



<b>Policy Name</b>	<b>Fire Policy (Campus)</b>
<b>Policy Number</b>	<b>LFTSFQ/0006</b>
<b>Date of Issue</b>	<b>September 2023</b>
<b>Reviewed by</b>	<b>Mrs K Adams</b>
<b>Date of next review</b>	<b>September 2024</b>

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**ADDENDUM** – October 2020 – COVID-19

This document details the Fire and Emergency Evacuation procedures for the Campus. Staff must ensure that they are familiar with these procedures and act upon the requirements.

## **This procedure applies to all staff, students and visitors across the Campus**

### **(1) Action on discovering a Fire**

- Sound the alarm by using the nearest available alarm point
- Close doors if possible to isolate fire
- Do not fight a fire unless trained to do so
- Exit building

### **(2) Action when the Fire Alarm sounds**

- Leave building safely and responsibly via nearest exit
- Supervise evacuation of students/others in your charge as applicable
- Staff are responsible to make sure their own room/area is clear
- Do not re-enter the building
- Make way to Fire Assembly Points (Astroturf)

### **(3) Assembly Points**

The assembly points are located at the back of the Campus in the Astroturf area **APPENDIX 1**

### **(4) Action to take while assembled**

- Student registers will be issued by Attendance Officer (registers are printed AM and PM to account for any sickness)
- Teachers should take register for their class line, report to their designed Checker that their class is present
- Checkers to gather information on all the classes in year for which they are responsible and record on **APPENDIX 2** They should take out a check list for every evacuation, and Admin Team will take out spare copies
- Support staff to check their own teams and marked on sheet (which will taken out by Admin Team)
- Completed lists to Mrs E Smart/Admin
- If any students missing, may have signed out so check with Mrs Coultas, Attendance Officer.
- Admin Team to check all visitors are present
- Checkers to advise Fire Marshall Supervisor that all OK
- Fire Co-ordinator to give signal for entry to buildings after liaison with Site Team
- Classes should be silent while at the assembly points – they will not be allowed back into the building otherwise
- QEMS students out through Astroturf gates, SF/Exams through side gates

### **(5) Staff responsible / checkers**

- |                                       |                           |
|---------------------------------------|---------------------------|
| • Fire Co-ordinator                   | Katie Adams               |
| • Fire Marshall Supervisor            | Emma Smart                |
| • Checkers – student year groups      | SLT members Yrs 7 -11)    |
| (updated check list emailed to staff) | Mark Harrison Yrs 12 - 13 |
| • Visitors                            | Admin Team                |
| • Exams                               | Grace Powell              |

### **(6) Visitors and Contractors**

All visitors and contractors must sign in on arrival via InVentry and report to the appropriate assembly point in the event of a fire. They must sign out on leaving the premises. In the event of a fire evacuation, the person hosting the visitor is responsible for escorting him/her to the fire assembly point.

#### **(7) Persons using a wheelchair and/or with restricted mobility**

Those with restricted mobility should make their way to the Safe Refuge Point or Place of Safety and wait there. If there is an intercom in the area, this should be used to notify staff of their position. Trained staff will monitor the control panel. The lift should NOT be used at Sixth Form.

#### **(8) Safe Refuge Points and Places of Safety**

**Sixth Form** - Safe Refuge Points (self contained area) at Sixth Form are located on the First Floor:

1. D Wing, back, at top of staircase
2. By D03
3. E Wing, back, at top of the staircase
4. F Wing, back, at top of the staircase
5. LRC through door on the left
6. Theatre Projection Room, at top of staircase (through E-Learning)

The safe refuge phone panel in SF main entrance will be manned by the Admin Team

**QEMS** - Places of Safety (identified as being safe) at QEMS are located on First Floor :

1. Bottom of middle stairs
2. Top of back stairs area
3. By E1
4. By E7

#### **(9) Examination Room Evacuation**

See **APPENDIX 3**

#### **(10) Outside Lettings / External Customers**

See **APPENDIX 4**

#### **(11) Summoning the Fire Service**

Responsibility of Site Team/ Fire Co-ordinator

#### **(12) Fire Notices**

Fire action notices are displayed in each room across the campus indicating the action to be taken on discovering a fire or upon hearing the fire alarm.

#### **(13) Fire Drills**

Fire drills will be carried out at least once per term and logged

#### **(14) Fire Alarm Tests**

Fire alarms are tested weekly by the Site Team and a record maintained.

### **(15) Fire Fighting Equipment**

Firefighting equipment tested at least once a year by a competent/qualified service engineer and a record maintained by the Site Team.

### **(16) Medical**

Medical Officer/First Aiders should take any necessary medication needed by student and staff.

### **(17) Personal Emergency Evacuation Plan (PEEP)**

If a PEEP is required for any persons, please discuss this with Mrs E Smart.

### **(18) Swimming Pool (QEMS)**

The alarm for the pool is linked in with the QEMS. The back pool fire door should be used for evacuation to a separate assembly area near to the pool. A walkie-talkie is located in the pool room which will be used by the member of staff in charge to communicate with the Site Team

**Only when all staff, students and visitors are accounted for  
can people return to the buildings**

**The Fire Co-ordinator will give the all clear to return to the buildings**

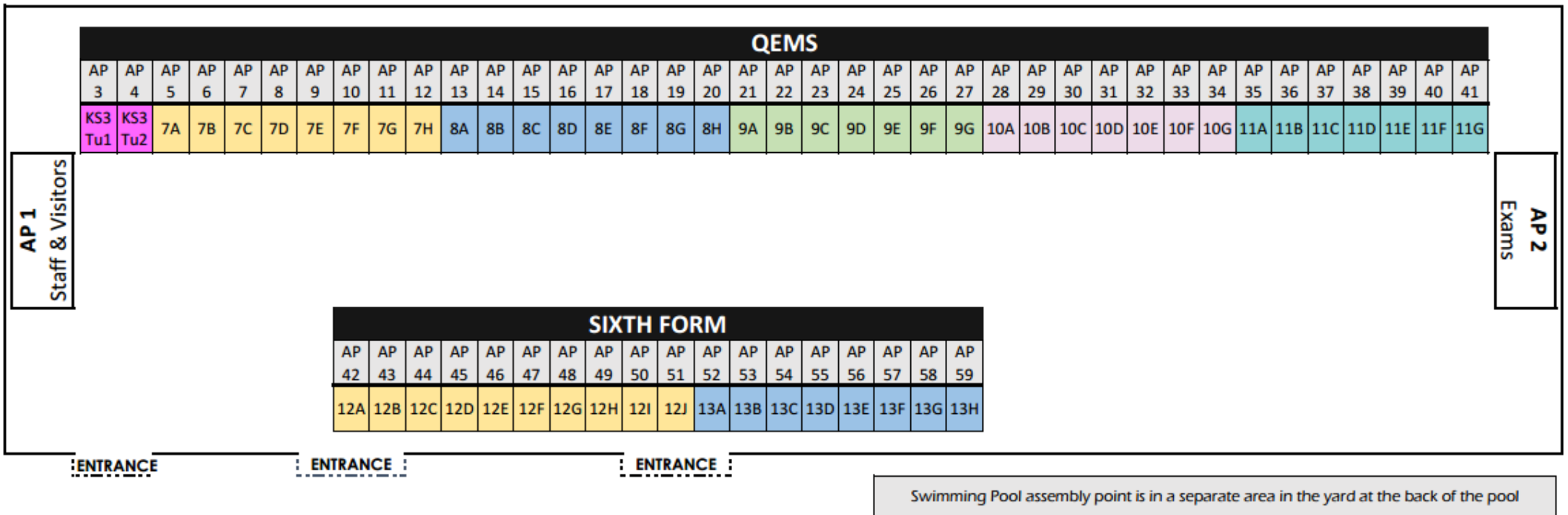
All Appendices referred to in this Policy will be updated regularly and issued to staff on an on-going basis, with relevant fire notices posted around the Campus

# Appendix 1

## Fire Assembly Points at the Astroturf, back of Campus

### CLASS GROUP LINE UP

# Fire Assembly Points





Nov-22

Appendix 1

## Appendix 2

### Fire Check List examples

DATE		
Group	All present ✓	If missing, name
<b>Yr 7 Nathan Hill</b>		
7A-FRC		
7B-JKB		
7C-JMA		
7D-NAL		
7E-ROD		
7F-SOH		
7G-SPR		
7H-WEB		
<b>Yr 8 Tom Whitfield</b>		
8A-CAD		
8B-GEG		
8C-ABH		
8D-HTN		
8E-SGB		
8F-JAM		
8G-ZAB		
8H-ROS		
<b>Yr 9 Alex Murdoch</b>		
9A-KAN		
9B-YKE		
9C-HAB		
9D-NEW		
9E-CHT		
9F-LEL		
9G-WIR		
<b>Yr 10 Sharon Scott</b>		
10A-HIG		
10B-HAL		
10C-HEC		
10D-LIS		
10E-PRC		
10F-RAM		
10G-ROM		

 		Nov-22		
<b>Support Staff - Fire Evacuation</b>				
Member of staff highlighted (or other member in group as appropriate) should check group and report back to Admin Team that staff in that group are present.				
Admin, Data & Exams Staff	<b>Emma</b>	<b>Smart</b>		
	<b>Jenny</b>	<b>Fowmes</b>		
	Charlotte	Gibson		
	Sarah	Guise		
	Susan	Jordan		
	Shirley	O'Donnell		
	Chloe	Boddington		
	Grace	Powell		
	Kirsti	O'Neill		
Catering S.F. & QEMS	<b>Tracie</b>	<b>Chandler</b>		
	Leeann	Wright		
	Sara	Allman		
	Brenda	Groves		
	Dawn	Stanley		
	Deanna	Edwards		
	Deborah	Barnfield		
	Tina	Lees		
	Kelly	Arnold		
	Ruth	McConnell		
	Amanda	Steadman		
	Helen	Whelan		
Cleaning Team	<b>Clare</b>	<b>Moore</b>		
	Karen	Bonner		
	Denise	Cotterill		
	Louise	Dixon		
	Dawn	Elliot		
	Graham	Fellows		
	Christine	Fulllove		
	Tracy	Goodwin		
	Tanya	Horton		
	Fiona	Omer		
	Sharon	Ross		
	Anthony	Sheard		
	Fay	Spooner-Tilford		
<b>Support Staff</b>		Part Time Staff	+	

## Appendix 3

### Fire - Examination Room Emergency Evacuation Procedure

**On hearing the fire alarm, the Invigilator must take the following action:**

- Tell the candidates to stop writing and leave the question papers and scripts on their desks
- Evacuate the room in an orderly fashion **without talking**
- **Candidates must not attempt to collect bags or coats**
- The invigilator should collect the exam register and evacuate candidates by following the emergency exit signs
- **Make sure that the candidates are supervised as closely as possible while they are out of the exam room**
- Assemble candidates on the appropriate Assembly Point on the Astroturf at the back of the Academy campus
- When assembled, check the candidates against the exams register
- Candidates must not have contact with other students and must not have mobile phones in their possession
- Make sure there is no discussion about the examination - inform candidates that they are still under examination regulations
- In all circumstances, candidates should follow the instructions of the invigilators and remain calm
- Make a note of the time of the interruption and how long it lasted
- At the end of the emergency, the Examinations Officer (having been advised by the Fire Control Co-ordinator) will inform you when to return to the examination room
- On return to the examination room, allow the candidates the full working time set for the examination
- Make a full written report of the incident to the Examinations Officer

**Everyone should assemble at the Fire Assembly Points located at the back at the Academy Campus (Astroturf)**

**No-one should return to the building until the all clear is given by the Fire Co-ordinator**



## Appendix 4

### Outside Lettings / External Customers

<b>Landau Forte Enterprises</b>   <b>FIRE &amp; EVACUATION</b>	
<b>Landau Forte Academy - Fire &amp; Emergency Evacuation Procedures</b>	
<p>All external customers and users of the Landau Forte Charitable Trust Facilities</p> <p><b>If you find a fire - sound the nearest alarm, inform the nearest member of staff and evacuate the building.</b></p>	
<b>In the event of the alarm sounding</b>	<ul style="list-style-type: none"> <li>All – Evacuate the building/s quickly and quietly by the nearest safest exit, which may not be the front entrance to the premises</li> <li>Do not collect belongings or wait for others</li> <li>Follow GREEN RUNNING MAN signs and/or instructions from the Fire Marshalls</li> <li>Do not use the lift</li> <li>Report immediately to the assembly area (see below)</li> </ul>
<b>Restricted Mobility – DO NOT USE THE LIFT</b>	<ul style="list-style-type: none"> <li>If you are on the first floor and cannot exit by a stair route, follow the GREEN RUNNING MAN signs to the nearest Safe Refuge Points (at the top of each stairwell)</li> <li>Wait for Fire Marshalls</li> <li>Do not attempt to exit the building unaided</li> <li>The ground floor has a number of exits for use, follow the GREEN RUNNING MAN</li> </ul>
<b>Group Leaders and the Responsible/nominated fire person/s</b>	<ul style="list-style-type: none"> <li>Ensure all persons in your group leave the building</li> <li>Tell any group member with restricted mobility to wait at the nearest Safe Refuge Point</li> <li>Close the doors of rooms vacated- do not lock any doors</li> <li>Immediately notify the nearest staff member from LFCT of any person/s waiting at the Safe Refuge Points</li> </ul>
<b>ALL- Assembly at the nearest assembly area</b>	<ul style="list-style-type: none"> <li>LFA Amington = ASTRO TURF</li> <li>LFA QEMS and Sports Centre = ASTRO TURF</li> <li>LFAT Sixth Form = ASTRO TURF</li> <li>LFAG Greenacres = UPPER JUNIOR PLAYGROUND</li> </ul>
<p><b>To be completed by Customer</b></p> <p>Signature: ..... Date: .....</p> <p>For and on behalf of: .....</p> <p>Position: .....</p>	

<b>Landau Forte Enterprises</b>   <b>SIXTH FORM</b>	
<b>House Keeping Rules at Landau Forte Academy Tamworth Sixth Form - Fire Induction</b>	
<p>Fire Induction completed by Landau Forte representative .....</p> <p>Fire Induction completed with customer representative .....</p> <p>Date Completed on ..... Time .....</p>	
<b>Declaration</b>	<p>Customer name/organisation ..... will be responsible for ensuring all parties of the group and organisation have been made aware of the Fire Procedure and Policy. This includes all cast, crew, volunteers, organisers, parents, participants and guests.</p> <p>The organisation will be responsible for communicating House Keeping Rules at the start of any performance in a welcome note, including the Fire Procedure to all guests/visitors attending any performances or shows.</p>
<p><b>To be completed by Site representative</b></p> <p>Date .....</p> <p>Completed by .....</p> <p>Signed .....</p>	
<p><b>To be completed by Customer</b></p> <p>Date .....</p> <p>Completed by .....</p> <p>Signed .....</p>	

## Addendum –COVID-19

The following amendments will be made to the Fire Policy as may be appropriate due to the coronavirus pandemic.

### Risk Assessments

Risk assessments have been written for the following, all of which are secured stored on the shared drive and submitted to Trust:

- Main Campus (issued to all staff as/when assessment updated, emails on file)
- Fire (ditto)
- Departments
- Staff (Individual and BAME)
- Students (as required)
- PEEPs (as required)

### Fire Evacuation

The evacuation procedure is now as per the COVID Fire Risk Assessment (and issued to staff), including the checking of zones. Assembly points remain the same at the back of the Campus within the astroturf area.

### Zones and Bubbles

If appropriate, each student year group will have its own zone, with separate staff zones with maximum numbers in each room.

### Areas to check

This will be revised in view of any zones and bubbles that may be in place and staff notified of how these should be checked and the staff responsibilities for such checking.

### One-Way System

As appropriate a one-way system will be laid out across the campus – both inside and outside – to facilitate the safe movement of student bubbles that may be in place across the site between buildings. However, if this system is in place, the risk of fire means that everyone should make their way quickly and safely out of the building via the nearest exit and make their way to the assembly points.

### Visitors to site

Visitors to site will be assessed and monitored as per the current restrictions. A procedure is in place for visitors to adhere to the Academy COVID regulations when on site, which is confirmed to them via the electronic InVentry system they use to sign in.

**THE RISK OF FIRE IS DEEMED GREATER THAN THE RISK OF CROSS CONTAMINATION – THEREFORE ALL STUDENTS AND STAFF SHOULD EVACUATE TOGETHER AS QUICKLY AS POSSIBLE**



<b>Date</b>	<b>September 2023</b>
<b>Change Made</b>	<b>Various</b>
<b>Made By</b>	<b>Mrs K Adams</b>