



Policy Name	Fire Policy (Campus)
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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

See Appendix 1.

The person discovering the fire must sound the alarm by using the nearest available alarm point. If the fire can be isolated by closing fire doors, or by some other means, or can safely be extinguished by staff trained in the use of firefighting equipment, this action should be taken. However, the priority is for the safe evacuation of all occupants out of the building.

DO NOT FIGHT A FIRE UNLESS YOU ARE TRAINED TO DO SO

(2) Action when the Fire Alarm sounds – Emergency Evacuation Procedure

See Appendix 1.

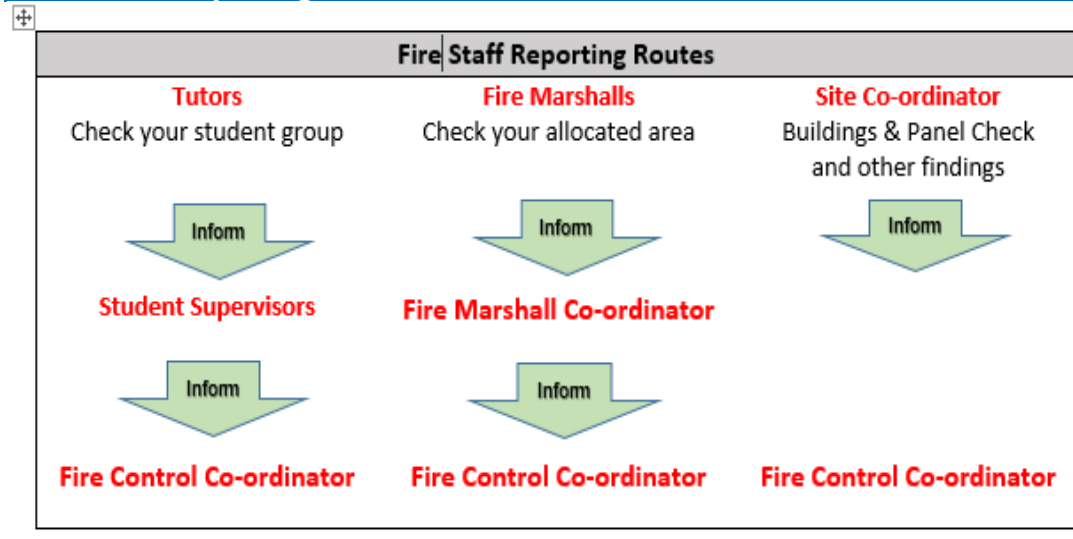
On hearing the alarm, all personnel should leave the building immediately via the nearest safe exit and go to the Assembly Point area located at the back of the Campus on the Astro turf.

(3) Fire Team and Fire Marshalls

- 3.1 Fire Control Co-ordinator** – will ensure the overall organisation and implementation of the fire evacuation procedure.
- 3.2 Fire Marshall Co-ordinator** – will ensure that all areas have been checked by the Fire Marshalls.
- 3.3 Site Co-ordinator** – will ensure buildings and panels are checked
- 3.4 Student Supervisors** – will ensure that all students have been checked by Tutors
- 3.5 Fire Marshalls** – will ensure that areas have been checked

The Fire Control Co-ordinator will notify staff via email of their Fire Team roles and also allocate a deputy to each role.

(4) Fire staff reporting routes



(5) Areas to check by Fire Marshalls

The areas are reviewed on an on-going basis and emailed to staff as they are updated. [See Appendix 2](#) for an example.

(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.

Contractors, including any contract cleaners working on the premises, shall be informed of the fire and emergency procedures that apply including:

- action to be taken on hearing the fire alarm or discovering a fire
- fire evacuation procedures including means of escape, location of the fire assembly points and name of the person in charge of evacuation procedures
- the location of firefighting equipment and fire alarm call points in relation to the area of their work

Contractors working on the premises when full time staff are absent (e.g. at night or at weekends), shall have adequate fire evacuation arrangements in place and know how to call the fire service.

The risk of fire arising out of the work of any contractor on the premises must be assessed (use of Contractor Hazard Exchange Form/checklist) and appropriate precautionary measures put in place. Any hot work activities shall be closely monitored using the Hot Permit to Work system.

(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

8.1 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)

8.2 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) Fire Assembly Points

Fire Assembly Points are situated at the back of the Academy campus on the Astroturf area – [see Appendix 3](#).

(10) Examination Room Evacuation

[See Appendix 4](#).

(11) Bookings/Lettings – External Customers

A member of the Academy site staff will be available to assist evacuation. Persons using our facilities are issued with appropriate fire evacuation instructions - [see Appendix 5](#).

(12) Summoning the Fire Service

The Site Co-ordinator will be responsible for alerting the Fire Service if required. Having liaised with the Fire Control Co-ordinator regarding any persons unaccounted for, or persons using a Safe Refuge Point, the Site Co-ordinator will be responsible for relaying this information to the Fire Service.

(13) Evacuation Routes

Evacuation routes will be kept free from obstruction at all times and adequately and clearly marked.

(14) 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.

(15) Fire Drills

Fire drills will be undertaken regularly (at least once every term) and logged. The first drill in each Academic Year will be notified in advance as it will be used as a training drill for new staff and students. Subsequent drills will be without notice. All drills are logged.

(16) Fire Alarm Tests

The fire alarms are tested weekly on a rota of points. A record is maintained of these tests by the Site Co-ordinator.

(17) Fire Fighting Equipment

Firefighting equipment will be examined and tested at least once a year by a competent/ qualified service engineer. A record is maintained of these tests by the Site Co-ordinator.

(18) Medical

Any medication that may need to be taken out in the event of an evacuation will be prepared by the Medical Officer and left in suitably named containers in a selected location. The Medical Officer will be responsible for taking out any required medication as may be necessary and/or for designating this task to a trained first aider as necessary, and advising of details as appropriate.

(19) Personal Emergency Evacuation Plan (PEEP)

If a PEEP is required for any persons, please discuss this with the Fire Control Co-ordinator.

(20) 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 SLT/Fire Control Co-ordinator.

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

**The Fire Control Co-ordinator will notify the Principal when it
is safe 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 - Emergency Evacuation Procedure

What to do if you find a fire:

- Sound the nearest alarm
- Inform the nearest member of staff
- Evacuate the building

What to do in the event of the alarm sounding:

- Evacuate the building quickly and quietly by the nearest safe exit
- Do not collect belongings or wait for others
- Follow the GREEN RUNNING MAN signs and/or instructions from the Fire Marshalls
- **Do not use the lift at Sixth Form**
- Report immediately to the Assembly Area (Astroturf)

Persons with restricted mobility:

- 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 area (at the top of each stairwell at the Sixth Form)
- Wait for a Fire Marshall
- Do not attempt to exit the building unaided
- The Ground Floor has a number of exits for use

Tutorial Staff:

- Ensure your group leaves the building.
- Tell any group member with restricted mobility to wait at the Safe Refuge Point
- Close the doors of rooms vacated – do not lock the doors
- Immediately notify the Fire Control Coordinator or Fire Marshall Co-ordinator of any person waiting at a Fire Refuge Point

Students:

- Go immediately to your Assembly Point and report to your Personal Tutor
- Line up sensibly and quietly and await instructions
- Stay with your tutor group until instructed further

All Others:

- Close doors – do not lock
- Evacuate the buildings as above
- Stay in the Assembly Area and await further instructions

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

No-one should return to the building(s) until advised by the Fire Control Co-ordinator

Appendix 2 Fire – Areas to Check

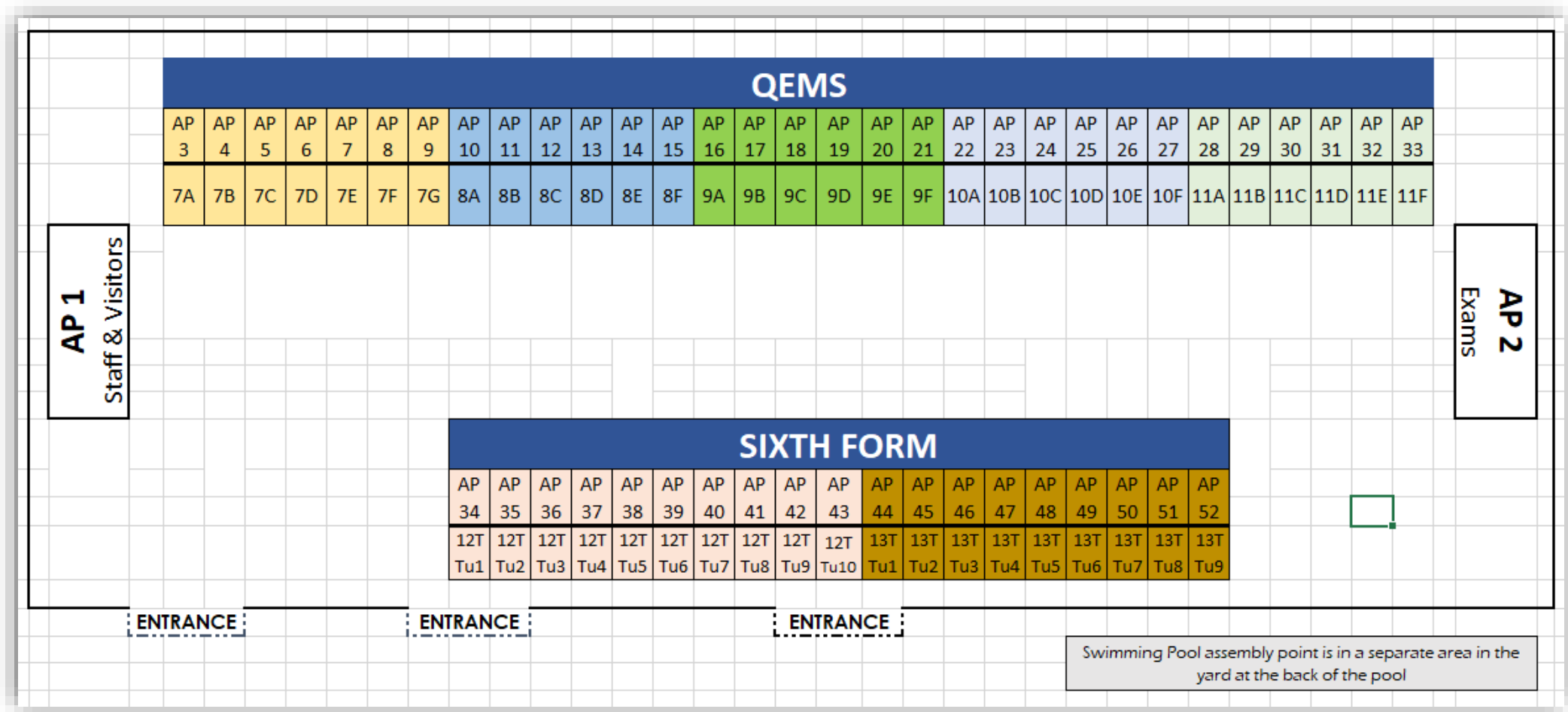
EXAMPLE ONLY

Document will be emailed to staff as it is reviewed and updated

Fire Control Co-ordinator				
Fire Marshall Co-ordinator				
Site Co-ordinator				
Student Supervisors				

Area No	Building	Floor	Area to check	Person to check
1	Sixth Form	Ground	Classrooms X	Name
2	Sixth Form	First	Classrooms X	Name
3	QEMS	Ground	Classrooms X	Name
4	Sixth Form	First	Classrooms X	Name
5	Lizzie Block		Classrooms X	Name
6	Middle Block		Classrooms X	Name

Appendix 3 Fire- Assembly Points – Groups (Astroturf, back of Campus)



Appendix 4

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(s) until advised by the
Fire Control Co-ordinator**

Appendix 5

Bookings/Lettings - External Customers

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

Landau Forte Enterprises SIXTH FORM	
House Keeping Rules at Landau Forte Academy Tamworth Sixth Form - Fire Induction	
Fire Induction completed by Landau Forte representative Fire Induction completed with customer representative	
Date Completed on Time	
Declaration	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. 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.
To be completed by Site representative	
Date Completed by Signed	
To be completed by Customer	
Date Completed by Signed	

Addendum – October 2020 COVID-19

The following amendments have been made to the Fire Policy 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

Each student year group has its own zone and there are separate staff zones with maximum numbers in each room.

Areas to check

Revised in view of the zones and bubbles in place and staff notified of how these should be checked and the staff responsibilities for such checking.

One-Way System

A one-way system has been laid out across the campus – both inside and outside – to facilitate the safe movement of student bubbles across the site between buildings. However, although the 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 (Essential)

Only essential visitors are allowed on site. 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. A COVID visitor log is maintained by the Admin Team recording essential information.



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TRUST

Date	18 January 2021
Change Made	Various
Made By	Mrs Z Ball