outline drawing of the building will also be displayed.

The following sequence of actions should take place when a fire is detected.

- 1) Alarm
- 2) Evacuation of premises
- 3) Call the fire brigade (to ensure that they have been called automatically)
- 4) Report to the assembly point
- 5) Tackle the fire (if it is safe to do so)
- 6) Duties and Identities of employees with specific responsibilities
- 7) Kitchen Staff/ Caretaker/Cleaning Staff
- 8) Procedures for liaison with the fire brigade

1. Alarm – ANYONE discovering a fire should without hesitation activate the nearest fire alarm break glass call point. Children should be taught to report to a member of staff.

The alarm is tested weekly by the Caretaker who will activate a different call point each week and log any faults.

2. Evacuation of premises – On hearing the alarm Pupils will stand behind their chairs and when instructed by the teacher in charge, exit the building following the route indicated on the fire drill procedure (see attached notice). Bags and coats are NOT to be collected on the way out.

The teacher/member of staff will ensure that all doors are closed behind them as they leave the premises.

Teaching Staff are to make sure toilets are checked before vacating the premises and moving directly to the assembly point.

The evacuation should take place in a quiet and orderly manner so that instructions can be heard.

3. Calling the fire brigade – All outbreaks of fire are to be reported to the fire brigade. It is the duty of the Head of School (if absent – the Caretaker) to make the call before vacating the premises, and to meet the fire services on their arrival.

4. Report to assembly point – The designated assembly point is the hard surface playground. All staff and Pupils to line up on the hard surface playground. At the assembly point classes will line up in year group and class order. The academy Attendance Officer will take the registers to the assembly point and distribute them to the person responsible for the class. The Academy Administrator will also check the visitors present against the visitors register and will also check the support staff register.

Call the roll – The member of staff in charge of the class will immediately call the register and show that ‘all are present’ by raising the register in the air.

5. Tackling the fire – The overriding duty of the staff is to ensure the safety of the children and themselves. Small fires may be tackled (after sounding the alarm) by staff using the method appropriate to the type of fire if it would be safe to do so. Staff should be given instruction in the use of portable extinguishers if they are to fight a small fire.

6. Duties and Identities of employees with specific responsibilities -

Head of School/Caretaker – On hearing the alarm will contact the fire brigade using the 999 telephone system.

Teachers have the responsibility for the taking of registers at the fire assembly point. When all pupils in their specific group have been accounted for, they should confirm that their group is present and correct.

Academy Administrators – On hearing the alarm they should collect all class registers and the visitor’s roll and take them to the assembly point.

Head of School – At the assembly point will liaise with the class teachers/teaching assistants/administrators/fire marshals to confirm that a roll call has taken place and establish if any persons are missing.

7. Kitchen Staff/ Caretaker/Cleaning Staff will:

Immediately cease all activities

Switch off all appliances

Evacuate the premises

Proceed to the assembly point

Caretaker to call the roll of support staff

Report to the Head of School with the result of the roll call

8. Procedures for liaison with the fire brigade -The Head of School or Caretaker will meet the fire brigade on the driveway of the school on their arrival, and give them details of any persons missing; staff and disabled students/staff/visitors in refuge areas; the location of the fire (if known) and access points into the building.

Evacuation of disabled persons – student, staff or visitor

The Head of School will ensure plans have been made so that any disabled person(s) experiencing difficulty in evacuating the building are properly escorted, initially to the safe area (refuge) and then to the assembly point.

It is not intended that a disabled person should be merely escorted to the safe area, which affords thirty minute fire resistance, and left alone. Identified staff will remain with disabled persons until they can be safely evacuated from the building, or return to the classroom once the Fire Officer has determined it is safe to do so. Lifts can be used to evacuate disabled persons, but only by a suitably trained fire marshal.

Personal Emergency Evacuation Plans will be developed by the Head of School in consultation with individual disabled pupils and staff. The plan will include details of the action to take in the event of a required evacuation. The plan will outline the requirements of the disabled person eg ability to independently reach the safety of a protected escape route or exit, or if required support from staff. Where support is required staff will be identified with the specific responsibility of escorting the pupil or staff member to the safe area (refuge) or assembly point.

In the case of less disabled persons once the initial surge of evacuating persons has past its peak it may be reasonable for such persons to proceed with assistance along the evacuation route, perhaps at a slower speed but without causing undue delay to other evacuees. The Head of School should be made aware of any difficulty being encountered.

Fire evacuation log book

Is located in the School Office. Any Fire alarm activations or servicing are recorded in the Fire Log Book.

Out of hours use

Open evenings etc., taking place outside normal school day. In this event school staff will be available to ensure all visitors follow the evacuation procedure and are safely evacuated from the building. However, visitors will be made aware of the evacuation procedure and the means of escape.

Monitoring, evaluation and review

The Governing Body will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

Fire alarm system

1 Daily Indicator Panel Checks

To ascertain that the panel indicates normal operation and if not that any fault is receiving urgent attention. The nature of any fault should be recorded together with the action taken. Faults which have been rectified should be indicated.

2 Weekly Test by the User

The system should be tested at the same time each week activating and recording a different call point on each occasion. To facilitate this it is suggested that all manual call points in the relevant building are numbered.

3 Quarterly and Annual Inspection and Test

The test and check sequence should be carried out in accordance with the current British Standard by the manufacturer, supplier or contractor, or by an employee who has received special training with the manufacturer, supplier or installer. Annual tests should be entered in red ink.

Fire extinguishers

All fire fighting equipment shall be maintained in efficient working order. Portable fire extinguishers shall be examined at least once annually and tested by a competent person in accordance with the manufacturers requirements.

It is also advisable that a nominated person inspects all fire fighting equipment once per week to ensure that they are not obstructed and are readily available.

Records of fire drills and training

Employees should be instructed and trained to ensure that they understand the fire precautions and actions to be taken in case of fire. This training should be based on written instructions and should be at such intervals, as will ensure all employees are instructed, preferably twice, but in all cases, once in each period of 12 months.

Emergency lighting

The emergency lighting should be tested in accordance with the relevant British Standard and Manufacturer's instructions.

Fixed firefighting equipment (sprinklers) and smoke detection equipment

These installations vary greatly in their design and application therefore any servicing, tests, and maintenance must be carried out in accordance with the manufacturer's instructions (and relevant British Standards) by a competent engineer who is familiar with the design and operation of the equipment.

Further information

(a) Fire Precautions Act 1971 (1971 C.40)

(b) Fire Precautions (Workplace) Regulations 1997

(c) Fire Safety at Work (HMSO) 1989 - ISBN: 0 11 3409052

(d) Fire Precautions Register (Greater Manchester County Fire Service) - Reference FP GEN 19.

www.hsedirect.com (for copies of publications)

APPENDIX A:

General Fire Procedure

THE PERSON DISCOVERING A FIRE WILL

Activate the nearest fire alarm call point

ON HEARING THE FIRE ALARM SIREN:

When in class THE ORDER TO EVACUATE WILL BE GIVEN BY YOUR TEACHER, WHO WILL INDICATE THE ROUTE TO BE FOLLOWED.

When not in class FORM SINGLE FILE AND MOVE BY THE MOST DIRECT ROUTE TO THE PLACE OF ASSEMBLY.

At all times ACT QUIETLY

DO NOT STOP TO COLLECT YOUR PERSONAL BELONGINGS.

DO NOT ATTEMPT TO PASS OTHERS ON YOUR WAY TO THE PLACE OF ASSEMBLY.

DO NOT RE-ENTER THE BUILDING UNTIL TOLD TO DO SO.

FIRE ASSEMBLY POINT

The Fire Assembly area is located on the hard surface Playground. On vacating the Academy buildings, you must make your way to this area in a quiet and orderly manner and await further instructions.

On arrival at the Fire assembly point you must line up on the area that has been marked up for your group and register that you are present, with the person who has the responsibility for taking registers.

Staff Fire Drill Procedure

1. WARNING – CONTINUOUS SOUND OF THE SCHOOL FIRE ALARM (SIRENS)

2. EVACUATION OF PREMISES IN A QUIET AND ORDERLY MANNER

- All pupils, staff visitors - via the nearest fire door leading to the pre-arranged route to assemble onto the hard surface playground assembly point.
- Kitchen, office - via the nearest fire door and directly around the perimeter of the school to the assembly point.

3. ASSEMBLY POINT:

- All classes, staff and visitors to evacuate to the Muga

4. REGISTERS: Are attached to clipboards in classrooms.

5. CALL THE ROLL AND REPORT ANY CHILDREN MISSING TO THE HEAD OF SCHOOL

Check the register and show green card if everyone present and red if someone is missing.

N.B. Children in the Sports hall doing P.E/Dance etc, must NOT put their clothes or shoes on before leaving the Sports Hall if the fire is in the Sports Hall area, but they must assemble at the fire assembly point

TEACHING STAFF LOCATED NEXT TO TOILETS OR UNUSED ROOMS MUST CHECK THEM BEFORE LEAVING THE BUILDING.