

The Fire Safety Officer or Deputy

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2. **Take the Emergency Grab Kit located at each exit point of the building.**
3. **Check that the rear escape has been successfully opened. If not and safe, a delegated person will externally check and open from the outside if necessary.**
4. **Use the signing in book and register to check that all students, staff and visitors are accounted for.**
 - Information about any pupil who cannot be accounted for must be passed immediately to the Fire Safety Officer (FSO) together with any details about the possible location of the missing pupil. It is the responsibility of the FSO to ensure that this information is given to the Fire and Emergency Service as soon as they arrive.
5. **If safe go to the location of the suspected fire to establish whether it is a real fire or a false alarm.**
 - In the event of a serious fire it might be necessary to move to another location.
 - The alarms should not be silenced until the Fire Brigade arrives (unless it is a false alarm).
 - All staff and pupils should remain at the Assembly Points until one of the Fire Safety Officers advises that it is safe to return into the buildings.
 - Visitors should be accompanied by the member of staff they are visiting.

All Staff

1. **Staff will supervise the controlled exit of students** by FOLLOWING (see exception below) them using the most convenient route. This must be done at once. The most convenient route might not always be the most direct route.
2. **No personal belongings should be taken.**
3. **Ensure that all doors are closed when exiting if possible.**
4. **Proceed to the appropriate Assembly Point. (opposite the window to R4/Tech Room)**

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Fire Safety Policy 2025-2026

Fire Safety Officer (Phoenix Independent School)	Stephanie Hardman
Fire Safety Officer (The Registry)	Claire Malhi

Staff With Responsibility For Policy:		Stephanie Hardman	
Date Established:	Autumn 2011	Review Cycle:	Every One Years
Document Control & Review			
Date:	Action:	Procedural Changes Made:	By:
Autumn 2011	Created	Policy created and sent out for consultation	SJ
Autumn 12-21	Reviewed		SJ
Autumn 21	Rewrite	New boiler - no asbestos	SJ
11.09.22	Reviewed	Change to Assembly Point	SJ
10.09.23	Reviewed		SJ
26.09.24	Reviewed	New Staff	SJ
10.09.25	Reviewed		SJ
16.09.25	Reviewed		SJ

Monitoring and Review

This policy will be monitored by the Principal who will record any significant findings in the Fire Log.

This Policy needs to be read alongside the Fire Risk Audit and Assessment for both Phoenix Independent School and The Registry Independent School.

Introduction

This policy applies to all persons at Phoenix Learning Communities and, in particular, to staff who have a duty placed upon them to actively monitor the implementation of this policy. This policy has been produced in accordance with the Disability Discrimination Act 2005 and the Special Educational Needs Disability Act 2001. It has been reviewed in accordance with the DDA in 2006 and updated in accordance to the schools Equality Schemes and all related Acts. Phoenix U16 Independent School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunities Policy document.

The Fire Safety Policy has been formed using findings from the Fire Risk Assessments and is updated annually or as circumstances arise. All risk assessments will be in writing, be as simple as possible and provide the basis for action to achieve the objectives of preventing a fire and minimising damage if fire occurs. The fire safety policy will focus on priorities rather than on the fine detail and is compiled in liaison with the Local Authority Fire Service and/or a specialist fire consultant.

Policy Statement

Fire can have a devastating effect on the School. The objectives of this policy are:

- To safeguard all persons at Phoenix Learning Communities from death or injury in the event of a fire or associated explosion.
- To minimise the risk of fire and to limit the spread of fire.
- To minimise the potential for fire to disrupt teaching, damage buildings and equipment and harm the environment.

Phoenix Learning Communities will comply with the Regulatory Reform (Fire Safety) Order 2005 following accepted standards of good practice, having as its first priority the immediate and total evacuation of the building upon discovery of fire.

In meeting these standards Phoenix Learning Communities will ensure that:

1. Adequate means of escape in case of fire exist for all persons on school premises.
2. All means of escape are correctly maintained, kept free from obstruction and available for safe and effective use at all times. Staff, however, must not leave or store items in designated escape routes or block emergency exits.
3. Means of escape have adequate emergency lighting (in case of fire) which will be maintained in efficient working order.
4. Adequate means of giving warning in case of fire exist and are maintained in efficient working order.
5. Adequate means for fighting fire are present and are maintained in efficient working order.
6. Appropriate instruction is given to all persons on the premises on evacuation procedures.
7. Phoenix Learning Communities premises are subjected to a fire risk assessment and that where risks are identified action is taken to implement appropriate control measures.

Responsibilities

Fire Safety Officer (FSO)- The Fire Safety Officers are responsible for ensuring that adequate maintenance checks are carried out on the school's fire detection and alarm system, fire-fighting equipment and emergency lighting **by fully competent persons** as well as developing and maintaining the premise Fire Log which will contain:

- details of the fire alarm and record of testing & maintenance;
- records of routine fire safety monitoring checks;
- records of fire drills and staff training;
- records of testing and maintenance of firefighting equipment;
- records of testing and maintenance of emergency lighting.

The Fire Safety Officer (FSO) is responsible for conducting fire risk assessments, ensuring fire drills are held on a regular basis, and providing advice and training, monitoring and auditing Phoenix Learning Communities' Fire Risk Policy, standards and procedures.

All Staff, Pupils and Visitors

Whilst it is the school's responsibility to ensure, so far as possible, a safe working environment, safe working practices and adequate training, it is the responsibility of all staff, pupils and visitors to care for their own safety and the safety of others. This includes, but is not limited to:

- Maintaining safe working practices.
- Identifying possible hazards and bringing these promptly to the attention of the Health and Safety Lead.
- Undertaking any necessary safety precautions.
- Being familiar with appropriate emergency procedures.

Fire Prevention

There are two factors, which determine the degree of risk present in relation to fire.

- **Fire Hazard** - A fire hazard is something which has the potential to cause fire. A fire hazard could be an explosive, flammable material, electrical installation or a situation in which it is possible that a fire may occur, (e.g. experiment, which uses naked flames).
- **Fire Risk** - A fire risk is the likelihood that a fire will occur as a result of a fire hazard and the extent and severity of the damage, (i.e. the harm potential) which may be caused. The risk assessment will take into account the competence of teacher's, non-teaching staff, helpers, contractors and visitors to the school and the age and competence of pupils.

A fire can only happen if three phenomena are present (the first two steps are always present, so, in order to prevent unwanted fires, sources of heat or ignition must be controlled):

- **Oxygen** - in the air or in chemicals;
- **Fuel** - paper, wood, flammable liquids, chemicals, furniture;
- **Heat or ignition source** - chemicals, friction, electrical, heat source or open flame.

Accidental fires are caused in many ways, such as:

- Carelessly discarded smoking materials;
- Manipulation of flammable liquids or gases in close proximity to a naked flame;
- The lack of maintenance on machinery;
- Installation of electrical wiring by non-competent persons;

- Dangerous siting or portable heat-producing appliances.

If a fire is discovered at an early stage it can be extinguished before much damage is done. If, however, the fire is allowed to develop, a great deal of damage may be caused, even to the extent where the building must be demolished. Malicious fires are a different problem. They are usually, but not always, started outside the period when the school is not in use.

The following measures will minimise the risk, and associated consequences, of fire in the School:

- **Training:** The **Fire Safety Officer(s)** is responsible for arranging suitable staff training and for organising regular fire drills (at least once a term).
- **Instructions:** Staff must comply with all instructions given to them in regard to fire safety and fire procedures.
- **Faults:** Staff must also report any observed shortcomings in fire precautions to the Health and Safety Co-ordinator and keep a record of this report.
- **Smoking:** Smoking is banned inside all buildings.
- **Corridors, stairways, entrances and exits:** Corridor's, stairways, entrances and exits should be kept clear, in particular, kept free of any combustible materials. Stairways and corridors, which form part of escape routes, should always be kept clear.
- **Classroom displays:** Classroom displays and works displayed in corridors should be set up with care. Decorations can be a fire risk if they are hung near to sources of heat or from light fittings.
- **Boiler room:** The boiler room is to be kept clean, clear and locked at all times. No smoking signs should be placed on the doors of these rooms.
- **Windows and doors:** Minimise the effects of fire by keeping all doors especially fire doors closed. Closing windows will also prevent the spread of fire.
- **Electrical system:** The School's fixed wiring is tested on a 5-year cycle. There are regular inspections of socket outlets and the use of multi-adaptors removed from service. Electrical equipment must be used properly and kept in a safe working order. Electrical points should never be over loaded.
- **Portable electrical equipment:** All portable mains-operated electrical equipment used on the site must display a valid test sticker issued by the authorised tester. Test stickers display both the date tested and the date the next test is due. Equipment must not be used if the next test is overdue, or the equipment is damaged in any way, until the equipment has been re-tested and (if required) repaired.
- **Plugs and cables:** Access to plugs must be kept free. Cables should be kept neat and run in safe places so as to prevent damage.
- **Storage:** Rubbish, loose paper and other flammable material must not be allowed to accumulate due to the fire risk. Combustible materials such as cardboard boxes and packaging materials should not be kept about the school unless they are required, for example for making scenery in school plays or for art craft purposes. When such materials are not in use, they should be kept in a designated storage area. Some clothing and costumes, which are used for schools plays and shows, are highly flammable. If they are to be used, they should never be placed close to a heat source, (E.G. Floodlights, radiators or stage lighting). All rooms and stores containing hazardous materials such as

chemicals (e.g. cleaning cupboard) should be well managed, clean and permanently secure. No smoking signs should be placed on the doors of these rooms.

- **Kitchen:** All staff are made aware of the policy on the use of the cooker and other heating appliances.
- **Science:** All science equipment is checked and maintained as part of the appropriate policies, e.g. electrical testing and / or COSHH etc.
- **Extraction:** Extraction is in place where needed and maintained to manufactures recommendations by specialist contractors.
- **Flammable and combustible materials:** Flammable and combustible materials are kept to a minimum and are stored in the correct manner. The materials are kept away from sources of ignition Science staff regularly review chemicals used.
- **Chemicals:** Chemicals are stored, handled and transported as per recommendations. Chemicals must be kept locked in the secure storage room and used only with close supervision. All staff using these chemicals have been trained to do so.
- **Oxidising materials:** Oxidising materials are kept in accordance with the COSHH and other regulations and as per supplier's recommendations. Where small amounts of oxygen are stored and these are kept and maintained as per supplier's recommendations and regulations governing such storage.
- **Waste storage:** Waste bins are stored outside the school buildings on the main car park. Although the area is less than 10 metres from the building, these are secured by padlocks in a fenced area. Waste paper bins should be made of metal or other non- combustible materials. They should not be left lying around. Rubbish should not be allowed to collect in hidden places and particular attention should be paid to general tidiness and cleanliness, especially around electrical appliances.
- **Visitors:** Visitors must comply with all instructions given to them in regard to fire safety and any other fire procedures. All visitors should be signed in and issued with a visitor's badge. They should also be briefed about the evacuation procedure. Staff are to guide visitors on the premises to the nearest exit and assembly point. Written instructions regarding the procedures to follow in the event of a fire are on the Visitors' Badges given to visitors who are booked in at Reception.
- **Risk of arson:** To avoid a possible arson attack on the school, staff are to observe the following immediate preventative measures:
 - Doors should be locked and windows closed at all times when the school is unoccupied.
 - All internal doors throughout the school should be closed at the end of the day.
 - All corridors should be kept clear of combustible materials as per the Fire Risk

Fire Detection

Fire Alarm systems with multiple break points are installed in each site. This automatic detection system is linked to central fire control and emergency services notified on the detection of a fire through any of the above. This provides complete protection of the building out of school hours or when the building is unoccupied.

Fire Fighting Equipment

Phoenix Independent School	
Recreation Room:	1 x Envirofoam Foam 6 ltr 2025; 1 x BWH C02 2kg 2019
Kitchen Entrance:	1 x BWH C02 2kg 2021 1 x BWH Water 6 ltr 2021
Staff Area:	1 x ABC Powder 2kg (Removed under advice from Staffordshire Fire & Rescue)
Kitchen:	Fire Blanket 1.1m 2011
Fire Alarm Panel:	Rear Exit
Break Glass:	Rear Fire Door, Rear Exit, Front Reception Exit

The Registry	
Office	1 x Moyne Foam 6ltr 2021 1 x Moyne C0 ² 2kg 2021
Kitchen:	1 x Moyne C0 ² 2kg 2021 1 x Fire Blanket 1.1m 2021
Rear Exit:	1 x Moyne Foam 6ltr 2021 1 x Moyne C0 ² 2kg 2021
Upstairs Classroom R2:	1 x Moyne C0 ² 2kg 2021 1 x Moyne Foam 6ltr 2021
Upstairs Hallway:	1 x Moyne C0 ² 2kg 2021 1 x Moyne Foam 6ltr 2021
Fire Alarm Panel:	Front Reception
Break Glass:	Rear Exit, Front Reception Exit, Top of Stairs

Phoenix Independent School (Savanah building)	
Reception:	1 x Envirofoam Foam 6ltr 2025 1 x Fireshield C0 ² 2kg 2017
End of Left Corridor:	1 x Envirofoam Foam 6ltr 2025 1 x Gloria UK C0 ² 2kg 2015
End of Right Corridor:	1 x Envirofoam Foam 6ltr 2025 1 x Fireshield C0 ² 2kg 2017
Kitchen:	1 x Fire Blanket 1.2m 2017
Fire Alarm Panel:	Office
Break Glass:	Reception, End of Left Corridor, End of Right Corridor, Office

- All fire extinguishers are maintained on an annual basis by a person who is qualified to British Approvals for Fire Equipment (BAFE) standards. Records of all such tests are kept by the Health and Safety Officer.
- All staff should familiarise themselves with the locations of the fire extinguishers and the limitations of each type of extinguisher.

Action to Be Taken On Discovering a Fire

In the event of a member of staff discovering a fire the following action should be taken:

- Activate the Fire Alarm by breaking the glass in the nearest Call Point.
- Evacuate the building quickly and quietly using the nearest Fire Exit and proceed to the Assembly Point.
- Members of staff should not attempt to tackle a fire, even if it is only a small fire unless he or she feels confident to do so. Any attempt to extinguish a fire should be made using the nearest appropriate fire extinguisher. This should only be attempted when all other members of staff and children have safely evacuated the building.
- The senior member of staff on duty should alert the Principal saying where the Fire is if known. The Fire Brigade should be called directly by dialling 999 to check that the automatic detection system has been successfully activated.
- Fire Safety Officer will establish whether it is a real fire or a false alarm. Where there is a doubt, the Fire Brigade will be called.

Action to Be Taken On Hearing the Fire Alarm

On hearing the fire alarm whilst in the buildings at all other times the following action should be taken:

Notices showing evacuation procedures are on display in each room.

All Staff

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- 2. No personal belongings should be taken.**
- 3. Ensure that all doors are closed when exiting if possible.**
- 4. Proceed to the appropriate Assembly Point.**

The Fire Safety Officer or Deputy (supported by staff through delegation)

- 9. Make sure the Emergency Grab Kit is taken on leaving the building.**
- 10. (PHOENIX UNIT E ONLY) Check that the rear escape has been successfully opened. If not and safe, a delegated person will externally check and open from the outside if necessary.**
- 11. Use the signing in book and register to check that all students, staff and visitors are accounted for.**

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Fire Alarm Tests

Fire Drills

Each term a practice evacuation test will be performed using a verbal warning call to evacuate the building. At the discretion of the FSO, the teaching staff may or may not be warned in advance.

The FSO will record the time taken to evacuate the buildings and liaise with the teachers to check that all staff and children are accounted for. The FSO will evaluate the test and take any actions necessary. The FSO will ensure a record the test and any observations made are entered into the fire log.

Fire Risk Assessment

The FSO will review the Fire Risk Assessments annually or where there are changes made to the buildings or organisation of activities which has an impact on this. This will determine any hazards that exist within the schools, identify those at risk from the hazards and determine the action to be taken to reduce the risk or remove the hazard. Hazards include dangerous substances.

All members of staff have a responsibility to advise the FSO immediately of any potential hazard in the school.

The Fire Safety Officer will routinely undertake a visual fire inspection. This will include: -

- A visual inspection of all fire exits to ensure that no exits are blocked.
- A visual inspection of all activation points to ensure that they have not been tampered with.
- A visual inspection of all fire extinguishers to ensure that they have not been tampered with.
- A general housekeeping check to ensure that all basic fire safety rules are being adhered to.

Any concerns found during this inspection, noting any action required, is kept in the Fire Safety Log.