

Fire
Policy & Procedures

Staff Responsible:	**Mr J Murray**
Date of Issue:	September 2026
Review Date:	September 2027

Policy Statement

Ribbon Academy Trust recognises the dangers associated with fire and will take all reasonable steps to ensure that its premises have appropriate measures to prevent fire, detect fire, raise the alarm, and enable the safe evacuation of all persons through designated emergency routes and exits.

The Academy is committed to maintaining high standards of fire safety through risk assessment, staff training, emergency planning, regular testing of equipment, and effective evacuation procedures. Suitable members of staff will be appointed and trained to act as Fire Marshals.

Key Personnel in the Management of Fire Safety

Responsible Person

The Head Teacher is the nominated Responsible Person for fire safety within the Academy.

The Site Manager is responsible for the day-to-day implementation, monitoring and management of fire safety arrangements.

To demonstrate compliance with the Regulatory Reform (Fire Safety) Order 2005, the Responsible Person will ensure that records are maintained for:

- Fire Risk Assessments and reviews
- Fire Safety Policy
- Fire procedures and arrangements
- Staff training records
- Fire evacuation drills
- Fire incidents and false alarms
- Maintenance and testing of fire safety systems and equipment
- Personal Emergency Evacuation Plans (PEEPs)

Fire Marshals

The main role of the Fire Marshal is to assist in the safe evacuation of all occupants and help manage evacuation procedures until the arrival of the Fire and Rescue Service.

Fire Marshals assist during both real and practice evacuations to ensure that all people in their designated area leave the building in an orderly manner using the nearest available safe escape route.

The designated Fire Marshals are:

- Jacqui Betty
- Jane Henderson
- Nicola Ball
- Michelle Ord
- Michele Brown

- John Murray
- Joanne Taylor
- Nichola Hobson
- Amanda Bestford / Stacey Baker (Day Care)

Fire Marshals will receive appropriate training and refresher training as required.

Procedures for the Management of Fire Safety

The Site Manager will:

- Ensure a Fire Risk Assessment is completed and reviewed regularly, and whenever significant changes occur to the premises or activities.
- Ensure any risks identified are addressed with appropriate control measures.
- Arrange and oversee external fire audits and ensure recommendations are actioned.
- Arrange fire prevention, awareness and extinguisher training where appropriate.
- Ensure Fire Marshal training is regularly updated.
- Ensure adequate numbers of trained Fire Marshals are available during term time.
- Review this policy annually and update where necessary.
- Undertake termly reviews of fire risks.
- Organise and record fire evacuation drills at least once per term.
- Review fire evacuation notices annually.
- Maintain a central record of all fire safety documentation.
- Ensure portable fire extinguishers are correctly located throughout the Academy and serviced annually by a competent contractor.
- Organise refresher fire safety training when required.
- Ensure new and temporary employees receive fire safety information during induction.
- Ensure contractors are briefed on fire safety and evacuation procedures.
- Ensure weekly fire alarm tests are undertaken and recorded.
- Ensure fire exits, escape routes and final exit doors remain unobstructed at all times.
- Investigate fire incidents, false alarms and significant near misses, taking action where necessary.

Staff Training

All staff will receive fire safety awareness training as part of their induction programme.

Refresher training will be provided periodically and whenever significant changes are made to fire safety arrangements, procedures or the building.

Training records will be maintained by the Academy.

Procedures for Contractors on the Safe Conduct of Building and Maintenance Works

Contractors must:

- Report to Academy Reception upon arrival.
- Sign in using the electronic signing-in system.
- Wear identification at all times while on site.
- Comply with all Academy safeguarding and health and safety procedures.
- Be supervised where appropriate.
- Be informed of fire evacuation arrangements and assembly points.
- Follow any permit-to-work arrangements where applicable.

Contractors requiring unsupervised access must have the appropriate safeguarding checks verified in accordance with the Academy's safeguarding procedures.

Arson Control

The Academy recognises the potential risk of deliberate fire-setting and will take reasonable measures to minimise such risks.

These measures include:

- Ensuring rubbish and combustible waste are removed promptly.
- Emptying external bins regularly.
- Positioning external waste storage away from buildings where practicable.
- Maintaining good standards of housekeeping.
- Securing buildings and external areas when not in use.

All staff must report accumulations of waste, suspicious behaviour or concerns regarding fire risks to the Site Manager or Site Assistant immediately.

Fire Evacuation Plan

Upon discovering a fire, the following actions must be taken immediately:

- Stop work immediately and alert anyone in the immediate vicinity.
- Operate the nearest fire alarm call point.
- Leave the area safely and close doors behind you if safe to do so.
- Do not attempt to fight the fire unless:
    - You have received suitable training.
    - The fire is small and contained.
    - You have a clear escape route available.
    - There is no risk to yourself or others.
- Proceed to the nearest safe exit.
- Assist visitors or persons requiring support where safe and appropriate to do so.
- Report directly to the designated assembly point.
- Report any information regarding the incident or missing persons to a Fire Marshal.

Do not stop to collect personal belongings.

Administrative staff will contact the Fire and Rescue Service by dialling 999 unless advised that the alarm forms part of a planned evacuation drill.

In any genuine fire emergency, the Fire and Rescue Service must be called immediately, even if the fire appears to have been extinguished.

All designated carers of children at particular risk are responsible for supporting the child's evacuation in accordance with their Personal Emergency Evacuation Plan.

Teaching staff maintain registers of pupils at the beginning of morning and afternoon sessions. In the event of evacuation, teaching staff will notify the Fire Marshal of any known absences and a register will be taken at the assembly point.

Fire evacuation maps are displayed throughout the Academy in prominent locations.

Assembly Point

The designated assembly point(s) are identified on the Academy's fire evacuation plans and are communicated to staff, visitors and contractors during induction and sign-in procedures.

Lunchtime Procedures on Hearing the Fire Alarm

- Staff supervising children outdoors must line up pupils calmly and quietly in their class groups at the designated assembly point.
- No child must re-enter the building until authorised.
- Staff in the dining hall must evacuate all children and ensure toilet areas are checked during evacuation where safe to do so.
- Staff supervising indoor activities must follow normal evacuation procedures.
- Fire Marshals will undertake designated sweep responsibilities where it is safe to do so.
- Registers will be completed at assembly points.

General Responsibilities of Staff

All employees have a responsibility to:

- Keep fire exits and escape routes clear.
- Ensure fire doors are not wedged open unless fitted with approved magnetic release mechanisms.
- Report defects to fire safety equipment immediately.
- Follow evacuation procedures at all times.
- Attend fire safety training when required.

These actions help minimise the risk of injury and reduce the spread of fire.

Once emergency services arrive, the Site Manager or nominated senior leader will liaise with the Fire and Rescue Service and report any missing persons.

All staff have been made aware of the location of firefighting equipment and have received appropriate fire safety awareness training.

Fire evacuation procedures are displayed throughout the Academy.

After School Clubs and Activities

A register must be taken at the start of every after-school activity and maintained for the duration of the session.

In the event of hearing the fire alarm or discovering a fire outside normal school hours, staff leading activities must:

- Follow the fire evacuation procedure.
- Ensure all pupils leave by the nearest safe exit.
- Take the register to the assembly point.
- Report attendance to the Fire Marshal or senior member of staff.

Maintenance of Fire Safety Equipment

All fire safety systems and electrical equipment will be maintained in accordance with statutory requirements and manufacturers' recommendations.

Maintenance records will be retained by the Academy.

Current arrangements include:

- Fire alarms checked quarterly by Honeywell.
- Sprinkler systems checked annually by Tyco Ltd.
- Burglar alarms checked bi-annually by CDS Security.
- Door access control systems checked annually by Cathedral Locks.
- Fire extinguishers serviced annually by Peterlee Fire Company.

The Site Manager or Site Assistant will:

- Undertake weekly fire alarm tests.
- Carry out routine visual inspections of firefighting equipment.
- Monitor emergency escape routes.
- Arrange annual inspection of electrical distribution boards and fixed electrical installations in accordance with statutory requirements.

Special Educational Needs, Disabilities and Visitors Requiring Assistance

Personal Emergency Evacuation Plans (PEEPs) will be developed and reviewed for pupils, staff or regular visitors who may require assistance during evacuation.

Relevant staff will be made aware of their responsibilities within the PEEP.

For visitors requiring assistance, reasonable adjustments and support will be provided to ensure their safety whilst on Academy premises.

Fire Contingency Plan

Should a fire cause substantial damage or disruption to Academy operations, the Head Teacher will liaise with Ribbon Academy Trust and relevant external agencies to implement the Academy's Business Continuity arrangements.

Appropriate plans will be developed to maintain education and essential services wherever reasonably practicable.

Threat Plan

Ribbon Academy operates a separate Lockdown Policy which details procedures to be followed in the event of a significant internal or external threat affecting staff, pupils or visitors.

Monitoring and Review

The Head Teacher and Site Manager will monitor the implementation of this policy.

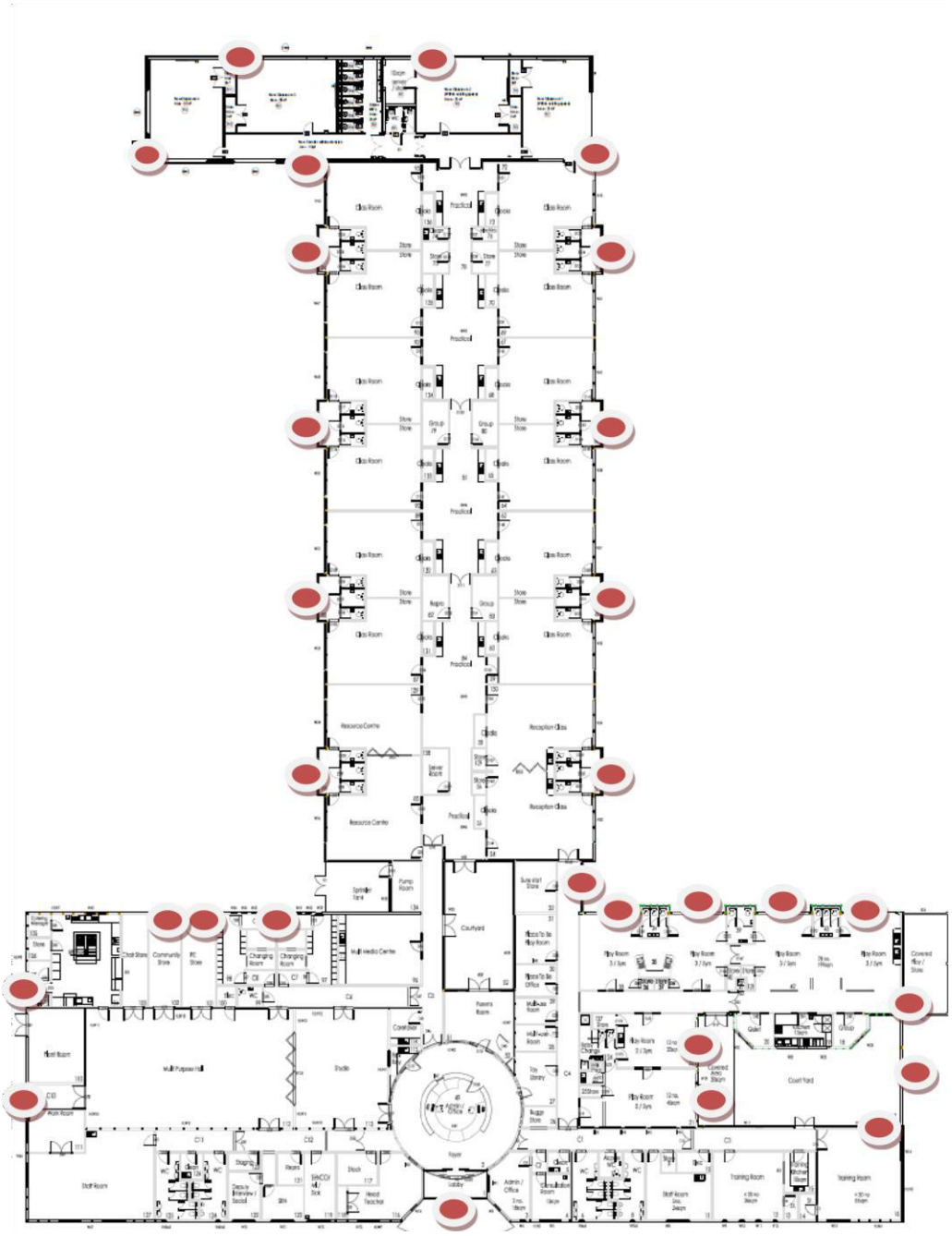
Following:

- A fire incident;
- A significant near miss;
- A false alarm;
- Findings from a Fire Risk Assessment;
- A fire evacuation drill;

the Academy will review fire safety arrangements and implement improvements where necessary.

This policy will be formally reviewed annually or sooner if significant changes occur.

Fire Exit Map



BASIC FIRE TRAINING COURSE.

Please could all staff sign below to confirm they have attended the course

Name	Position	Sign

This fire policy and procedures must be reviewed on a yearly basis but if there are any changes to this policy itmust be changed immediately and signed for!

Any amendments made during the year please sign and date below: -

Date	Amendments made	Sign