

Littleover Community School



and Sixth Form Centre

Fire Safety Policy

September 2026

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LCS Fire Safety Policy

Contents

LCS Fire Safety Policy.....	1
Fire Safety Policy.....	3
Statement Of Intent.....	3
Monitoring.....	4
Policy Review.....	4
Links with other policies.....	4
Responsibilities.....	5
Governing Body.....	5
Headteacher.....	5
School Operations Manager.....	5
Senior Deputy Headteacher.....	5
The Site Manager.....	5
Staff.....	6
Students.....	7
Inclusion and equality impact assessment.....	7
Arrangements for Fire Risk Assessment and Fire Prevention.....	8
Introduction.....	8
Fire Management System.....	8
Planning.....	8
Emergency Evacuation Plan.....	9
Hirers and Extended School Providers.....	9
Communication and Cooperation with other Responsible Persons, including contractors.....	10
Provision of Information to a New Responsible Person.....	10
Fire Prevention Measures.....	11
Fire Detection and Warning Systems.....	11

Emergency Lighting.....	12
Fire Fighting Equipment	12
Means of Escape.....	12
Personal Emergency Evacuation Plans (PEEPs).....	12
The (Fire) Evacuation Procedure	13
Fire and General Evacuation Procedure	13
Routine For The Roll Call – During The School Day	14
Fire Drills.....	15
Educational Visits and Off-site Activities	15
Outside Of The School Day	15
Training	16
Staff	16
Contractors and Visitors	16
Maintenance and Inspection	16
INSPECTIONS.....	16
Weekly.....	16
Monthly	17
Termly.....	17
Annually.....	17
3 Yearly	17
5 Yearly	17
Conclusion	17
Supporting Documents.....	17
Appendix A - SITE MAP EVACUATION.....	18
Appendix B – Fire Drill record sheet.....	19
Appendix C – Contractor Leaflet.....	20
Appendix D – The School Emergency Plan.....	21

Fire Safety Policy

Statement Of Intent

This Fire Safety Policy should be read alongside the school's Health and Safety Policy, which sets out the school's overarching arrangements for managing health and safety. Together, these policies provide the framework for ensuring the health, safety, and wellbeing of students, staff, visitors, and contractors, and should be applied in conjunction with one another at all times.

The school recognises that effective fire safety management contributes directly to safeguarding, the health, safety and welfare of students, staff and visitors. Fire safety arrangements form part of the school's wider safeguarding culture. The school is committed to ensuring that all reasonably practicable steps are taken to prevent fire, protect life and maintain a safe learning environment.

The school is committed to providing a safe environment for all students, staff, visitors and contractors. Fire safety is an essential part of maintaining this commitment and requires the cooperation of everyone within the school community. The focus is for the safety of students, staff and visitors, to that end the fire safety management of the School is based around "life safety". To achieve this, the School will ensure that:

- Appropriate advice, competent persons and resources are provided to carry out the preventive and protective measures required by the Regulatory Reform (Fire Safety) Order 2005.
- A suitable and sufficient fire risk assessment is completed annually or when significant changes occur.
- A management framework to support the Headteacher to fulfil their roles and responsibilities is in place to ensure the above objectives are met.
- Appropriate information, instruction and training is provided to all staff and to people who may be affected by the School's activities.
- The School will maintain a safe environment and promote fire prevention at all times.
- Fire detection, alarm, emergency lighting, and firefighting equipment will be regularly inspected, tested, and maintained in accordance with statutory requirements.

The local authority, as the employer of staff at Littleover Community School & Sixth Form Centre and as the person having control of the workplace to the extent required by Article 3 of the Regulatory Reform (Fire Safety) Order 2005, is the Responsible Person for the purposes of the Order. The Governing Body has statutory control over the use of the school premises and may therefore have duties under Article 5 to the extent that matters relating to fire safety are within its control. The Governing Body will ensure adequate resources and competent advice are provided in order to fulfil these responsibilities. In practice responsibility for fire safety is delegated to the Headteacher, who manage their School and its fire safety on a day-to-day basis. The Headteacher has specific areas of responsibility but have delegated defined duties to staff. Please see the 'Roles and Responsibilities' section of this policy for details.

The School shall ensure the regular review and amendment of this policy, and its associated procedures, to maintain continued compliance with relevant regulatory requirements.

This policy sets out the arrangements for preventing fires, protecting people from the effects of fire, and ensuring appropriate action is taken in the event of a fire emergency.

This policy has been developed with reference to:

- Regulatory Reform (Fire Safety) Order 2005
- Fire Safety (England) Regulations 2022
- Health and Safety at Work etc. Act 1974

- Management of Health and Safety at Work Regulations 1999
- Department for Education guidance
- Relevant British Standards

This policy applies to:

- Students
- Staff
- Temporary staff
- Agency workers
- Volunteers
- Contractors
- Visitors
- Anyone using the school's premises, including the sports centre outside of usual school hours

Staff should familiarise themselves with this policy, however, **staff must never place themselves at risk to fight a fire or rescue property. Life safety should always take priority.**

Monitoring

The Link Health and Safety Governor, Headteacher, School Operations Manager and Site Manager will monitor compliance through:

- Regular inspections.
- Review of incident reports.
- Fire drill evaluations.
- Audit of maintenance records.

Policy Review

This policy will be reviewed by the Headteacher, School Operations Manager, Site Manager and Governors:

- Annually;
- Following significant changes to the premises;
- Following a fire incident;
- Following changes to legislation or guidance.

Staff will be made aware of any policy updates.

Links with other policies

- Health and Safety Policy
- First Aid Policy
- Lockdown Policy
- Business Continuity Policy
- Safeguarding and Child Protection Policy
- Educational Visits Policy
- Visitors Policy
- Volunteer Policy – in draft
- Disability Policy and Accessibility Plan
- Whistleblowing Policy

Responsibilities

Governing Body

The Governing Body will:

- As the Responsible Person, the Governing Body has ultimate responsibility for fire safety matters in the School.
- Ensure compliance with fire safety legislation.
- Ensure suitable resources are available.
- Receive assurance that fire safety arrangements are effective.
- Ensuring staff are trained on fire safety annually.
- Ensuring the Fire Safety Policy is reviewed annually.

Headteacher

The Headteacher is responsible for:

- Overall fire safety management.
- Ensuring a suitable fire risk assessment is completed annually.
- Ensuring actions identified in the fire risk assessment are addressed.
- Ensuring appropriate training is provided.
- Monitoring compliance.
- Staff are notified of significant findings on the Fire Risk Assessment.
- Emergency fire drills undertaken every term.
- Ensuring PEEPs are completed as needed.
- In instances where contractors create hazardous conditions and refuse to eliminate them or take actions to make them safe, the Headteacher will take such actions as are necessary to protect the safety of the School, students, staff and visitors.
- The Headteacher remains responsible for the day to day implementation of this policy.

School Operations Manager

The School Operations Manager is responsible for:

- Reviewing the Fire Safety Policy and its implementation.
- Ensuring students and staff are trained annually on fire safety, including where to report to in the event of the fire alarm sounding.
- Ensuring new staff receive fire safety training as part of the induction process.
- Ensuring the Site Manager completes the day-to-day management of the fire system.
- Completing quarterly checks with the Site Manager to check compliance.
- Ensuring the school emergency plan and evacuation procedures are regularly reviewed with the Headteacher.
- Ensuring mechanisms are in place to monitor the effectiveness of this policy.

Senior Deputy Headteacher

The Senior Deputy Headteacher deputises for the Headteacher in their absence and for the School Operations Manager to oversee an emergency evacuation and roll call in their absence.

The Site Manager

The Site Manager is responsible for:

- Communicating this policy to relevant persons.
- Day-to-day management of fire safety.
- Organising routine testing and inspections, including resolving fault issues or concerns in a timely manner.

- Maintaining fire safety records, including arranging the Fire Risk Assessment and addressing any concerns and/or recommendations.
- Liaising with contractors and visitors, ensuring they are aware of site information and significant risks.
- The activities of contractors are adequately monitored and controlled.
- Hot work permits are in place where required.
- Ensuring emergency exits remain unobstructed.
- Ensuring site and emergency information is available in the event of an emergency.
- Arranging Fire Warden training for appropriate staff.
- Ensuring emergency procedures are in place.
- Reports are collated for review by the Governing Body.

Staff

All staff must:

- Teachers are responsible for evacuating their class of students, including those with limited mobility, such as wheelchair users, controlling their class at the assembly point, ensuring no student re-enters the building until instructed by the School Operations Manager it is safe to do so.
- Familiarise themselves with the Fire Safety Policy and emergency evacuation procedures.
- Complete fire safety training and refresher training, as directed.
- Know the location of fire exits, alarm call points, firefighting equipment, and assembly points.
- Participate in fire drills.
- Keep fire exits, escape routes, and fire doors clear and unobstructed.
- Operate electrical equipment safely.
- Ensuring rooms are kept free of hazards which may block escape routes.
- Never wedge open fire doors unless fitted with approved automatic retainers.
- Reporting fire hazards, damaged equipment, or blocked exits immediately to site staff.

Fire Warden duties (if trained as a Fire Warden):

- Taking an active day to day role in fire prevention.
- Reporting fire safety issues such as missing fire extinguishers.
- Reporting any hazards (which cannot be dealt with) to the Site Team.
- Direct occupants to the nearest safe fire exit and encourage a calm, orderly evacuation.
- Checking their designated area, including offices, meeting rooms, kitchens, toilets, storage areas, and other accessible spaces, to ensure everyone has evacuated.
- Visually check rooms without placing themselves at risk, closing doors afterwards to slow the spread of fire and smoke.
- Ensure fire exits and escape routes remain clear, closing doors where it is safe to do so.
- Assist anyone who may require additional support to evacuate, in accordance with the Personal Emergency Evacuation Plans (PEEPs) where it is safe to do so.
- Never enter smoke-filled areas or continue searching if conditions become unsafe.
- Leave the building immediately once their designated area has been checked or if they are unable to complete the check safely.
- Report to the assembly point and inform the person in charge of the roll call or the attending fire and rescue service that their area has been checked, or advise of any areas that could not be checked or anyone believed to remain inside.
- Complete refresher training annually.

Site Manager and Site Staff – also trained as Fire Wardens

The Site Manager and Site Team are responsible for controlling contractor work and maintaining fire safety systems. A framework has been developed proactively with clear lines of responsibility, including a permit to work system, logging and auditing processes, and routine monitoring and supervision. The system for

ongoing maintenance is one where there is dynamic monitoring, inspection and testing of fire safety systems, and equipment is kept fully functional at all times when the building is in use.

The Site Manager and Site Team are responsible for:

- The formal maintenance and regular testing of the fire alarm and detection system.
- The formal maintenance and regular testing of the emergency lighting.
- The maintenance and inspection of firefighting equipment.
- The maintenance and inspection of exit/escape routes and signage.
- The completion and upkeep of the fire safety logbook (digital).
- Supervision of contractors undertaking work within the premises, including hot work.
- Reporting any hazards (which cannot be dealt with) to the Headteacher or School Operations Manager.
- Ensuring that access can be gained at all times to emergency electrical and gas shut off devices.
- Ensuring that critical plant, such as gas appliances and pressure systems, are serviced in line with the School's planned preventative maintenance regime and statutory requirements.
- Ensuring that electrical equipment is suitably maintained and that fixed electrical wiring is inspected at least every five years in line with the planned preventative maintenance regime.
- Ensuring that firefighter equipment is maintained and accessible, e.g. fire hydrants and dry risers.
- Assisting with lettings to ensure the fire safety of all occupants and notify the School Operations Manager of any issues that may arise.
- Upon hearing the alarm and/or contact from Reception staff, investigate the cause of the alarm, if safe to do so.
- Communicate with the Headteacher and School Operations Manager or Senior Deputy Headteacher in their absence the cause of the alarm and whether the fire brigade is needed.
- Support with safe evacuation of the site, as needed.

Students

Students are expected to:

- Exercise personal responsibility for the safety of themselves and others.
- Follow staff instructions and evacuate immediately when the alarm sounds.
- Leave personal belongings behind and do not delay evacuation.
- Walk calmly and quietly; do not run, push, or overtake others.
- Never use lifts during an evacuation unless specifically instructed.
- Report immediately to the fire assembly location.
- Remain in silence to enable the register (roll call) to be taken timely.
- Remain at the assembly point until instructed by a member of staff that it is safe to leave or re-enter the building.
- Never re-enter the building until authorised to do so.
- Never interfere with fire safety equipment.

Inclusion and equality impact assessment

The school recognises that some students, staff and visitors may require additional assistance during an evacuation.

Appropriate arrangements will be made for:

- students with SEND where additional support is required
- wheelchair users
- students and staff with temporary injuries
- students and staff with medical conditions where additional support may be required
- visitors requiring assistance
- staff who are pregnant or have temporary mobility restrictions

Individual evacuation arrangements will be reviewed whenever circumstances change.

Arrangements for Fire Risk Assessment and Fire Prevention

Introduction

The Regulatory Reform (Fire Safety) Order 2005 specifically requires a fire risk assessment to be carried out and to be suitably reviewed. Fire risk assessments are completed for each of the School's premises, which are held by the Responsible Person. Fire risk assessments are reviewed annually or when there is a significant change, whichever occurs first. Significant changes include, but are not limited to:

- Any structural changes (alternations to the layout of the premises, erection of partitions, refurbishments, external walls, etc.) which may affect the spread of fire.
- Any change to the use of the premises which may affect the risk rating.
- Any change to work processes or work equipment which may introduce new fire hazards.
- A change in the number of people using the premises to ensure that escape routes can accommodate the numbers safely.
- Changes in the type of occupants such as introducing vulnerable persons, people with reduced mobility
- After a fire incident (small or large) or a near miss incident
- Any amendment to key fire safety legislation

In addition, it is expected that a management system and procedures to deal with fire safety and prevention will be in place.

The fire safety management policy sets out the objectives in respect of fire prevention and emphasises the School's commitment to fire safety.

The School aims to have proactive liaison with the local fire and rescue service including effective arrangements for notifying the fire and rescue service of changes to the occupancy, periods of abnormal occupancy, fire growth characteristics and other relevant factors. The arrangements allow for routine meetings with the fire and rescue service and additional meetings where a change in the building or its occupancy is proposed.

Fire Management System

There is a clear fire management system in place to ensure that the School suitably manages the risk of fire. The system seeks to anticipate and proactively identify the impact of any proposed changes. The management teams will identify any alternative protection and management measures that will be required as a result and ensure that they are implemented.

The training ensures that there are sufficient numbers of staff trained in all aspects of fire prevention, fire protection and evacuation procedures and able to use the appropriate extinguishing equipment (and media), to provide full coverage of the building, with provision for contingencies, sickness or holiday absences.

Planning

A fire risk assessment of the School premises is completed and reviewed annually by Judicium Education. Derby City Council complete health and safety audits and compliance audits.

The implementation of corrective actions is ongoing following each risk assessment review, with priority given to the highest risks. Where budget restraints delay implementation, risk management strategies will be put in place to reduce the risk.

The planning system is proactive and takes into account a wide range of possible emergencies and incidents. These are likely to include planning for logistical issues such as the weather, floods, time of day, etc.

Emergency Evacuation Plan

The School has an emergency evacuation plan (see Appendix D). This includes detailing responsibilities, action staff should take, etc, for both during the normal school day and outside of these hours.

- The School will ensure the emergency evacuation plan is reviewed following significant changes to the building's infrastructure or following significant events such as fire.
- All staff, whether temporary or permanent, will have the evacuation procedure explained to them, together with information on the location of fire alarm call points, the location of the fire alarm and the location of escape routes, exits and assembly points.
- The Headteacher will ensure the preparation of specific personal emergency evacuation plans (PEEPs) for staff and/or pupils with special needs and/or disability.
- All persons with the responsibility of ensuring the safe evacuation of staff and/or pupils with special needs and/or disabilities will be made aware of the personal emergency evacuation plans (PEEPs) in place.
- The Headteacher will ensure parents/carers are consulted as necessary during the preparation of the personal emergency evacuation plan (PEEP) for their child.
- All personal emergency evacuation plans (PEEPs) will be reviewed following significant changes to the infrastructure of the building, following substantial events such as fire or changes to the user's individual needs.
- The Headteacher will ensure that appropriate evacuation arrangements are in place for visitors, including those with a disability or temporary mobility limitation.
- Staff responsible for welcoming and managing visitors will be made aware of the procedures for supporting visitors who may require additional help to leave the building safely during an emergency. This includes knowing how to communicate evacuation instructions clearly and how to request assistance from designated personnel where needed.
- The Headteacher will ensure emergency evacuation equipment is available and suitable for the user. Emergency evacuation equipment will be maintained in accordance with the manufacture's recommendations. All staff required to assist the evacuation of staff and/or students with special needs and/or disability are suitably trained in the use of equipment.

The school ensure evacuation drills are completed on a termly basis and records maintained within the fire safety logbook (digital).

- Following the completion of the evacuation drill, the School Operations Manager and Site Manager will complete an evacuation drill report. The report will detail:
- Log all details of the fire drill, including how the evacuation drill went and any inappropriate actions of problems which were noted as a result.
- Fire wardens present during the drill.
- An Fire Drill record report is included in the Appendix B.
- The School Operations Manager will review the evacuation afterwards with the Headteacher, carrying out a debrief with fire wardens after the fire evacuation on the significant findings, including any improvements which are to be made during an evacuation.

Hirers and Extended School Providers

- All premises hirers and contracted premises users will receive written details of the fire procedure as part of the hire arrangements. Hirers of the building are required to adhere to the fire procedures at

all times and take such measures as are necessary to ensure the safety of those children/persons for whom they have responsibility.

- External hirers must provide evidence of a suitable and sufficient fire risk assessment covering their activities and ensure it reflects the specific areas of the premises they will be using, where appropriate, to the Site Manager.
- The School will cooperate with hirers by providing them with relevant information to complete their fire risk assessment.
- Hirers will ensure that all actions identified in the fire risk assessment are completed. A copy of the fire risk assessment will be provided to the school and be appended to this policy.
- Schools will review the hirer's fire risk assessments. These should be completed by a competent person using a fire and rescue service template, 'Fire Safety Risk Assessment: 5-step checklist provided by UK Government', (<https://www.gov.uk/government/publications/fire-safety-risk-assessment-5-step-checklist>), or similar template.
- External hirers must nominate a competent person who will be responsible for managing fire safety during the hire period, including ensuring compliance with the Schools emergency procedures.
- All hirers will receive a site-specific fire briefing and must comply with all instructions, procedures and safety requirements issued by the School.
- The School reserves the right to refuse, suspend or terminate any hire arrangement where fire safety measures are inadequate, where the hirer fails to comply with required procedures, or where activities introduce unacceptable fire risks.

Communication and Cooperation with other Responsible Persons, including contractors

- Schools will identify all other Responsible Person/s who share or temporarily occupy the premises.
- To ensure all Responsible Persons have a clear understanding of their responsibilities for fire safety arrangements and the areas of the premises they are all responsible for, effective lines of communication will be set up with all identified Responsible Person/s, coordinate emergency plans so everyone in the building knows what to do in the event of a fire or hearing the alarm and keep records of communications and arrangements in place.
- The fire risk assessments for lettings are kept digitally by the Site Manager.
- Communication will be achieved through regular meetings, and information shared will include:
 - a) The names and addresses of Responsible Persons
 - b) Copies of each Responsible Persons' fire risk assessment
 - c) Evacuation plans and arrangements for contacting the Fire & Rescue Service
 - d) Where appropriate, records of servicing and maintenance
 - e) Any significant information will be shared with other Responsible Persons as soon as possible where there is a risk to life. For example, if the fire alarm system is not working

Provision of Information to a New Responsible Person

- When a Headteacher leaves their position, all relevant fire safety information relating to the School will be formally transferred to the incoming Headteacher to ensure continuity of fire safety management.
- The outgoing Headteacher will provide the incoming postholder with all fire safety information held at School level, including information maintained on behalf of the School.
- The information transferred will include, as applicable:
 - The current fire risk assessment and previous assessments or reviews carried out for the premises.
 - Details of any external organisations or individuals who have supported the school in fire safety matters, including fire risk assessors and contractors.

- The identity and contact details of any other Responsible Persons associated with activities taking place on the premises.
- Fire safety information issued under Building Regulations at the time of construction, extension or refurbishment.
- Records of fire alarm testing, equipment servicing, inspections, fire drills, maintenance tasks, and any outstanding corrective actions.
- Any known fire safety issues or matters requiring follow-up.
- The School will oversee and support the handover process to ensure that the transfer of fire safety information is completed fully and accurately.
- The incoming Headteacher will review the information provided and ensure that it is integrated into the ongoing management of fire safety within the School.
- Fire safety documentation will be maintained in an organised and accessible format to ensure that leadership transitions can be managed efficiently. A copy of all key fire safety information will also be retained centrally by the School to support continuity.
- If any relevant information is not available at the point of handover, the School will be notified promptly. Reasonable steps will be taken to recover or reconstruct missing information to maintain compliance and continuity.

Fire Prevention Measures

The Site Manager will ensure that the school will maintain a suitable and sufficient fire risk assessment.

The assessment will:

- Identify fire hazards.
- Identify people at risk.
- Evaluate existing control measures.
- Recommend improvements where necessary.
- Be reviewed annually or sooner if significant changes occur.

The school will minimise fire risk by:

- Weekly testing of fire doors.
- Maintaining good housekeeping.
- Managing combustible materials.
- Safe storage of chemicals.
- Safe use of electrical equipment.
- PAT testing where appropriate.
- Routine inspection of heating equipment.
- Safe management of cooking facilities.
- Control of contractor activities.
- Smoking and vaping prohibited on school premises.

Fire Detection and Warning Systems

The school will provide:

- An automatic fire detection system.
- Manual call points.
- Audible alarms throughout the premises.

Testing arrangements:

- Weekly fire alarm test.
- Annual servicing split into three for fire alarm system.
- Prompt repair of faults.

Emergency Lighting

Emergency lighting will:

- Be tested monthly.
- Be serviced annually.
- Be maintained in accordance with British Standards.

Fire Fighting Equipment

Suitable fire extinguishers will be provided throughout the premises.

Equipment will:

- Be inspected regularly.
- Be serviced annually.
- Only be used by trained staff where safe to do so.

The priority is always safe evacuation rather than firefighting.

Means of Escape

All staff will ensure:

- Escape routes remain unobstructed.
- Doors are not wedged open.
- Any hazards or issues identified with fire safety, fire exit routes, fire doors, etc., are reported immediately to the Site Manager, or in his absence Site Staff.

The Site Manager will ensure:

- Fire escape routes are clearly signed and fire escape routes are checked regularly.
- Fire exits are clearly signed.
- Fire doors are maintained.
- Exit doors can be opened easily in an emergency.
- Emergency lighting is working as required, ensuring any issues are reported to contractors to resolve.

See Appendix A for site map.

Personal Emergency Evacuation Plans (PEEPs)

Where required, individual PEEPs will be developed for:

- Staff
- Students
- Visitors
- Contractors

PEEPs will be reviewed regularly and will be arranged in conjunction with the Medical Officer.

Arrangements are in place for an assembly point for vulnerable students, such as students with SEND who may need a different assembly point from other students, and these students assemble near to the steps by Student Services with the Deputy SENDCO, or in their absence another member of staff.

The (Fire) Evacuation Procedure

The fire alarm is a loud continuous bell. The (fire) evacuation procedure will be practised once per term. The practice will be recorded on a prepared log by the Site Manager and any deficiencies in the alarm system will be reported by the Site Manager, or in their absence Site Staff and/or School Operations Manager to the contractor responsible for the fire alarm system. All staff must familiarise themselves with the fire and general evacuation procedure.

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises is completed by Derby City Council and actions required are reviewed by the Site Manager, escalating issues to the Headteacher and/or School Operations Manager as needed.

Fire alarm testing and recording of fire testing is completed by the Site Team, which is overseen by the Site Manager. Any deficiency/fault in the system will be reported to the contractor responsible for the fire alarm system.

New staff will be trained in fire safety and all staff and students will be made aware of any new fire risks.

In the event of an evacuation, staff, students and visitors should remain outside of the building until the School Operations Manager, this will be the Headteacher or Senior Deputy Headteacher in their absence, say it is safe to re-enter.

The School Medical Officer will ensure separate arrangements are in place for staff and/or students with mobility needs, such as using crutches or wheelchairs. Staff should inform the Medical Officer if they are aware of mobility issues prior to staff or students being at LCS to ensure the appropriate risk assessments and plans can be arranged, such as Personal Emergency Evacuation Plans (PEEPs).

Fire and General Evacuation Procedure

In the event of you noticing a fire:-

1. Sound the alarm using the nearest call point.
2. Evacuate the premises, go to the assembly area.
3. Call the fire brigade by dialling 999.
4. Attend the roll call and share information with the school fire lead.
5. Do not re-enter the building until instructed it is safe to do so or leave the school site to ensure people are accounted for.

In the event of the fire alarm sounding:-

1. Evacuate the premises using the nearest fire exit route.
2. Report to the fire assembly point.
3. Attend the roll call and do not re-enter the building until instructed it is safe to do so or leave the school site to ensure people are accounted for.

During the school day, when the fire alarm sounds, the Site Staff (fire wardens) immediately investigate the location and source of the fire alarm and/or fire and communicate this to the Receptionist. If there is a genuine fire the Receptionist is to call the Fire Brigade using 999. When evacuating the building, staff should ensure rooms are clear of persons, including students, supporting people to evacuate if needed, for example, those with mobility needs or in wheelchairs.

The school "Assembly Area" for students and teaching staff is on the school field and tennis courts opposite the sports centre. See Appendix A for evacuation and assembly point map. Support staff and visitors report to the car park opposite C block and above the tennis courts.

It is the responsibility of all staff to know the whereabouts of the nearest fire alarm point for whichever room they use. Teaching staff should ensure students remain silent during the roll call. Other staff should ensure they remain quiet during the roll call process to ensure clear and efficient communication.

Evacuation of classrooms:

- It is the responsibility of all staff to know who and how many students they have in their charge at any one time. Orderly evacuation is most important. Students must be reminded that they must not run or push each other and to immediately report directly to their assembly point upon hearing the fire alarm.
- The routes to take are posted in all corridors by fire exits / call points. Careful consideration has been given to these routes to ensure a minimum of congestion at exists. Local conditions may justify adaptation or modification. Full details of all routes are available across the school site and within this document, see Appendix A.
- Doors should be closed but take no risks closing windows. Clearance of the premises is the first concern.
- A student may be absent from your class, do not wait for such students.
- Students are informed that if they are at the toilet or elsewhere away from their class or it is a lunch or breaktime when the fire alarm is activated, they should proceed via the nearest exit to their form assembly area.
- Students and staff should not collect their personal belongings and should not enter the building to collect these if they are outside when the alarm sounds.

Staff in Practical Rooms:

- If a fire is discovered, staff should be prepared to use the fire equipment provided. No risks should be taken, evacuation of the classroom must be the first concern.
- In the event of the fire alarm sounding while gas is being used in a lab, the supervising member of staff should press the emergency gas shut off button, if safe to do so, as they leave the room.
- **Fire alarm while the sources are in use in Science:** follow the school fire safety procedure. Safety of people takes priority. If a source is in use when the alarm starts, return it to its immediate container if this can be done quickly. Do not take the sources outside of the lab or prep room – it is too easy to misplace them in the emergency. Inform the School Operations Manager or Headteacher so that they can inform emergency services, such as the Fire Brigade, if they attend the alarm, where the sources are. Also tell the RPS as soon as possible. For alarms that turn out to be a drill, a false alarm, or a minor fire far from the laboratory, when it is safe to return to the building, the School RPS or another authorised member of staff in their absence, such as the Science CC or Senior Science Technician, is to be allowed back into the building first so they can secure the sources before the students return.

Routine For The Roll Call – During The School Day

1. Form Registers will be taken out of the School by the Attendance Manager, or Student Services staff if absent, for Years 7 to 11 and the Sixth Form Administrator in charge of student attendance takes out Years 12 to 13.

2. Heads of Year and their Assistants are responsible for issuing Registers to Form Tutors. Once a check has been completed, Heads of Year must report to the School Operations Manager {all years 7 to 13}.
3. All attached staff should report to their Head of Year and should be prepared to take on a Form Tutor's role if someone is absent.
4. Any other staff, visitors, ITT students and contractors must report to the car park opposite C block and above the tennis courts.
5. All staff should ensure they report to their designated Roll Call Officer, if staff are unsure who this they should speak to the Finance Manager. The designated Roll Call Officers then reports their roll call to the Finance Manager.
6. Site Staff investigate the alarm activation and radio in their status to the Finance Manager to ensure they are accounted for.
7. The Finance Manager reports the roll call to the School Operations Manager.
8. The Headteacher is responsible for meeting and directing the Fire Brigade. In their absence, the Senior Deputy Headteacher or Deputy Headteacher will undertake this responsibility.
9. If Repton Security Officer staff are on site they report to Pastures Hill gate and radio their position to the Finance Manager to confirm they have safely evacuated the building.
10. If the School Operations Manager is absent the Headteacher or another member of SMT will lead the roll call and staff should report the roll call to them.

Fire Drills

The school will conduct evacuation drills:

- At least once each term.
- Following significant changes.
- Where concerns have been identified.

Records will include:

- Date
- Time taken
- Issues identified
- Corrective actions

These records will be maintained by the Site Manager.

See Appendix B.

Educational Visits and Off-site Activities

Where educational visits take place, visit leaders will familiarise themselves with the fire arrangements of the venue and communicate emergency procedures to students before activities commence.

Outside Of The School Day

Students would only be registered as being in school once the school day starts. Outside of the school day, the Site Manager and Site Staff are responsible for investigating the fire alarm and evacuating the building. Any staff or visitors during these times should follow the evacuation process immediately when hearing the fire alarm signal. Staff do not sign in/out as a mandatory requirement during the normal school day so any staff evacuating should check rooms and toilets are clear (if safe to do so) as they leave the building along with Site Staff who are responding to the alarm. If the Site Staff have left and the sports centre is open to the public, the member of staff in the sports centre should complete the evacuation process and call the fire brigade, if needed. During school holidays all staff should sign in and out at Reception to ensure the Site Manager is aware of who is on site at all times.

In the evenings, and some weekends, the sports centre is used by members of the public. The Sports Centre staff working at these times, and site staff if they are still present, are responsible for the evacuation of the sports centre. The sports centre staff should take a roll call from the signing in/out list in use at the sports centre during these times and call the fire brigade, if needed.

The Sports Centre staff ensure hirers of the centre are issued with fire safety information and procedures, including evacuation.

Training

Staff

Staff will receive:

- Fire safety training as part of new staff induction.
- Refresher training.
- Fire warden training (where applicable).
- Fire evacuation chair training (where applicable).
- Additional training for staff supporting PEEPs.
- Practical fire extinguisher training (where applicable).

Contractors and Visitors

Contractors and visitors will:

- Sign in.
- Receive fire safety information (included in the Visitor Leaflet).
- Follow school evacuation procedures.
- Comply with permit-to-work arrangements where applicable.
- Report any concerns immediately.

Appendix C contractor leaflet.

Maintenance and Inspection

The school will maintain records of:

- Fire alarm testing
- Emergency lighting tests
- Fire extinguisher servicing
- Fire detection testing
- Fire door inspections
- Fire drills
- Fire risk assessment reviews
- Staff training

INSPECTIONS

The following inspections will take place.

Weekly

1. Fire Alarm Test

Monthly

1. Emergency Lighting
2. Inspections on walls within grounds, handrails and balustrade

Termly

1. Fire Evacuation Practice

Annually

1. Testing of portable electrical appliances – following Site Manager plan
2. Inspection of fire appliances, e.g. fire extinguishers
3. Testing of gas and electrical cookers; kitchen gas appliances tested twice yearly
4. Fume cupboards
5. Fire Safety Policy Review
6. Whole school safety review with the Headteacher, School Operations Manager, Site Manager, Safety Representative and Link Health and Safety Governor(s)

A formal inspection of the site will be carried out on an annual basis. The inspection team will consist of the Headteacher, School Operations Manager, Site Manager, a Governor with Health and Safety responsibility and the Trade Union Health and Safety Representative.

The inspection will be carried out when the school is at work to take account of work activities throughout the day. The inspection report will be formally written with specified action by date included. The report will be made available to staff to read and comment on and for the Governing Body to discuss.

Records of all inspections and tests will be kept by the Site Manager.

3 Yearly

- First Aid refresher course for certificate holders
- Appointed person/Site Manager to attend refresher course on aspects of Health and Safety.

5 Yearly

- Periodic Fixed electrical equipment tests (20% each year)

Conclusion

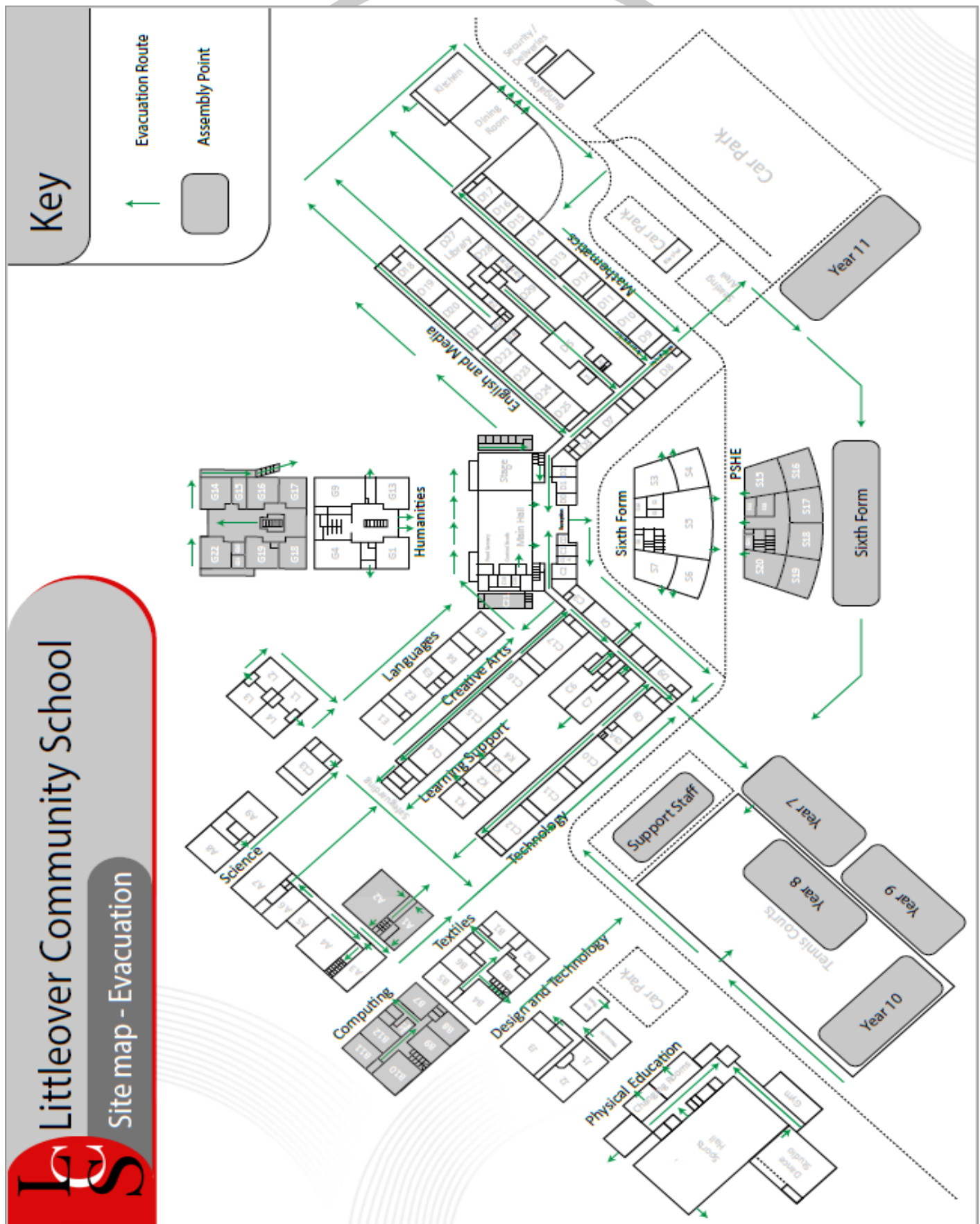
The fire safety management policy reflects the School's serious intent to accept its responsibilities in all matters relating to fire safety. The clear lines of responsibility and organisation describe the arrangements which are in place to implement all aspects of this policy.

Supporting Documents

The following documents form part of this policy and are to be used in conjunction with it. These provide the required forms and supporting materials necessary for the implementation of this policy.

- Site Evacuation Map
- Fire Drill Record Sheet

Appendix A - SITE MAP EVACUATION



Appendix B – Fire Drill record sheet

FIRE DRILL

Date of Drill:		Alarm Time:	
All Out Time:		Roll Call done Time:	
Fire Drill Lead:			
Year 7 (GMW/MJD):			
Year 8 (AJF/ANF):			
Year 9 (TMM/TIN):			
Year 10 (HDB/JRW):			
Year 11 (KSB/DJS):			
6 th Form (RJA/RJS):			
Seclusion:			
SEND:	Check with SENDCo that SEND students not allocated to Form are accounted for.		
Teaching Staff:			
Support Staff:			
Security:			
SLT	☐ LMJ ☐ CLS ☐ SPW ☐ ALG ☐ RJA ☐ SAK ☐ DJB ☐ MRP ☐ LXJ		
Associate Senior Leader	☐ DJA ☐ JRO		
Visitors:			
Notes:			

Appendix C – Contractor Leaflet

Littleover Community School and Sixth Form 

INFORMATION FOR CONTRACTOR

Contact Phone Number 01332 513219

At Littleover Community School we have approximately 1800 students from age 11 to 19 years old. We expect all Visitors and Contractors to act in a professional manner, if you have any issues or concerns please contact a member of Staff, Reception or the Site Manager immediately.

All Contractors must sign in at Reception and sign out before leaving the building ensuring they return the visitor's badge and lanyard.
The Site Manager or Reception will make you aware of any known hazards, a safety induction will be conducted if necessary.

No Smoking

You are not permitted to smoke anywhere in the school or on the school grounds.

Asbestos Risk Management Plan

Where applicable the school's asbestos register must be read and signed. If you suspect asbestos is present while working stop immediately and report the incident to the Site Manager or Reception.

Safety

Contractors are responsible for their own safety and should act in accordance of their own safety procedures and those of Littleover Community School and Sixth Form.
You must ensure that tools, ladders, electrical equipment etc. are used correctly and must not be left unattended. Take care not to create trip hazards.
Should you run into any unexpected difficulties contact the Site Manager or Reception.

Abuse, Aggression and Violence

In the unlikely event you are subjected to, or witness, Abuse, Aggression or Violence contact a member of Staff, Reception or the Site Manager immediately.

RAMS

All Contractors must have Risk Assessments and Method Statements before commencing any work, these should be available for inspection by the school.

Permit to Work

When required all Contractors must have a permit to work, if you are unsure if a permit is needed please contact the Site Manager or Reception.

School Equipment

Please check with the Site Manager or Reception before using any equipment belonging to the school.

Welfare Facilities

Please see Reception or the Site Manager for details of our Welfare Facilities.
Student toilets must not be used, if work needs to be carried out in student toilets do not enter until a member of staff has cleared them.

Fire and Emergency Evacuation

If the Fire Alarm sounds, please leave the building immediately by the nearest exit. Make your way to the assembly point on the tennis courts and report to the roll call.

First Aid

If you require First Aid report to or contact reception or a member of the Site Team who will arrange First Aid support.

Fire escape routes

Fire exits and routes are clearly marked by signs.
These should be kept clear at all times both internally and externally.

Fire assembly point

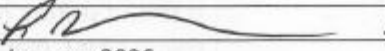
The fire assembly point is on the tennis courts near the lower field.
Evacuate the building in an orderly fashion via the nearest emergency exit.

Do not re-enter the building until it is safe to do so or after instructions from the School Business Manager or Site Manager.

By signing in you are confirming that you have read, understand and agree to the above.

Appendix D – The School Emergency Plan

Action	Response
Discovering a fire	Raise the alarm using the nearest call point and if safe and trained tackle the fire, otherwise evacuate the building and report to the nearest assembly point
Responding to the fire alarm panel	During school hours: Reception staff radio the site staff informing them of the detail displayed on the fire alarm panel. Site manager and / or site team staff then respond to this information. Outside of school hours: Site Manager and / or site team staff
Check the alarm location and report the situation	Site Manager and / or site team staff
Procedures for disabled students, staff and visitors	Individual Personal Emergency Evacuation Plans (PEEP's) for people who may have trouble understanding or responding to the fire alarm will be produced. Disabled students, staff and visitors to be assisted by staff.
Search public and student areas to ensure evacuation is complete	During school hours: All staff not having a specific duty under the plan will check their working area / department / toilets upon hearing the evacuation alarm and will help direct students and visitors to the nearest exit. Outside of school hours: To be controlled by the Site Manager and / or site staff using staff available during this time.
Control of students, staff and visitors once they have evacuated the school	During school hours: All staff to ensure students and visitors are moved away from the school for their safety and go to the assembly point, and to allow safe fire service access and provide information in relation to the incident to SMT / Emergency Services. Outside of school hours: To be controlled by the Site Manager and / or site staff using staff available during this time.
Supervision of the student, staff and visitor assembly points and roll call	During school hours: Assembly point for students is on the field. Student Services staff issue paper registers to Heads of Year, Heads of Year distribute these to Form Tutors who then take the roll call for students. Sixth Form Administrator issues paper register to Sixth Form tutors. All Form Tutors return completed registers to Heads of Year to identify any missing students. Heads of Year then report this information to the School Operations Manager, or other member of SMT in their absence. Support staff and visitors report to the car park above the tennis courts near C block. Line Managers complete their Department roll call, Reception Staff and Cover Supervisor support visitor roll call. These are reported to the Finance Manager, who then reports the roll call information to the School Operations Manager or SMT Lead in their absence. Outside of school hours:

	To be controlled by the Site Manager and / or site staff using staff available during this time.
Contacting the emergency services and when	During school hours: Reception staff upon instruction from the Site Manager or Site Team. Outside of school hours: Site Manager and / or site staff
Meet and guide the emergency services	During school hours: Headteacher Outside of school hours: Site Manager and / or site staff
Conveying information to the emergency services	During school hours: Headteacher Outside of school hours: Site Manager and / or site staff
Availability of student registers at the assembly point	Student registers are printed daily by Student Services staff and Sixth Form Administrator and are put in emergency packs, these are taken to assembly point and issued to Heads of Year for years 7 to 11 and to Sixth Form Tutors.
Availability of visitor and staff signing in books	Reception Staff take visitor and staff signing in register / print out from Inventory / books to the assembly point. Caterer In Charge or Cook Supervisor take kitchen visitor signing in book to the assembly point.
Arrangements with other occupiers of the buildings, e.g. lettings	Lettings procedure in place and instruction is provided by Littleover Community School on emergency procedures. Visitors to the school to sign in the visitor book / Inventory and are informed of emergency procedures as part of the normal signing in process.
Inform and maintain contact with the Local Authority in the event of a serious and prolonged incident	Headteacher to inform the Local Authority in the event of a serious and / or prolonged incident.
Informing, training and refreshing staff that have duties under the School Emergency Plan	Copies of this plan will be shared with all Managers, Supervisors, Site Manager and site staff who are in charge of the site in the absence of the Site Manager and Health and Safety Representatives. All staff receive refresher training during September.
Sports Centre – after site staff have left site	Sports Centre staff are trained as fire wardens and on full evacuation of the site, including roll call, calling the fire brigade and reporting incidents.
Reviewing this School Emergency Plan and updating when there has been a change	Review and update as required by the Headteacher and School Operations Manager.
Headteacher Name	Mrs L. Johnson
Headteacher Signature	
Last Updated	January 2026