

## Fire Management Plan

Version 1.2

Date of Creation – October 2024

### **Purpose:**

This guide is designed to fully inform all members of the school community (all staff, students and visitors) of what must happen during a Fire Evacuation to ensure everyone is safe. Every individual within the school has a responsibility during a Fire Evacuation. If each individual plays their part, it will ensure we are safe and if the need arises, emergency services can be contacted at the earliest possibility.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Facility Information</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>General emergency evacuation plan for:</b><br>Greater Peterborough UTC<br>Park Crescent<br>Peterborough<br>PE14DZ<br><br>Contact Telephone: 01536 853100<br><br>Out of hours contact – Jessica Krauss – Site Manager (07894 353893)<br><br>Fire Alarm serviced by – <b>Tranter</b><br>Fire Extinguishers serviced by – <b>New Flame</b><br>Emergency Lighting serviced by – <b>Church Fire</b><br>Sprinkler systems serviced by – N/A<br><br>Fire Risk Assessor – Logic Safety Solutions (Phil Adams – FIIRSM) |
| <b>Location of Fire Assembly points</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Front of School Point B                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Fire Equipment</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Localised fire extinguishers are on site and should only be used by trained personnel. Key operated call points                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Review Date: 10/10/25 or sooner pending any changes to information in this document.</b>                                                                                                                                                                                                                                                                                                                                                                                                                       |

### Fire Safety Policy

This policy is to be reviewed annually by the Senior Leadership Team and Academy Council to ensure compliance.

This policy should also be read in conjunction with the health and safety policy and with reference to the fire risk assessment.

The policy applies to all staff, members of the public (including students), contractors, and visitors whilst on site.

It remains pivotal that the site remains focused on fire prevention. Other site policies are in place where there is a risk of fire. These are controlled to prevent an outbreak and prevent this policy being activated.

Any staff member who may require assistance in the event of an emergency, will be part of a PEEP (Personal emergency evacuation plan). Please revert to the PEEP policy for more information.

### Overall responsibility for fire safety management plan

The Principal (Lee Mawby) is the responsible person for the school and will have overall responsibility for fire safety matters. They will co-ordinate the implementation of fire safety measures, ensure that staff and pupil training takes place and monitor the standard of fire precautions maintained. They will also ensure that periodic and regular fire

evacuation drills are undertaken early in each term. Roles may be designated to site staff and other Leadership members to assist under the responsibility of the Principal.

Any member of the public (student), member of staff, visitor or contractor who requires a PEEP will be the responsibility of both the Principal and the site team to ensure the correct personnel are involved and that adequate measures have been taken to ensure compliance.

Day to day operational management for fire safety is delegated to site manager. Ensuring that fire action notices are kept up to date and all fire safety equipment is properly maintained. The site manager will also ensure fire compliance to the building.

All employees and site users are required to follow the principles detailed in this plan.

### **Fire Action Notices**

A copy of the fire action notices shown at Appendix 1. These notices are displayed beside all call points, on fire exit routes and in areas commonly frequently used by external visitors e.g., ground floor meeting rooms. For a detailed log of the location of these notices, refer to the Fire Device Schematic shown at Appendix 2.

### **Visitors**

All visitor to the school must sign in at reception. Here they will be provided with an identity badge, informed of the evacuation procedures, and the need for a Personal Emergency Evacuation Plan will be determined.

The vast majority of visitors will be accompanied by a member of school staff and in the event of the alarm sounding this member of staff will either escort the visitor to the assembly point, or if the member of staff is a fire marshal, begin to escort the visitor from the premises and hand over to another member of staff as soon as practicable.

Where a visitor is likely to be unaccompanied while on the school site, they will be provided (by their host) with sufficient information to allow them to escape to the assembly point as quickly and safely as possible.

### **Firefighting equipment**

There are a number of fire extinguishers and fire blankets on site. Whilst there is no expectation for these to be used, they are designed to be available in the event of risk to life and to assist in escaping the building.

Training is to be provided key members of staff to ensure competency in higher risk areas.

### **Training**

All staff will be provided with fire safety precautions as part of the initial induction programme. Additionally, there will be a requirement through the HS & Compliance software (IAMCOMPLIANT) to engage in some e-learning training around fire safety. There will be a requirement for all key members of staff to undertake this e-learning training annually to ensure upkeep of knowledge.

Fire marshals are provided with additional training by an accredited training provider which will cover key aspects of fire safety and the use of fire extinguishers.

All students receive information on the evacuation and assembly procedures when they start with the school. This training is refreshed periodically/termly as part of the programmed fire drills.

### **Fire Marshals**

The following members of staff in the table below are appointed as Fire Marshals.

|                     |                   |
|---------------------|-------------------|
| Principal           | Lee Mawby         |
| PA to the Principal | Mandy Nightingale |
| Site Officer        | Jess Krauss       |
| Fire Marshal 1      | Claire Dillon     |
| Fire Marshal 2      | Scott Dewdney     |
| Fire Marshal 3      | Mark Jarrett      |
| Fire Marshal 4      | Joanne Prescott   |
| Fire Marshal 5      | Brian Hancock     |

They are responsible for:

- Encouraging people to leave the building by the nearest possible fire exit
- Ensuring people stay calm and leave the buildings in an orderly manner
- Directing people to the designated assembly point
- If safe to do so, check all areas are clear such as rooms, toilets, and storerooms
- Report any evacuation issues to the lead fire safety person / Principal
- Assist with the safe evacuation of disabled persons
- Report to the lead fire safety person/Principal of any individual refusing to leave the building

They will only use firefighting equipment if evacuation from the building requires it.

Fire Marshals will conduct regular workplace inspections and are also the focal point for any concerns which should be relayed to the Fire Safety Lead at the earliest opportunity.

| Area                                                | Designation                                                                                                                                                                                                                                                                          | Named Staff                       | Deputy                   | Trained |
|-----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|--------------------------|---------|
| Fire Panel in Reception                             | Site Manager / Lead Fire Safety to determine if this is a real emergency or false alarm                                                                                                                                                                                              | Site Manager                      |                          | Yes     |
| Fire Panel in Reception                             | Site Manager to meet / Lead Fire Safety to identify where the alarm has been activated. Go to activation point (in pairs) if safe to do so, report findings back to Chief Fire Marshal via radio. Once duties completed and evacuation is still required, report to assembly points. | Site Manager<br>Lead Fire Safety  |                          | Yes     |
| Chief Fire Marshal                                  | To oversee the safe evacuation procedure. Once duties completed and evacuation is still required, report to assembly points.                                                                                                                                                         | Principal                         | Assistant Principal      |         |
| Fire Evacuation Register Supervisor: Assembly Point | Fire Evacuation Register Supervisor and support team to provide student register to teaching staff at assembly point.                                                                                                                                                                | Student Support Advisor per House | PA to Principal/DSL      |         |
| Fire Marshal 1:                                     | To evacuate 2nd floor                                                                                                                                                                                                                                                                | Assistant Principal               | Science Technician       |         |
| Fire Marshal 2:                                     | To evacuate 1 <sup>st</sup> floor                                                                                                                                                                                                                                                    | Assistant Principal               | Adrian Korban            |         |
| Fire Marshal 3:                                     | To evacuate Ground Floor                                                                                                                                                                                                                                                             | Head of Engineering               | Belinda Knighton         |         |
| Fire Marshal 4:                                     | Responsible for Staff                                                                                                                                                                                                                                                                | HR Officer                        | PA to Principal          |         |
| Fire Marshal 5:                                     | Responsible for Refuge Points/Evac Chairs                                                                                                                                                                                                                                            | Cover Manager                     | Pastoral Support Officer |         |

### **High risk areas**

The following areas have been identified as higher risk areas.

- Kitchen
- Science labs / department
- D&T / Workshops
- Boiler/Plant rooms

This information should be provided for the benefit of the fire service in the event of a fire.

## STEP BY STEP GUIDE WHEN FIRE ALARM BEGINS – ROLE SPECIFIC INFORMATION

### Chief Fire Marshal – Principal

| Step | Action                                                                    |
|------|---------------------------------------------------------------------------|
| 1    | Put on High Vis jacket unless teaching so cannot do so                    |
| 2    | Move to fire panel to meet Site Team                                      |
| 3    | Await confirmation of registers and area sweep from Deputy Fire Marshal   |
| 4    | Disconnect alarm (Site Manager) and give all clear to Deputy Fire Marshal |
| 5    | Support Student re-entry                                                  |

### Deputy Fire Marshall - PA to Principal

| Step | Actions                                                                                           |
|------|---------------------------------------------------------------------------------------------------|
| 1    | Put on High Vis jacket                                                                            |
| 2    | Evacuate the building and make way to central waiting area                                        |
| 3    | Support smooth student entrance to Fire Evacuation lines                                          |
| 4    | Confirm with Senior Tutors that all students are accounted for and inform Chief Fire Marshal      |
| 5    | Confirm with Fire Evacuation Register Supervisor (Senior Tutors) that all staff are accounted for |
| 6    | Confirm with Chief Fire Marshal that all persons are accounted for and areas swept                |
| 7    | Await all clear from Chief Fire Marshal                                                           |
| 8    | Inform Principal when to initiate Student dismissal                                               |

### Fire Evacuation Register Supervisor – Student Support Assistant

| Step | Action                                                            |
|------|-------------------------------------------------------------------|
| 1    | Put on High Vis jacket                                            |
| 2    | Take out tutor registers on clipboard with pen to the field       |
| 3    | Give House registers to Senior Tutors                             |
| 4    | Wait at central area                                              |
| 5    | Signal to Deputy Fire Marshal that all students are accounted for |

### Fire Marshals

|                |                     |                 |
|----------------|---------------------|-----------------|
| Fire Marshal 1 | Assistant Principal | Claire Dillon   |
| Fire Marshal 2 | Assistant Principal | Scott Dewdney   |
| Fire Marshal 3 | Head of Engineering | Mark Jarrett    |
| Fire Marshal 4 | HR Officer          | Joanne Prescott |
| Fire Marshal 5 | Cover Manager       | Brian Hancock   |

### Site Team

| Step | Action                                                                                                           |
|------|------------------------------------------------------------------------------------------------------------------|
| 1    | Make way to Fire Panel                                                                                           |
| 2    | Support building sweeps/facilitate access to emergency services (as directed by Site Manager/Chief Fire Officer) |
| 3    | Await all clear from Site Manager/Chief Fire Officer                                                             |
| 4    | Support student re-entry                                                                                         |

### Senior Tutors/Tutors/SSAs

| Step | Action                                                                                                                             |
|------|------------------------------------------------------------------------------------------------------------------------------------|
| 1    | Make way to House area/lines as quickly as possible                                                                                |
| 2    | Check all groups have a tutor to register forms.<br>If covering, take the lead for that tutor group and follow form tutor guidance |
| 3    | Ensure tutors places registers in the air when they are complete and can confirm all students are present.                         |
| 4    | Inform SLT Link if all students accounted for or of any concerns about registers                                                   |
| 5    | Support management of behaviour and dismissal of Houses                                                                            |

## Tutors

| <u>Step</u> | <u>Action</u>                                                                                                                                                    |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1           | Make way to fire evacuation line for your form as quickly as possible                                                                                            |
| 2           | Manage behaviour of tutor group ensuring students are in a single file line, in silence and facing the front. Student should be in register order (alphabetical) |
| 3           | Take accurate register after it is given to you                                                                                                                  |
| 4           | Put register in air to confirm all students accounted for – this will be collected by Senior Tutor/SSA immediately                                               |
| 5           | Manage behaviour and a calm dismissal of tutor group                                                                                                             |

## Class Teacher

| <u>Step</u> | <u>Action</u>                                                                                                                                                                  |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1           | When alarm rings, ensure you inform the class to remain calm, push their chairs under and quickly and very quietly make their way to their tutor group's Fire Evacuation line. |
| 2           | Close windows and shut doors                                                                                                                                                   |
| 3           | Quickly make way to Tutor Group line and begin Tutor role                                                                                                                      |

This information should be provided for the benefit of the fire service in the event of a fire.

## Lettings

Currently no letting facilities available on site at present. – If letting become available an EPC will need to be completed.

## PEEP Arrangements

Personal Emergency Evacuation Plans are implemented for any building user who may have difficulty evacuating the premises.

PEEPS must be in place and practiced termly with all involved.

## Servicing and Maintenance Arrangements

The building's plant and equipment are maintained by a combination of the facilities team and external contractors. The broad division of responsibilities is shown below. For a detailed division of responsibilities, refer to the Fire Logbook located at reception next to the fire panel.

| Activities carried out in-house                                                                                                                                   | Activities carried out by external parties                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Maintenance of escape routes<br>Weekly fire alarm tests<br>Monthly emergency lighting test<br>Periodic site fire inspections<br>Training<br>Reactive maintenance. | Servicing of fire alarm system<br>Servicing of emergency lighting<br>Fire extinguisher service and recharge<br>Training<br>Reactive maintenance<br>Servicing of the lift |

Any issues with any part of the premises fire detection and alarm system, or firefighting equipment should be reported to the site management team.

## **The School Fire Procedure**

Notices displaying the school fire procedure will be displayed at each fire alarm call point and will be of the standard form. The site manager will ensure these notices remain up to date and also additionally presented in a way that is pupil friendly in order to be easily understood.

### **Discovering a fire – Raise the alarm!**

- Report immediately to the nearest member of staff (only if you can do so without putting yourself at risk) / Operate the nearest fire alarm call point.
  - All members of staff will carry a key to sound the alarm.

### **Fire Marshals**

Fire marshals are responsible for ensuring their areas are clear of people by checking the workplace including toilets etc but should ensure that a safe exit is always available to them.

### **On hearing the alarm**

- Leave the building immediately by your nearest accessible fire exit and report directly to your designated fire assembly point - MUGA. – See plan detailed below in appendix 2.
  - Do not stop to collect personal possessions.
  - Do not re-enter the building until informed that is safe to do so.
- Line up in single file at your designated point and wait for your name to be called.
  - All students will be accounted for by the teachers using the attendance register.
  - All staff will be accounted for by the principal.
  - All visitors on site whether contracted to work or visit must sign in at reception upon arrival using the visitors book. This will be collected by the reception team and all visitors and contractors accounted for.

## **DO NOT**

- Use the lift.
- Stop to collect personal possessions.
- Re-enter the building until officially told it is safe to do so.

### **Calling the fire brigade**

The school is fitted with an automatic monitoring system that will alert the brigade in the event of a fire. There is no need to notify the fire brigade directly.

### **Fire Doors**

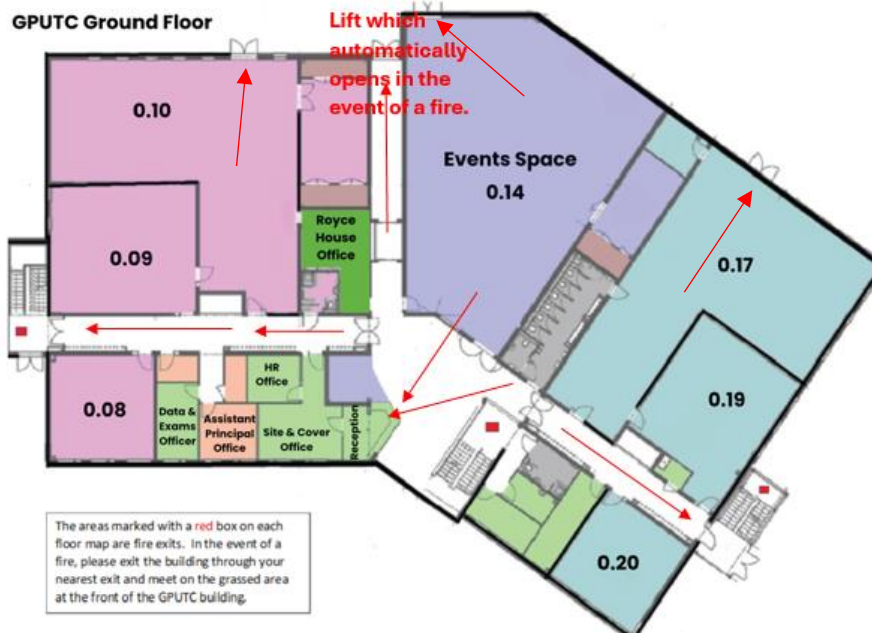
Fire doors must be shut at all times in order to prevent the or slow the spread of the fire and smoke.

### **Fire extinguishers**

Fire extinguishers are located throughout the floor. These should only be used in the event of a fire blocking your escape route. There is no expectation that you actively tackle a fire, however, should you choose to do so please ensure that you use the correct appliance for the type of fire Full instructions for use can be found on the appliance itself.

## Appendix 2 – Site layout / escape routes

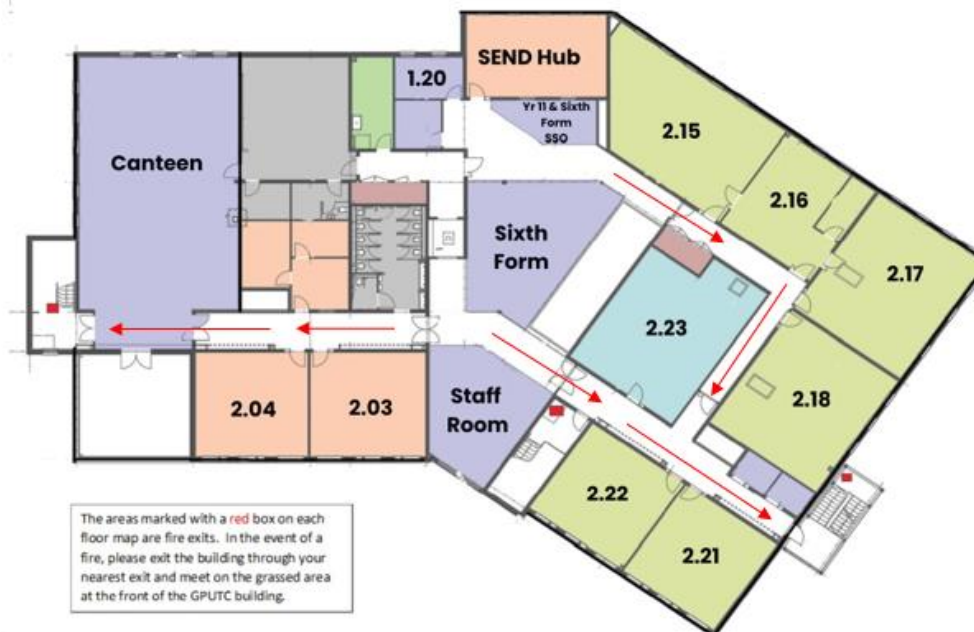
**GPUTC Ground Floor**

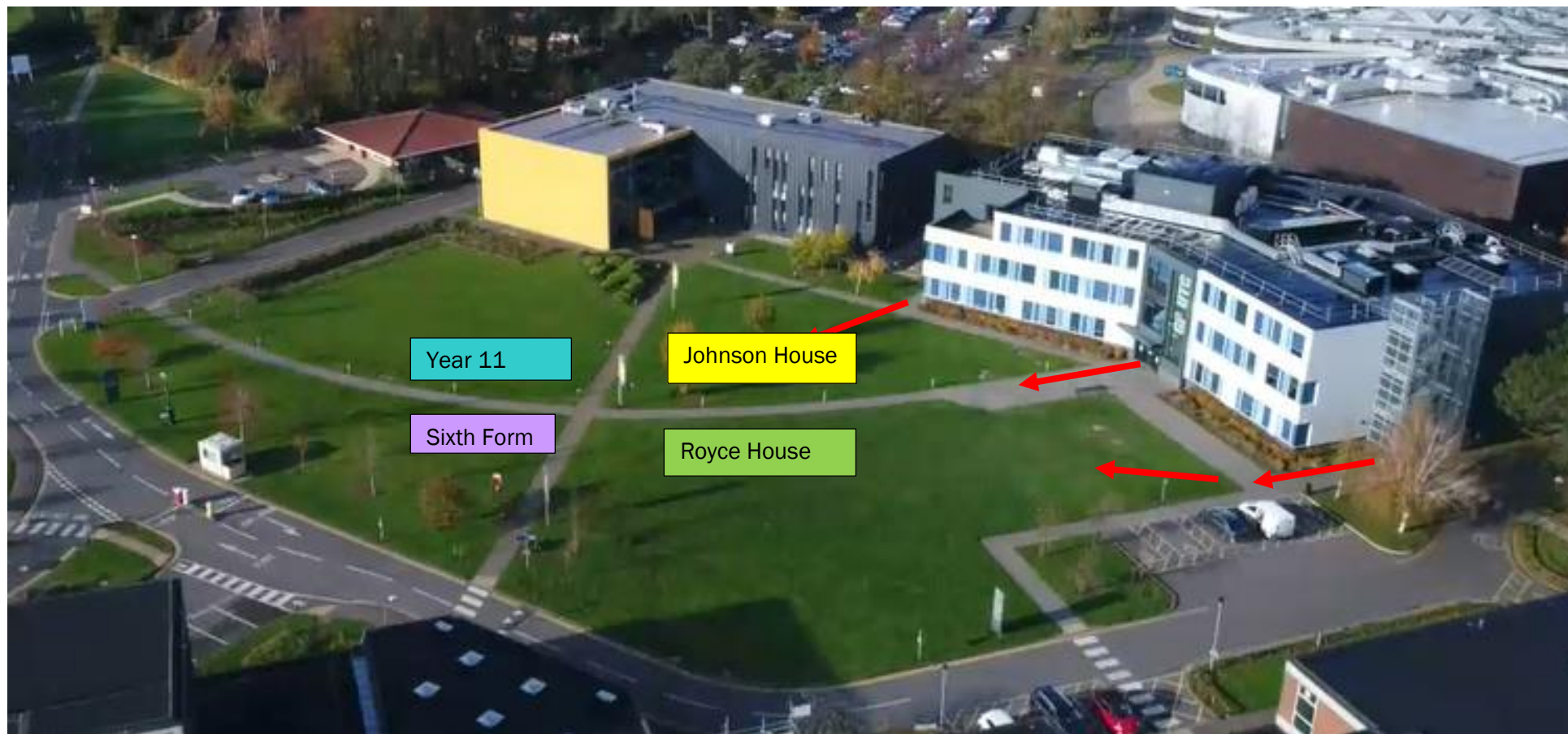


**GPUTC 1st Floor**



**GPUTC 2nd Floor**





### Fire Alarm Sweep Register

| Role            | Staff Member    | Clear (Tick) |
|-----------------|-----------------|--------------|
| Fire Marshal 1  | Claire Dillon   |              |
| Fire Marshal 2  | Scott Dewdney   |              |
| Fire Marshal 3  | Mark Jarrett    |              |
| Fire Marshal 4  | Joanne Prescott |              |
| Fire Marshall 5 | Brian Hancock   |              |

Date \_\_\_\_\_

Time \_\_\_\_\_