

# Fire Safety Policy and Procedures

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Policy approved and signed by: Headteacher;

Chair of Governors and Resources and Facilities Manager.

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## Overview

As listed within the ‘Health and Safety Within the Workplace Act (1974)’ it is a requirement for all individuals to be informed of their rights to safety within the workplace. Kettlethorpe High School uses the guidance of all relevant Health and Safety legislation to deliver a document outlining its procedures to ensure it meets Health and Safety compliance.

Kettlethorpe High School has produced a ‘*Fire Evacuation Policy*’ to inform all staff, pupils, contractors and visitors of the expectations during a fire evacuation or a fire drill carried out on site.

Kettlethorpe High School has followed the guidelines set out by the Department of Education, The Health and Safety Executive, The Advisory Committee for Safety and Health at work (ACSH) and all other advisory boards and committees.

Kettlethorpe High School employs a Facilities and Resources Manager to oversee Health and Safety and Risk across each of the schools, with the overall responsibility being with the Headteacher.

## Statement of Intent

Kettlethorpe High School has worked with key stakeholders in school to develop an effective fire evacuation process. The school recognises that a specific process is required to suit the nature of the building, staff and pupils.

Kettlethorpe High School ensures that all staff and pupils are aware of what to do, how to behave and where to go in the event of a fire.

A copy of the ‘*Fire Evacuation Policy*’ and all associating documents can be found on site, in the fire logbook, and held by the Facilities and Resources Manager.

## Legislation and Guidance

It is a requirement for all Schools and Public Authorities to adhere to the necessary Health and Safety legislation set out to protect those working within the school.

The following is a list of legislation that Kettlethorpe High School adheres to and has referenced within this document and in the production of Health & Safety toolkits, documents and templates:

- Health and Safety within the Workplace Act (1974)
- Regulatory Reform (Fire Safety) Order (2005)
- Independent Schools Standard Regulations (2010)
- Management of Health and Safety at Work Regulations (1999)
- Department of Education, Health and Safety (advice on legal duties and powers), (2014)

Kettlethorpe High School reserves the right to take guidance from additional legislation not outlined in the list above.

## Fire Safety Management

Kettlethorpe High School will carry out the following actions, under fire safety management requirements to ensure compliance across the site:

- Produced and review a fire evacuation plan.
- Carry out routine fire drills, including, once carried out within the first month of the new school year.
- Ensure all staff are adequately trained on fire safety and fire evacuation procedures.
- Carry out routine visual inspections of all essential fire fighting equipment.
- Report and ensure repairs are carried out on any damaged or unsuitable firefighting equipment around site.
- Commission a Fire Risk Assessment (FRA) on a bi-annual basis.
- Ensure that all recommendations from the Fire Risk Assessment (FRA) are completed.
- Ensure that all statutory compliance checks related to fire are carried out on a routine basis.

## Responsibilities for Fire Safety

Kettlethorpe High School ensures that the school follows the guidance of the Health and Safety Executive and appoints sufficient designated Fire Marshalls. The school follows the rough guidance of one Fire Marshal for every one hundred persons on site, where possible.

### The Responsible Officer (Headteacher)

The Responsible Officers role is to:

- Liaise and confirm with the Site Manager and supporting team that the Emergency Services have been contacted.
- Liaise with the Fire Marshalls that the building is clear.
- Ensure that all persons on site are accounted for.
- Work with the Emergency Services to communicate if there are any persons left in the building.

- Work with SLT, Emergency Services and The Fire Marshals to determine when it is safe to return to the school.

### The Facilities and Resources Manager and Wider Site Team

The Facilities and Resources Manager and Wider Site Team's role is:

- Check the fire panel to confirm the location of the alarm raised.
- Locate the alarm trigger point to check for a false alarm.
- Alert the Emergency Services in the event of a real fire.
- Call alarm monitoring service to alert them of any false alarms and confirm if it is a real fire.
- Assist in any evacuation processes.
- Support the emergency services accessing site.
- Support the Responsible Officer and SLT in returning everyone to the building when it is safe to do so.

### Senior Leadership Team

The Senior Leadership Team's role is:

- Assist with evacuating pupils out of school.
- Provide support in sweeping and clearing areas of school.
- Assist with ensuring that the evacuation process does not bottle-neck at the beck gate.
- Feedback and issues to the Responsible Person.
- Deputise the Responsible Person in the event they are not on site.

### Fire Marshals & Wardens

The Fire Marshals and Wardens role is:

- To maintain order throughout the evacuation process and in all evacuation zones.
- Ensure pupils have registered into their tutor groups once they have evacuated the building.
- Liaise with the Responsible Officer that all pupils are in the correct place, calm and following fire drill behaviour guidelines.
- Liaise with the Responsible Officer and Fire Wardens that all departmental designated areas within school are clear.

### Tutors

Forms Tutors role is:

- Direct and accompany all pupils to the nearest fire exit.

- Ensure that all classroom and learning spaces are empty.
- Direct and accompany pupils along the designated fire route.
- To register all pupils in the designated tutor group.
- Liaise with the Fire Marshals and Responsible Officer to communicate that all pupils are accounted for.
- To communicate with the Fire Marshals and Responsible Officer if there are any pupils unaccounted for.

### Staff not responsible for a Tutor Group

Staff who are not responsible for a tutor group or have any other duties in the event of a fire are required to:

- Direct and accompany all pupils to the nearest fire exit.
- Ensure all classrooms and learning spaces are empty.
- Direct and accompany pupils along the designated fire route.
- Assist any pupils that may need additional support during the evacuation process.
- Register themselves in with the Reception Staff if they do not have a tutor group to register.

### Contractors and Visitors

Contractors and Visitors are required to:

- Leave all bags and belongings.
- Always remain silent.
- Evacuate the building by the nearest exit.
- Follow the designated fire escape route.
- Register with the reception staff.
- Remain calm and silent until instructed to return to the building.

## Reporting Arrangements in the Event of a Fire or Actuation

In the event of a fire, Kettlethorpe High School will follow the below reporting arrangements:

<p style="text-align: center;"><b>Responsible Officer/ Deputy Responsible Officer</b></p> <p style="text-align: center;">Liaise with Emergency Services, SLT and Facilities and Resources Manager/ Team</p>
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<b>Senior Leadership Team</b>
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Support with evacuation, sweeping the building and any issues

**Facilities and Resources Manager/ Team**  
Manage the alarm panel, isolated area on site, liaise with the Responsible Officer

**Fire Marshals**  
Report to the Responsible Officer that all persons in the building area accounted for

<b>Fire Wardens</b> Report to the Fire Marshals that the building is clear	<b>Tutors, Reception Staff and School Staff</b> Report to the Fire Marshals that all persons are accounted for
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## Fire Evacuation and Drill Reviews

Kettlethorpe High Schools main fire alarm panel is situated in the main entrance foyer area. Repeater panels are situated on any outbuildings around site, that link to the main fire alarm panel.

Fire evacuation drills will be carried out at the start of each term, and within the first month of the new academic year.

Different times and days of the week are used, some drills are spontaneous and unplanned whilst others are planned with staff being given notice ensuring all staff are aware of the procedures.

Fire drills must be recorded in the Fire Safety Folder/ Fire Logbook, located in the red wall mounted box next to the fire alarm panel. Timing of each evacuation must be recorded accurately. Statutory guidelines state 2 minutes per storey of a normal risk building.

The Headteacher (Responsible Person) will review each fire evacuation (planned and unplanned) and provide feedback to staff.

The fire assembly point is the tennis courts at the rear of the school. Alternatively, if a fire is deemed to be too close to the tennis courts, the Responsible Person may choose to change the evacuation point to the 3G pitch.

## Fire Safety Training

Kettlethorpe High School will ensure that all staff on site have a clear and basic understanding of their duties and requirements for assisting in the event of a fire evacuation. All staff will receive a copy of the Fire Safety Policy on appointment of the school and have access to the policy via the school's website.

Staff with additional duties, such as The Responsible Person and the Facilities and Resources Manager will complete enhanced fire safety training on a 5-year basis.

All staff will be provided updated guidance/ training in house provided by the Facilities and Resources Manager.

This will include:

- Understanding the emergency plan/ evacuation procedure.
- The importance of fire doors.
- The significant findings of the Fire Risk Assessment.
- Location assembly area and procedure for calling the fire service.
- Exit routes including alternatives escape routes.
- General matters of fire safety e.g., keeping combustibles away from possible ignition source.
- Assisting visitors and any disabled persons from the building in case of emergency.

## Fire Risk Assessment

Kettlethorpe High School is required by law to carry out risk assessments for all its premises to ensure that they are safe in case of a breakout of fire (also known as a 'Fire Risk Assessment' or 'FRA'). An outbreak of a fire in a school can be extremely serious and dangerous. Under the 'Fire Safety Act 2021', all schools are required to have an up-to-date fire risk assessment.

The frequency of the Fire Risk Assessment is to be determined by the Responsible Person; however, the local authority may wish to see an annual review. The statutory requirement is outlined as a "periodic" review, which should be no longer than 3 years or following any significant change to either the building or following an incident involving fire. Whereby a Fire Risk Assessment has not been carried out by an external contractor on an annual basis, the Facilities and Resources Manager will carry out an internal risk assessment and remedial action plan.

The Facilities and Resources Manager is responsible for carrying out risk assessments and ensuring that they are up to date, with support from appropriate external contractors where appropriate. The Facilities and Resources Manager will work with all key stakeholders to ensure the completion of up-to-date risk assessments.



The Facilities and Resources Manager will ensure that all findings from the fire risk assessments are communicated quickly and effectively to the appropriate parties, as well as ensuring that all significant hazards have been addressed. The Facilities and Resources Manager will also ensure that there is a clear process in place for tracking and reviewing all risk assessments associated with fire.

## Statutory Fire Compliance

### PAT Testing

Kettlethorpe High School is required by law to ensure that all portable electrical items on site are tested on an annual basis. The Facilities and Estates Manager will ensure that all PAT testing is conducted annually, by a competent contractor.

Personal electronic equipment may only be brought on site by staff once it has been approved by the Facilities and Resources Manager. This will then be classed as school equipment and may only be used once it has passed a personal appliance test (PAT).

The Facilities and Resources Manager is responsible for arranging the testing and maintenance of portable electronic equipment in the school including all equipment brought in by staff. All testing certification and documentation will be held by the Facilities and Resources Team. All fixed electrical testing and personal appliance testing will be carried out by a suitable and competent person(s).

### Fire Door Inspection

All fire doors on site are inspected on a rolling monthly programme by the site team. A log of any findings from the inspections is kept in the site's facilities manual.

The replacement of fire doors on site will be carried out on a rolling RAG rating programme to ensure that suitable fire fighting equipment is in place across site.

Fire doors on site will be installed as per the requirement of the room (e.g. high risk rooms such as server rooms, catering kitchen will have a high grade door). Rooms with a noted higher risk will likely have an FD30 or FD60 door installed.

Fire doors that are damaged may no longer be suitable to help protect against the spread of a fire. Whereby doors are damaged, these will be replaced by a competent contractor.

Kettlethorpe High School will ensure that all internal fire doors (that are not fitted with automatic volumetric closing devices) are kept closed to stop fire spreading. Fire doors will be monitored and checked on a regular basis to ensure that the door, and the closing mechanisms are all operating correctly.

### Inspection of Fire Fighting Equipment

Please see below the testing schedule for fire fighting and other related equipment:

System	Frequency	Method of test
Fire alarm	Weekly	Test key operation of different call points each week in rotation
Fire alarm	Daily	Visual check of panel for fault indications
All external and internal doors	Rolling monthly programme	Confirmation that doors open and that they aren't obstructed
Emergency lighting	Monthly	Operation of test switch or circuit breaker.
Emergency lighting – discharge test	Annually /LA	Switched on and leave for at least the duration of the battery e.g., an hour or 3 hours.
Fire extinguishers, fire blankets (visual inspection)	Monthly	Check that seals are in-tact, equipment has not been removed or tampered
Fire extinguishers and Fire blankets	Annually	CHUBB annual check

### Emergency Evacuation Lighting

Kettlethorpe High School has emergency evacuation lighting installed at key points around the site.

The emergency lighting is subject to a monthly test on a rolling programme. The lighting is tested by ensuring the lights have sufficient battery and illuminate sufficiently to enable an evacuation in low lighting.

Emergency lighting is also tested and inspected by the schools FM Provider on a 6-monthly basis.

### Fire Alarm Panel and Systems

The Fire Alarm system and Panel is managed by a 3<sup>rd</sup> party contractor appointed by the schools FM Provider.

School may choose to use the 3<sup>rd</sup> party provider for remedial work or appoint their own competent contractor.

The fire alarm panel is subject to a full system test and service every 6-months.

The fire alarm panel is visually inspected every week for any known faults or issues.

## Storage of Flammables and Explosive Equipment

Kettlethorpe High School is required by law to have procedures in place to demonstrate that it manages all forms of substances correctly within its academies. The school recognises that the Control of Substances Hazardous to Health Regulations (2002), COSHH, requires an assessment to be carried out on the work processes associated with the use of substances that are hazardous to health.

The school holds an inventory for all hazardous substances held on site. The Facilities and Resources Manager is responsible for ensuring that all appropriate personnel are suitably trained on how to manage hazardous substances. Where applicable, pupils who may need to use hazardous substances will be briefed on how to correctly use and manage them.

The heads of department are the authorised to approve the purchase of hazardous substances.

## Access Arrangements for Pupils and Staff in the Event of a Fire

All persons that require assistance to evacuate the building should have a written Personal Emergency Evacuation Plan (PEEP). Staff should be aware that they must endeavour to evacuate them in the event of an emergency (without putting themselves at risk), and not wholly rely on the fire and rescue service.

Evacuation chairs are in place and certain members of staff are trained in how to use them. This training is carried out each term and a record kept.

Evacuation chairs are visibly inspected on a regular basis, and remedials carried out as and when required.

## Appendix A- Fire Evacuation Procedures

**In the event of a fire, staff must take responsibility for the safety of the pupils and themselves. To this end, the procedure below should be followed.**

- a) The signal for the evacuation will be the continuous sounding of the fire alarm.

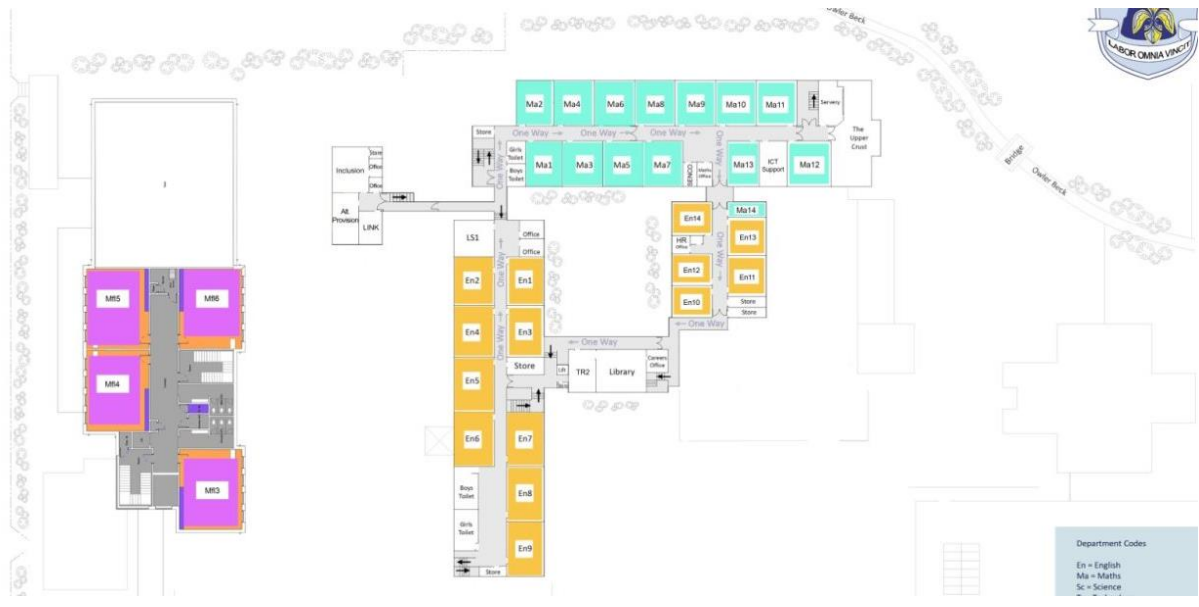
- b) On hearing the fire alarm, all persons will commence evacuation out of the building in an orderly fashion, using the nearest available exit.
- c) All staff and pupils will make their way to the tennis courts at the rear of the school and line up in tutor group order.
- d) A roll call will be taken and a list of any missing pupils and staff will be given to either the head teacher, a member of SLT or the Facilities and Resources Manager.
- e) The general office/attendance team will be responsible for taking the registers to the assembly point.
- f) The reception will be responsible for the loud hailer and visitors sign in information.
- g) Fire Marshalls will be responsible for ensuring the building is empty and all fire doors are closed.
- h) All staff will meet at the assembly point, unless the source of the fire makes this impossible in which case, they are to make their way to the 3G pitch.
- i) Permission to re-enter the building will only be given by the head teacher/ Facilities and Resources Manager.
- j) Fire Marshalls will be deployed externally.
- k) The Facilities and Resources Manager will communicate the details regarding the safety of the building to SLT.

Action	Person responsible	In case of absence
Evacuation of all staff and pupils	Teacher / Department Leader	Most senior person
Collection of registers and staff / visitor signing in book / sheets	Administration Staff	Administration Staff
Checking of toilets (all areas)	Department	Site Team
Checking rooms	Department	Site Team
Calling the fire brigade	Resources and Facilities Manager	SLT
Meeting the fire brigade	Resources and Facilities Manager	SLT
Aid in evacuation	Fire Marshalls	Fire Marshalls

## Appendix B- Fire Evacuation Plan

<p>Action when discovering a fire</p>	<ul style="list-style-type: none"> <li>• Raise the attention by sounding the fire alarm.</li> <li>• Evacuate all occupants according to fire procedure.</li> <li>• On hearing the unscheduled alarm, senior person to call 999, ask for Fire service stating fire at Kettlethorpe High School, Standbridge Lane, Wakefield, WF2 7EL.</li> <li>• Notify a senior manager as soon as possible and give precise details about fire.</li> <li>• Use fire-fighting equipment only if necessary to make your escape.</li> </ul>
<p>What to do if the fire alarm sounds</p>	<ul style="list-style-type: none"> <li>• Follow fire procedure and evacuate all occupants to the assembly point.</li> <li>• Admin staff to collect registers, signing in book and mobile phone.</li> <li>• Fire marshals to check the buildings as they leave. All areas to be checked for occupants.</li> <li>• Keep silent to ensure instructions from Resources and Facilities Manager /SLT can be heard.</li> </ul>
<p>Liaison with Emergency Services</p>	<p>On arrival the emergency services will require the following information:</p> <ul style="list-style-type: none"> <li>• Where is the fire located? – give site map.</li> <li>• What does the fire involve?</li> <li>• Are all persons evacuated from the building?</li> </ul>
<p>Escape routes and fire exit use</p>	<ul style="list-style-type: none"> <li>• Means for escape routes are checked daily.</li> <li>• Doors currently without thumbscrews or quick release handles must be unlocked while in use.</li> <li>• Staff must be aware of alternative escape routes.</li> </ul>
<p>Firefighting equipment use</p>	<ul style="list-style-type: none"> <li>• Firefighting equipment is provided to assist in securing your means of escape. No person should put themselves and others at risk when firefighting.</li> </ul>
<p>Responsibilities and duties to assist in case of fire</p>	<ul style="list-style-type: none"> <li>• All persons have a responsibility to ensure the building is evacuated immediately; safety of all occupants is always our priority.</li> </ul>

## Appendix C- Fire Evacuation Map



## Appendix D- Out of Hours Procedures

If the fire alarm sounds before core school hours or after core school hours, any person(s) on site will follow the procedures listed below:

- a) The signal for the evacuation will be the continuous sounding of the fire alarm.
- b) On hearing the fire alarm, all persons will commence evacuation out of the building in an orderly fashion, using the nearest available exit.
- c) All person(s) on site will congregate on the tennis courts.
- d) All staff on-site will be responsible for ensuring the building is empty and all fire doors are closed.
- e) Permission to re-enter the building will only be given by the head teacher/ Facilities and Resources Manager/ most senior person on site.

## Appendix E- Procedures for Lettings

The school site is let out during the school holidays, weekends and out of core hours to the local community.

All lettings on site are managed by Edu Lettings.

In the event of the fire alarm sounding during a letting, the lettings manager on site is responsible for ensuring that all person(s) in the building evacuate and congregate in the designated location.

The lettings manager is responsible for isolating the alarm, checking where the fire is noted to be, and liaising with the fire services.

The lettings manager/ account manager for Edu Lettings will inform the schools Facilities and Resources Manager about the activation, and any key information required.

Edu Lettings hold their own Fire Risk Assessment, written procedures and training logs for the site.