

Fire Safety Policy

This document is called:	Fire Safety Policy
It applies to:	All staff at Bolder Academy
Person responsible for its revision:	Headteacher
Status:	Non- Statutory
Published on:	The Academy Website
Approval by:	Governing Board or Delegated Committee
Review frequency:	Every two years
Date of approval:	Nov 2023
Date of next approval:	Nov 2025

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1.1 Aims

Bolder Academy aims to minimise the risks to staff, pupils, visitors and members of the public within the school premises and the local surrounding vicinity, in order of compliance with the Regulatory Reform (Fire Safety) Order 2005.

Risks will be minimised through regular risk assessments, equipment maintenance, training, recording and evaluation of fire safety systems. Ensuring that precautions are taken to minimise the outbreak of fire and evacuation of the premises.

1.2 Overall Responsibility for Fire Safety Matters

The Estates Manager shall be appointed as the Fire Safety Manager for Bolder Academy. This role will coordinate the implementation of all fire safety measures, which includes ensuring that all staff and students are trained on fire safety, and the maintenance of fire precautions.

The Fire Safety Manager will ensure that emergency evacuation drills are undertaken every school term, as early as possible within the term, or on any changes or requirements.

The Fire Safety Manager will ensure that all fire action notices and evacuation plans are checked regularly, to be accurate, up to date and in a good state of repair.

1.3 Responsibilities of School Staff

The onus of **FIRE PREVENTION AND SAFETY** relies on all staff members, in order to maintain high standards of prevention and elimination of risk. All staff are to ensure that all students for whom they are responsible, are informed of the school's emergency fire evacuation procedure.

1.4 Appointments & Responsibilities of Fire Wardens

Bolder Academy will appoint and provide training to a number of employees, as Fire Wardens to act in the event of a Fire Emergency. In the event of a fire emergency situation, Fire Wardens have the responsibility to ensure that all areas have been evacuated and that this is reported to the Floor Check List Coordinator. One Lead Fire Warden and Deputy Lead Fire Warden will be appointed as investigators and alarm panel controller.

See Appendix 2.3 Roles and Responsibilities

1.5 Fire Risk Assessment

The Estates Manager will ensure that a Fire Risk Assessment will be undertaken every twelve (12) months, or if required prior, due to any significant changes in premises, occupations or incidents, that require a new Fire Risk Assessment.

The Fire Risk Assessment shall be conducted by a competent person, as detailed in the Regulatory Reform (Fire Safety) Order 2005, the findings acted on by the Estates Manager and records kept on file.

1.6 Fire Procedure

Bolder Academies Fire Procedure is displayed on all notice boards. Each room has a current evacuation plan located next to the exit door, showing the recommended evacuation route to the assembly point.

Fire Procedures are reviewed at least annually for any changes and updated requirements.

1.7 Fire Training

Fire Warden Training and fire equipment use training will be provided to all appointed Fire Wardens regularly.

All staff, as part of their induction at Bolder Academy or within the first week of assumption of duties, will have the Fire Procedure explained to them, together with the location of the Fire Call Points, Assembly Point and emergency escape routes.

The Fire Safety Manager will ensure that records of all training is recorded and accessible by any enforcement authority or by the Head Teacher.

1.8 Emergency Evacuation Drills

Emergency Evacuation Drills are undertaken every school term, as early as possible within the term, or on any changes or requirements. All drills are timed and observed in order to implement best practices and improvements. Overall aim is to fully evacuate the premises within five (5) minutes of the sounding of the alarm.

All drills are documented for review, and accessible to any enforcement authority or by the Head Teacher, for review of Fire Risk Assessment.

1.9 Fire Identification Systems

Bolder Academy is fitted with an automatic fire detection and alarm system, linked to smoke and heat detection units in all rooms throughout the school.

Emergency Call points are located at various points throughout the building including emergency evacuation routes.

Lift grounding procedures are in place, linked to the automatic detection system to prevent use of the lift in the event of a fire.

Disable refuge points are provided on all evacuation routes, with a call point and communication channel to the main Fire Alarm Panel.

A Fire Aspiration Detection System is installed in the Main Hall Roof Cavity, for fire detection at height in this specific area.

1.10 Fire Equipment Maintenance

All fire detection systems are maintained and tested in accordance with statutory and manufacturers requirements.

Firefighting equipment, fire detection systems, alarms and emergency lighting are maintained under maintenance contracts, administered by professionally qualified consultants.

System	Frequency	Consultant
Fire Detection and Alarm System	Quarterly	Protec Fire Detection PLC (01282) 717171
Fire Aspiration System	Quarterly	Protec Fire Detection PLC (01282) 717171
Disabled Refuge Call Points	6 Monthly	Protec Fire Detection PLC (01282) 717171
Fire Extinguishers and Fire Blankets	Annually	My Fire Ltd 0800 999 1125
Emergency Lighting	Monthly	Majestic Building Services 01293 385 280

1.11 Testing of Fire Equipment

The School Site Manager carries out the following tests on the systems and fire detection equipment, between the planned maintenance inspections, and reports and records the findings through to the Fire Safety Manager.

System	Frequency	Testing
Fire Panel	Daily	Check fire panel for any faults and functionality
Fire Alarm	Weekly	Test of fire alarms
Fire Doors	Weekly	Check all fire doors for condition
Corridors and Emergency Escape Routes	Daily	Check all escape routes are easily accessible and not blocked

Fire Call Points	Weekly	Visual inspection weekly and test on weekly planner
Fire Fighting Equipment	Weekly	Visual inspection or tags, tabs for use or damage
Emergency Lighting	Monthly	Operation switch test or circuit breaker to test illumination

1.12 Good Housekeeping

All staff should ensure that all fire exits are free at all times, and fire doors remain shut. All risks are identified and preventative measures put in place to minimise the fire risk, correct material storage, waste control is managed and periodic inspections are made to eliminate risks.

1.13 Raising the Alarm

In the event of discovering a fire on the school premises, raise the alarm at the nearest call point. Call points are located throughout the building and on all fire escape routes. Should you not be able to raise this alarm, procedure to evacuate the building as per the evacuation map located in the room you are in, and attempt to raise the alarm at the next call point.

1.14 Fighting Fires

No person shall attempt to fight any fire or use any firefighting equipment, unless they have received the proper training on the use of firefighting equipment. The FSO2005 encourages the use of extinguishers as it may prevent a small fire becoming a large fire. Fire evacuation is about preserving life and not fighting fires, so first priority is evacuation, it is best to leave firefighting to the Fire Brigade.

1.15 Calling the Fire Brigade

Calling the Fire Brigade is the responsibility of the Lead Fire Warden. On alarm activation the Lead Fire Warden will investigate the suspected fire, and then contact the Fire Bridge if this is not a false alarm.

1.16 Meeting and Assisting the Fire Brigade

The Lead Fire Warden and Deputy Lead Fire Warden will wait to meet the Fire Brigade at the school pupil entrance gate in Macfarlane. Then will pass on the information as to where the fire is, unaccounted for people, location and fire section plans for use during firefighting.

1.17 Signage

Fire and emergency signage is displayed throughout the school building. Evacuation Plans are placed next to all entrance doors, and additional signage is located along evacuation routes, fire doors and fire exits, in line with relevant legislation.

1.18 Record Keeping

A fire log book is kept in the fire cupboard next to the fire panel. The Lead Fire Warden logs all relevant records in this book:

Records	Relevance	Notes
Fire Panel Alarm Tests	Date and time of test	Call points tested, exit door releases, fire shutters drop, gas shut off
Fire Drills	Date and time of drill	Time to evacuate, short comings and improvements
Fire Door Checks	Date and time of checks	Operational checks and results of the checks
Emergency Lighting Tests	Date and time of tests	Locations tested, illumination quality and results
Fire Safety Training	Date and time of training	Nature of the training, names of trained staff, duration of training, trainer name and qualification
Fire Risk Assessment	Date and time of risk assessment	Name and qualification of assessor. Outcomes of risk assessment, recommendations and rectifications

1.19 Events and Premises Letting

Where events are arranged outside of normal school hours, the Estates Manager must be consulted and aware of any such arrangements. The Estates Manager will ensure that the occupier is fully inducted by the Head of Sport/ Lettings Manager and aware of emergency procedures in the event of an emergency.

- Emergency escape routes
- Fire alarm call points
- Assembly point location

- Contact details for calling the fire department
- Specific address details for assisting with location for the Fire Department
- Locations of firefighting equipment and to ensure they are not used if not trained on use

Specific restrictions may be placed on the occupier in regards to the type of events, number of attendees, products used and other health and safety requirements.

2.1 Emergency Evacuation Procedure

Information sharing & updates during a fire evacuation

Key members of staff that have roles in the fire evacuation process along with other members of staff have agreed to use a **WhatsApp Group** titled '**Fire Evacuation Group**'. This group is limited, and for emergency use during Fires/Lockdowns.

Action on discovery or suspicion of fire:

Raise the alarm by triggering the nearest fire alarm call-point and then leave the building immediately by the nearest exit.

Fire points are strategically placed throughout the building and by all fire exits.

Do not:

- Stop to collect personal belongings
- Re-enter the building
- Block flow or access on evacuation in doorways or passages
- Operate fire extinguishers or try to tackle a fire unless you have been trained to do so

Fire Extinguisher Use - Trained Staff Only: If you have been trained to use the fire extinguishers/firefighting equipment (such as fire blankets) and you are the staff member that discovers a small fire (no larger than a waste paper bin) you can attempt to extinguish the fire, if you are confident to do so, as this action may result in saving the building and more importantly saving lives.

NEVER put yourself in harms way.

If you do not feel confident tackling a small fire, follow this procedure and evacuate the building quickly and safely.

Go directly to the Assembly Point at the following location:

SPORTS MUGA – Located next to the Sports Fields

Fire Evacuation Plans are displayed in all rooms and communal areas of the Academy.

These indicate the nearest escape route to a place of safety and the location of the Assembly Point.

Action If the Fire Alarm Sounds:

On hearing the fire alarm (**a loud continuous siren**) evacuate the building immediately via the nearest fire exit and go directly to the Assembly Point.

Staff with a **Hi Vis jacket** must wear it but must not re-enter the building in order to retrieve them.

Any staff members that feel they need to relay vital information during a fire evac, must direct their communications, in person, to The Controller (HSW).

For class teachers, your first duty is to ensure that the children in your charge are evacuated safely.

Students will precede teachers out of the class to enable the teacher to see that the classroom is clear and to ensure all students remain in their sight. Classroom door to be left open so that Fire Marshals can close while clearing floor.

Students will be expected to exit the building calmly and in silence, and staff may direct students to use BOTH sides of the staircases to avoid blocking exits and evacuate students as quickly as possible. Single file/ staying left is NOT necessary during evacuation.

Class teachers and Fire Wardens will direct evacuees to alternative exits if necessary.

Do not go back for personal possessions or re-enter the building.

All occupants will line up at the assembly point located in the sports MUGA.

EVAC CHAIRS

EVAC Chairs are located at the top of each stairwell and can be carried down stairs if needed on lower floor. Individuals requiring support during evacuation will have a personal evacuation plan (PEEPS) in place. The Fire Evac procedure is reviewed regularly and adjustments made to incorporate these plans. Current EVAC Chair trained staff are **JLO, DKR, JBE**.

For fire evacuations during exams – refer to Appendix 4 at the bottom of this document.

Fire Warden & Staff Actions Breakdown:

- On hearing the fire alarm (loud continuous sound) The Lead Fire Warden Mr. Lonergan & Deputy Lead Warden, Mr. Greg George will go directly to the fire panel to establish the location of the fire referring to the floor plans adjacent to the panel.
- The Deputy Warden, Mr. George, will head to the roadside at Macfarlane Lane, to be a visual aid for the LFB, and will flag down the fire engine, as it approaches site. Mr. George will use his gate key, to manually open the pedestrian/vehicle gate, should the fire brigade need to bring their vehicle closer to reception.
- Mr. Lonergan will proceed directly to the location identified on the fire panel to establish if the fire is genuine or false and will then communicate via the *Fire Evacuation WhatsApp group* what he has discovered, which may be a genuine fire alarm or false alarm.
- Once Fire Brigade arrive on site, details relating to the situation provided by the Lead Fire Warden will be relayed to the Fire Brigade by Mr. George (such as floor, location, extent of fire, and easiest access route/stairwell for fire brigade to access fire location).
- Lead Fire Warden and Deputy Warden will remain at the fire panel, to be on hand to assist the LFB with their requests, such as silencing the alarm when required to do so, or guiding the LFB to the location of the fire/issue, if requested to do so. If told to leave, then to head directly to MUGA. If no further assistance is required, and building deemed safe, to remain at fire panel and await instruction.
- The Headteacher, will act as The Controller (or in her absence, the Deputy Head - Adam Bones or in his absence Liz Green).
- Staff in SEN area to escort children they are working with to the Assembly Point to join their line up and will maintain visual contact and check in with the SEN students at all times.
- Fire Wardens responsible for each floor/section (please check 'roles' section below for details) will check to ensure, as far as is reasonably practicable, that the building has been evacuated.
- Staff responsible take the following to the MUGA and assume roles: Fire Registers, I-Pads, Critical Incident bag.
- Fire Wardens/floor clear checkers, will then leave the building, closing all classroom doors behind them **if it is safe to do so** to prevent re-entry to the building.
- Fire Wardens must report to the 'All Clear Checklist Coordinator' (Adam Bones), when they have cleared their sections. ABO will check off all areas and once complete, shall pass the All Clear Register to The Controller (Mrs. Swidenbank). (See [Appendix 3](#) for Checklist & *Sample Checklist*)
- After reporting all clear to ABO, Pastoral Managers to take up position at line-up with appropriate year group.

- Staff (without a specific role) contractors and visitors will assemble by surname order at the relevant VISITOR or STAFF Fire Assembly Point in the MUGA, staff must remain silent, stand still and remain attentive to ensure register can be taken quickly.
- Students arrive at MUGA and line up in alphabetical order in silence.
- GKU/LCA distribute Registers to Lead Practitioners.
- Lead Practitioners gather registers from GKU (Year's 7, 8 and 9) and LCA (Year's 10, 11 & 12) and issue to form teacher responsible for taking register.
- Form teacher takes the student register in fire evac line up – positioning themselves at the head of the line.
- Lead Practitioner attached to the year group collects and returns registers to GKU / LCA as quickly as possible and must read out absentees for GKU/LCA to cross check (See [Appendix 1](#) for staff members responsible for taking fire registers. See [Appendix 2](#) for our fire register template (please complete the register as described in the template).
- In event that either GKU/LCA are absent, GKU/LCA will pull a free teacher from the line up and that teacher will fill the position.
- Each class will remain silent and the form teacher will register their class accurately and quick as possible and hand back registers to GKU/LCA ASAP.
- Mrs Suelin Billingham and Ms Lorraine Rice will take the staff and visitor register via Inventry, reporting unaccounted persons to GKU (split in half to speed up process. SBI (supported by NME) will manage A-L & LRI (supported by JBE) will manage M-Z.
- Kitchen Catering Manager (William Bonesso) to ensure that the catering team have evacuated the kitchen and café areas safely.
- If sports fields are in use, the PE staff member/s in attendance and students will to join their line-up for register in the MUGA.
- Details of unaccounted persons (students and staff/ visitors) are communicated to the Controller by GKU.
- Lead Fire Warden will keep communications open, and should provide regular updates to The Controller via WhatsApp.
- In the event of a genuine fire, the Lead Fire Brigade Officer in attendance, should advise the Controller, when it is safe for staff and students to re-enter the premises. No one should re-enter the building until the Fire Brigade have given the 'All Clear'.
- The Lead Fire Warden will once again communicate to The Controller via the Fire Evacuation Group, once the Fire Brigade have given the all clear to re-enter the building.

Fire Wardens Roles & Responsibilities During Evacuation:

Staff may have to cover another role (including their own) due to potential staff absences. Please note all responsibilities below with cover/reliever positions listed in red writing.

Name	Position	Details of Main Role & Reliever Role
Ms Heidi Swidenbank (HSW)	Controller	Receives all clear and missing person's data, and receives advice from Lead Fire Warden(s) (via Fire Evacuation WhatsApp group) and authorises/ announces if/ when safe to re-enter the building (in line with advice from The London Fire Brigade). Co-ordinates evac to secondary site if necessary.
Mr Adam Bones (ABO)	Floor Clear Checklist Coordinator <i>Cover Role: Controller</i> <i>Reliever if HSW absent - in addition to existing duties</i>	Main Role: All Clear Checklists completed and passed to The Controller (HSW) <i>Reliever Role: Receives missing person's data and receives advice from Lead Fire Warden (via fire evacuation whatsapp group) and authorises/ announces if/ when safe to re-enter the building (in line with advice from LFB). Co-ordinates evac to secondary site if necessary.</i>
Mr Jake Lonergan (JLO)	Lead Fire Warden <i>Cover Role: Deputy Lead Warden duties if GGE absent- in addition to existing duties.</i>	Must attend fire panel upon fire alarm activating. Use fire panel to locate fire signal. JLO is main fire investigator responsible for locating source of fire, based on fire panel location information. To safely go to the source and confirm findings. To feedback findings via fire evacuation whatsapp group (e.g. - 'genuine fire/smoke confirmed, third floor science room 308, door closed, area clear etc'). To return to fire panel and await further instruction from LFB. Upon LFB arrival, will take LFB to source of alarm/fire if required <i>Deputy Duties - If GGE absent, to manage GGE duties and own duties.</i>

<p>Mr Greg George (GGE)</p>	<p>Deputy Lead Fire Warden</p> <p><i>Cover Role: Lead Warden duties if JLO absent- in addition to existing duties.</i></p>	<p>Mr. George to meet Lead Warden at fire panel. Then, position himself by MacFarlane Lane road, just outside main electric gates, to guide LFB from roadside upon arrival into reception area, or through main student gates if rear school access required in real fire scenario. Advise LFB where our Fire Register Documents are (display board info in reception area). GGE to relay vital info from the fire evacuation WhatsApp Group to the Lead Fire Officer from the LFB attending site, upon their arrival. Then return and wait at fire panel and follow further instruction from LFB or Lead Fire Warden.</p> <p><i>Deputy Duties if JLO absent: To manage JLO duties first, then manage own duties.</i></p>
<p>Ms Liz Green (LGR)</p>	<p><i>Cover Role only: Floor Clear Checklist Coordinator</i></p> <p><i>Reliever for Controller if ABO absent - in addition to existing duties</i></p>	<p><i>Reliever Role for ABO: All Clear Checklists completed and passed to The Controller (HSW)</i></p> <p><i>Additional Reliever Role for (HSW) if ABO and HSW both absent: Receives missing person's data and receives advice from Lead Fire Warden (via fire evacuation WhatsApp group) and authorises/ announces if/ when safe to re-enter the building (in line with advice from LFB). Co-ordinates evac to secondary site if necessary.</i></p>
<p>Ms Lorraine Rice (LRI)</p>	<p>Fire Warden & Admin Support</p> <p><i>Cover Role: Registers - Reliever if GKU or LCA are absent - in addition to existing duties</i></p>	<p>Collect Critical Incident bag from Reception and take to MUGA.</p> <p>Supports SBI when taking Staff and Visitors register via Invenry/ I-pad.</p> <p>LRI to walk the line and identify staff, SBI to log on register and then identify visitors</p> <p><i>Student Fire Registers and All Clear Checklists – reporting unaccounted for staff, students, visitors to Controller. In case of a staff member absence GKU to select a free staff member from the Staff and Visitor area to complete the required register.</i></p>

Ms Geeta Kumar (GKU)	Fire Warden – Registers YR 7, 8 & 9	Student Fire Registers and All Clear Checklists – reporting unaccounted for staff, students, visitors to Controller. In case of a staff member absence GKU to select a free staff member from the staff and visitor area to complete the required register.
Ms Leanne Carver (LCA)	Fire Warden YR 10, 11 & 12 <i>Cover Role: Fire Warden - Reliever if LRI absent - in addition to existing duties</i>	Supports GKU with Student Fire Registers to report unaccounted for staff, students, visitors to Controller. <i>Collect Critical Incident bag from Reception and take to MUGA</i>
Ms Suelin Billingham (SBI)	Fire Warden	Staff and visitors register via Inventory/ I-pad. LRI to walk the line and identify staff, SBI identifying visitors
Ms Neena Mehta (NME)	Fire Warden – Clear Section (Ground Floor) <i>Cover Role: Fire Warden Clear Section - Reliever if JBE absent - in addition to existing duties</i>	To check and clear atrium, main hall, dining Hall & drama studio. Report to MUGA and support SBI in taking staff register. <i>To check and clear reception area (including entrance room, small meeting room and entrance disabled toilet), along with main admin office (007) medical room and meeting room next to medical room.</i>
Ms Jo Bennett (JBE)	Fire Warden – Clear Section (Ground Floor) <i>Cover Role: Fire Warden - Reliever if NME absent - in addition to existing duties</i>	To check and clear reception area (including entrance room, small meeting room and entrance disabled toilet), along with main admin office (007) medical room and meeting room next to medical room. Report to MUGA and support LRI in taking staff register. <i>To check and clear atrium, main hall, dining hall & drama studio.</i>

Ms Sudeshna Ruj (SRU)	Fire Warden – Clear Section (Ground Floor) <i>Cover Role: Fire Warden - Reliever if JMA absent - in addition to existing duties</i>	To check and clear ground Floor 001 to 008 including small offices and store rooms – <i>First half of ground floor corridor, then proceed to MUGA.</i> <i>To check and clear ground floor 014B compass/green zone, staff room and full SEN area/classrooms including small offices and store rooms – second half of ground floor corridor</i>
Ms Jo Marshall (JMA)	Fire Warden – Clear Section (Ground Floor) <i>Cover Role: Fire Warden - Reliever if SRU absent - in addition to existing duties</i>	To check and clear ground floor 014B compass/green zone, staff room and full SEND area/classrooms including small offices and store rooms – <i>second half of ground floor corridor. Then proceed to MUGA.</i> <i>To check and clear ground floor 001 to 008 including small offices and store rooms – first half of ground floor corridor</i>
Mrs Vanessa Evans (VEV)	Fire Warden - SEN Students in Assembly Point	Escort SEND students out from ALL ground floor SEND rooms and oversee in MUGA. <i>In VEV absence staff members supervising students to escort the students they are with.</i>
Ms Sheetal Takkar (STA)	Fire Warden – Clear Section (First Floor) <i>Cover Role: Fire Warden – Clear Section (First Floor) Reliever if JIZ absent - in addition to existing duties.</i>	To check and clear classrooms from room 124 to staircase B including room 117, room 115 and room 113 & internal music practice rooms then down staircase B and out to MUGA. <i>To check and clear all of JIZ's areas as well as own areas – then out to MUGA</i>

<p>Ms Jhenni Izquierdo (JIZ)</p>	<p>Fire Warden – Clear Section (First Floor & Ground Floor)</p> <p><i>Cover Role: Fire Warden – Clear Section (First Floor) Reliever if STA absent - in addition to existing duties.</i></p>	<p>To check and clear, conference room & library, and then 6th form area. Then check 6th form toilet area, activity studio & fitness suite. Then down staircase E to ground floor to clear sports hall (including PE store in sports hall) changing rooms & PE office – then out to MUGA.</p> <p><i>To check and clear all of STA's areas as well as own areas – then out to MUGA</i></p>
<p>Ms Sarah Farmer (SFA)</p>	<p>Fire Warden – Clear Section (First Floor)</p>	<p>To clear first floor classrooms from room 101 to staircase B. After proceed down staircase B and out to MUGA.</p> <p><i>Upon hearing a fire alarm, *teachers* must ask their neighbouring teacher to escort their class down to the MUGA in a quiet and orderly fashion.</i></p>
<p>Ms Tracey Palmer (TPA)</p>	<p><i>Cover Role only: Fire Warden – Clear Section (First Floor)</i></p>	<p><i>Reliever Role for STA or JIZ, if either are absent.</i></p> <p><i>If covering for STA: To check and clear classrooms from room 124 to staircase B including deputy heads room 117, room 115 and room 113 & internal music practice rooms</i></p> <p><i>If covering for JIZ: To check and clear, conference room & library, and then 6th form area. Then check 6th form toilet area, activity studio & fitness suite. Then down staircase E to ground floor to clear sports hall (including PE store in sports hall) changing rooms & PE office – then out to MUGA.</i></p> <p><i>If covering for SFA: To clear first floor classrooms from room 101 to staircase B. After proceed down staircase B and out to MUGA.</i></p>

<p>Ms Helena Kresin (HKR)</p>	<p>Fire Warden – Clear Section (Second Floor)</p> <p><i>Cover Role: Fire Warden – Clear Section (Second Floor) Reliever if APA is absent- in addition to existing duties</i></p>	<p>To check and clear second floor rooms 218 to 212/staircase B including communal toilets – <i>half of second floor – following this, immediately down to MUGA</i></p> <p><i>To check and clear second floor rooms 201 to 211/staircase B – half of second floor</i></p> <p><i>Upon hearing a fire alarm, *teachers* must ask their neighbouring teacher to escort their class down to the MUGA in a quiet and orderly fashion.</i></p>
<p>Ms Anjum Palumbo (APA)</p>	<p>Fire Warden – Clear Section (Second Floor)</p> <p><i>Cover Role: Fire Warden – Clear Section (Second Floor) Reliever if HKR is absent- in addition to existing duties</i></p>	<p>To Check Second Floor Rooms 201 to 211/staircase B – <i>Half of Second Floor – Following this, immediately down to MUGA</i></p> <p><i>To Check Second Floor Rooms 218 to 212/Staircase B including communal toilets – half of second floor</i></p> <p><i>Upon hearing a fire alarm, *teachers* must ask their neighbouring teacher to escort their class down to the MUGA in a quiet and orderly fashion.</i></p>
<p>Mr Aaman Saund (ASA)</p>	<p>Fire Warden – Clear Section (Third Floor)</p> <p><i>Cover Role: Fire Warden – Clear Section (Third Floor) Reliever if MDA is absent- in addition to existing duties.</i></p>	<p>To check and clear third floor rooms 301 to 311 and check gas off in science labs – after to proceed down staircase C and out to MUGA.</p> <p><i>To check and clear science prep room and chemical store rooms.</i></p> <p><i>Upon hearing a fire alarm, *teachers* must ask their neighbouring teacher to escort their class down to the MUGA in a quiet and orderly fashion.</i></p>

Ms Menaka Dayalan (MDA)	Fire Warden – Clear Section (Third Floor) <i>Cover Role: Fire Warden – Clear Section (Third Floor) Reliever if ASA is absent- in addition to existing duties</i>	To check and clear science prep room and chemical store rooms. <i>To check and clear third floor Rooms 301 to 311 and check gas off in science labs – after to proceed down staircase C and out to MUGA.</i>
Food Technology Teacher	Food Technology Classroom	Check gas off in Classroom and close door on exit
Mr William Bonesso (Head Chef) – Accent Catering	Bolder Café Kitchen – Clear Section	Clear Kitchen and Switch off Stoves and Gas supply in Kitchen and Bolder Café and close doors on exit

Training and awareness

Staff and students receive fire awareness training on a regular basis. This knowledge is routinely tested via fire drills, which are carried out termly. Contractors and other visitors to the Academy are made aware of fire procedures when signing in or, if applicable, at contract negotiation stage. Staff and students are explicitly asked to familiarise themselves with the locations of fire exits and the Assembly Point.

Primary Assembly Point:

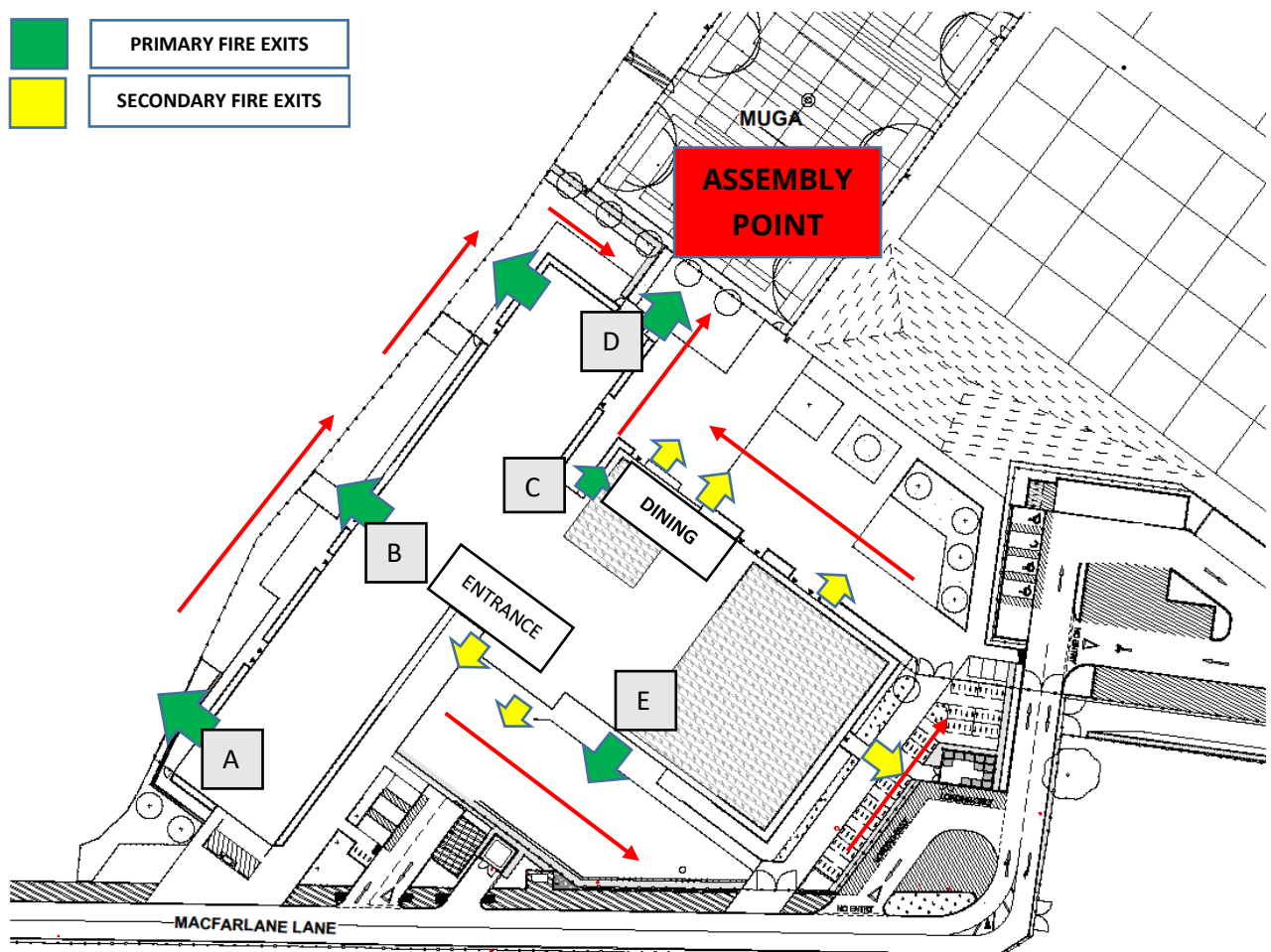
This is located at the SPORTS MUGA at the rear of the school next to the playing fields. See visual representation/ 'birds-eye-view' of locations of line-ups in the MUGA below.

SPORTS MUGA		
9F		10A
9E		10B
9D		10C
9C		10D
9B		10E
9A		10F
8F		11A
8E		11B
8D		11C
8C		11D
8B		11E
8A		11F
7F		SIXTH FORM
7E		ALL VISITORS
7D		
7C		
7B		
7A		
		STAFF A-Z



Secondary Evacuation Site:

In the event of a genuine fire during the Academy day that prohibits the use of the **SPORTS MUGA** as an assembly point, all are to proceed to the secondary assembly point located on the **sports field closest to the SKY Building**. Further evacuation from this point will be communicated by the Controller.



2.4 Induction and Training

All staff and students receive fire awareness training on an annual basis. This knowledge is routinely tested via fire drills, which are carried out Termly. All new staff and students are given fire awareness training during Health and Safety briefings at induction/ inset days.

Contractors and other visitors to the Academy are made aware of fire procedures when signing in or, if applicable, at contract negotiation stage.

Staff are explicitly asked to familiarise themselves with the locations of fire exits and the Assembly Point.

2.5 Premises Hire – Emergency Information

How to contact the Fire Brigade and the information to give the emergency responders:

Fire Brigade contact number: 999

Bolder Academy

1 MacFarlane Lane

Isleworth

TW7 5DB

Tel: 0203 963 0806

Estates Manager (Jake Lonergan): 07389 120 121

Lettings (Schools Plus Ltd)

Enhanced Team Leader (Nashwin Pinho): 01442 734339

Location of Fire Panel:

Main Reception area – in entrance hallway on right hand side as you enter building.

Location of nearest call point:

Main Reception area - next to fire panel in hallway

Location of nearest fire equipment:

Main Reception area – opposite Reception desk

Location of nearest emergency exits:

All staircases A, B, C, D, and E.

Atrium 2 double doors to rear.

Dining hall 3 doors to rear.

Main assembly hall 2 doors to front.

Sports hall 2 doors to side and rear.

Changing rooms M/F 2 doors to rear.

SEN area 2 doors to side.

Art room 008 1 door, Design tech/machine room 2 doors to side.

Nearest exits are marked on room fire evac plans and all floor plans are on display in main reception along with fire panel and fire log book

Location of Assembly Point:

School sports MUGA at rear of school adjacent to playing fields

Location of Secondary Evacuation Point:

School field nearest Sky building

