



Colchester County High School for Girls

A13: Fire Safety Policy

COMMITTEE	Health & Safety
SLT RESPONSIBLE	Tina Woodhouse SBM / Chief Finance and Operations Officer
REVIEW	1 Year or following changes to Statutory Guidance
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Colchester County High School for Girls FIRE SAFETY POLICY

A. Policy Statement and Objective

The Fire Safety Policy, Procedures and risk assessments at Colchester County High School for Girls operate to minimise the risk to life, to reduce injury, and to ensure the school community responds effectively and calmly, in the event of a fire in any of the school buildings.

B. Aims

The CCHSG fire safety policy aims to meet its objective by:

- maintaining the physical fire safety of the school,
- ensuring that staff, students and visitors do not add to the fire risk in the school,
- ensuring safe evacuation of the school buildings if a fire breaks out

C. Legislation and Linked Documents

This policy follows the Regulatory Reform (Fire Safety) order 2005; [The Regulatory Reform \(Fire Safety\) Order 2005 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukhr/2005/1751/1)

This policy should be read alongside:

- The Alpha Trust Health and Safety Policy (AT4): [Published Documents – Alpha Trust \(alphamat.org\)](https://www.alphamat.org)
- The Alpha Trust Health and Safety Handbook (AT4): [Alpha Trust Health and Safety Handbook](#)
- 71 Business Continuity and Critical Incident Policy and Plan.
- CCHSG Risk Register

D. Roles and Responsibilities

Fire safety is everyone's responsibility.

No attempt should be made to fight a fire until the primary duty of evacuation has been achieved, and then only by trained staff, or only if personnel are confident with using firefighting equipment and have assessed the risk very carefully beforehand. (See section below on firefighting devices.)

All members of staff are required to sign that they have read and understood this policy.

Overall School Responsibility for Fire Safety Matters

- The Principals have overall responsibility for fire safety matters at CCHSG and have delegated the role of Responsible Person to the School Business Manager (SBM), who also acts as the School Health and Safety Coordinator.
- They also have overall responsibility to ensure the training of all staff and the induction of new staff, regarding fire safety measures.

Responsible Person (SBM):

- Co-ordinates the implementation of fire safety measures
- Ensures that staff and student training takes place
- Monitors the standard of fire precautions and preventative measures and ensures they are maintained.
- Ensures that a fire evacuation drill is undertaken each term
- Ensures fire information and action notices are kept up-to-date
- Ensures all fire safety equipment is properly maintained
- Recommends any delegation of fire safety duties, e.g., to site staff and/or other leadership personnel, to the Principal for approval.
- In their capacity of Health and Safety Coordinator, the Responsible Person keeps the Fire Register, which contains details of Fire Risk Assessments, audits and training records.

Site Team

- The Site Team Leader maintains records of all fire maintenance certificates and records of testing of emergency lighting and fire call points – see table below, ‘testing schedule’.
- The Site Team is responsible for all fire-related repairs and maintenance – alarm systems, fire-fighting devices, etc. (See also the CCHSG testing checklist below)
- The Site Team remain vigilant to the needs of preventative fire safety measures – the ‘Good Housekeeping’ referenced below - and act immediately and appropriately to either remedy a concern or report any issues to the SBM.
- Meet the fire brigade during an incident and alert them, and all attending or attendant personnel to the fire-related hazards, safety systems and evacuation protocols in the school.

Fire Marshall (FM)

- At CCHSG, this term is used for the person who is responsible for collating all the relevant checklists and registers and any general relevant information during the course of an emergency evacuation.

All Staff

- All school staff are responsible for maintaining a high standard of fire precaution and evacuation readiness in the areas under their control or influence; for instance, fire exits kept clear and fire preventative measures practiced, as below.
- Staff should ensure they are fully aware of the CCHSG fire procedures, including where the manual alarm call points are and how to operate them.
- During an emergency evacuation, staff should follow the CCHSG emergency evacuation procedures (below) in a calm manner, ensuring the safety of students and other staff as they do.
- The school is a non-smoking, non-vaping site.
- New staff are taken through the CCHSG fire safety procedures, including the sound of the fire alarm.

Form Tutors

- Staff with direct responsibility for students are responsible for ensuring that their students are informed of the CCHSG fire procedures.

- Form tutors **MUST** also alert pastoral staff, including Year Leaders, to any student who may need a PEEP (Personal Emergency Evacuation Plan), temporary or permanent, and check this has been actioned and is recorded accurately on the weekly staff bulletin.
- During a fire emergency evacuation, responsible for registering their students in the fire lines on the back field and for overseeing student conduct for the duration of the evacuation, drill or otherwise.
- Setting a calm role model for students during emergencies and drills

Pastoral Staff

- Responsible for initiating and maintaining fire evacuation plans and for ensuring they are published in the staff weekly bulletin.
- Permanent PEEPS are reviewed annually.

Office/Administration Staff

- During an emergency evacuation or practice fire drill, office staff take all the relevant packs of paperwork, in particular the registers for students and staff, to the assembly point on the Field, for each designated person on the CCHSG Emergency Evacuation Reporting Checklist to access (Appendix 1).
- Ensure mobile first aid packs and blankets are taken to the field.

E. Fire Safety Arrangements and Activities

In order to comply with the legislation and meet the aims of this policy, the following fire safety arrangements and activities are in place.

1. Fire Risk Assessments

- A Fire Risk Assessment is undertaken annually by Essex Fire Safety.
- Fire Risk Assessments should, at the minimum:
 - Identify fire hazards
 - Identify who is at risk from each fire hazard
 - Evaluate if existing control measures reduce risk to adequate levels
 - Determine what additional measures are required, if any
 - Evaluate the means of escape
 - Evaluate the means of detection and of giving warning in the case of fire
 - Evaluate the means of fighting fire
 - Evaluate planning, training and maintenance
- Measures will be implemented for staff, visitors and students at increased risk from fire.
- Safety Data Sheets (SDS)/COSHH sheets are held on the T Drive–Departmental H&S and reviewed annually.

2. Fire Prevention Measures

All Staff:

- ‘Good Housekeeping’ involves managing the accumulation, storage and removal of sources of fuel and ignition. It ensures that these sources are kept separate and to an absolute minimum. Whilst the CCHSG Site Team, cleaning staff, Heads of Department and Science Technicians are directly responsible for some of the items listed below, all staff should contribute to ‘good housekeeping’ by either taking action or immediately reporting anything which is unsafe, following the CCHSG Health and Safety procedures:

- Remove waste boxes, paper, card, aerosol cans, chemical containers and other flammable waste materials from the premises.
- Follow waste management procedures.
- Remove faulty equipment or equipment with signs of damage from use immediately, such as frayed wiring or burn marks. Report to site staff.
- Never cover up equipment while it's switched on or overload plug sockets, as this could lead to overheating and create an ignition source.
- Never store flammable waste in hallways, near fire escape routes or against heaters and electrical equipment
- Clean up spills immediately e.g., cleaning chemicals, cooking oils and baking substances such as flour
- Consider the safety of hanging items such as classroom displays – make sure they are not put up near ignition sources or ventilation grilles. Do not block sprinklers.

Storage:

- Flammable substances will be stored in locked flammables cabinets. Minimal amounts of flammable substances will be kept on site.
- Cleaning chemicals and art supplies should be kept in appropriate fire-resistant cupboards or storerooms which are kept locked.
- How much paper is used, stored and disposed of is minimised.
- The storage of large quantities of flammable materials against walls, such as gym mats, should be avoided as this would enable fire to spread rapidly.
- External storage of waste materials will be kept secure and at a distance from the main buildings.

Maintenance and Compliance:

- Ducts/flues are cleaned and maintained regularly.
- Electrical equipment is PAT tested annually.
- A full electrical survey is conducted every 5 years
- All furniture and furnishings will comply with legislation relating to their fire-resistant properties.

Preventing Arson:

Measures will be taken to identify and monitor precautions taken to prevent arson:

- Securing all entry points, especially by the use of CCTV
- Restriction of unauthorised entry by limiting site entrances / access e.g., secure fencing, locking doors, locking windows, etc.
- Ensure unauthorised persons can be identified – lanyards distinguish the supervision levels of all visitors/staff – challenge or report those who are not wearing ID.
- Ensure lighting on site is sufficient
- External waste management procedures ensure waste bins are kept secure and away from buildings.
- Vigilance- report any suspicious behaviour or accidental fire, especially using CCTV footage.

Training:

- Personnel with specific responsibilities will be given appropriate training.
- Training in the use of firefighting equipment will be provided on a regular basis and records kept in the Fire Register.

3. Fire safety equipment and testing

Firefighting equipment, detection/warning systems, emergency lighting, emergency routes, exits and signage are regularly serviced, maintained by professional external contractors and sited at appropriate locations.

Testing schedule at CCHSG:

System	Frequency	Method of Test	Information to be recorded	By whom
Fire alarm	Daily	Visual check of panel for fault indications. Also, if a fault has occurred, the system automatically 'beeps'	Record date of any faults	Site Team Early shift late shift
Corridors, stairwells, escape routes, fire exit doors	Daily	Check that all are free of obstructions	Record any issues with the date	Site Team
Fire call points Fire panel and access-controlled doors lift	Weekly, on a rolling schedule allowing all points to be tested monthly	Manually test call points and test that access controlled doors release and lifts default to ground floor	Date of test, number of call points tested and whether test was satisfactory, including whether automatic door releases operated and if lift went to default fire setting.	Site Team early shift Every Friday 7am
Fire exit doors	Daily	Check that doors are opening freely and that emergency exit fittings are operating correctly	Record any issues with the date	Site Team
Fire extinguishers, fire blankets (kitchens, science, etc.)	Monthly	Check that seals are intact; equipment has not been removed or tampered with and annual inspection and maintenance is in date.	Date of test, locations and type of extinguishers tested and whether test was satisfactory.	Site Team
Signage	Monthly	Check signage remains clear, legible, functional, and up to date.	Date of check with location of signage, any issues, when remedied and by who.	Site Team
Emergency lighting	Annual	Check operation of test switches or circuit breaker 3 – 5hr discharge test	Report from contractor	Contractor

Firefighting equipment at CCHSG:

Fire Blankets

Evac Chairs.

The five fire extinguisher colours are:

- Red – Water (Spray and Mist)
- Cream – Foam
- Blue – Dry Powder
- Black – Carbon Dioxide (CO₂)
- Yellow – Wet Chemical

WATER	FOAM	DRY POWDER	CO ₂ CARBON DIOXIDE	WET CHEMICAL
 Use on Wood, Paper or Textile fires	 Use on Wood, Paper or Textile fires  Use on Flammable Liquid Fires	 Use on Wood, Paper and Textile Fires  Use on Flammable Liquid Fires  Use on Gaseous Fires  Use on Electrical Fires  For use on all risks	 Use on Flammable Liquid Fires  Use on Electrical Fires  Ventilate after use	 Use on Wood, Paper or Textile fires  Use on Cooking Oils and Deep Fat Fires
 Do not use on electrical fires  Do not use on flammable liquid fires	 Do not use on live electrical equipment  Do not use on metal fires		 Do not use on wood, paper or textile fires  Do not use on metal fires  Avoid use in a confined space  Do not hold horn when operating	 Do not use on electrical fires  Do not use on flammable liquid fires  Do not use on gases

Do Not:

- Block fire extinguishers with anything
- Use fire extinguishers to prop open doors
- Interfere with any features of the extinguisher
- Attempt to correct issues on a fire extinguisher unless trained to do so.

Report:

Contact Site Team immediately if any of the following is discovered:

- Any dents or signs of corrosion
- Leakages
- Faded or missing labels
- Signs of vandalism
- Missing locking pins
- Missing fire extinguishers (where signage is visible)

4. Evacuation practice drills

These are carried out termly to test the effectiveness of current procedures and to highlight any deficiencies which need attention.

5. Signage

- Escape route signs should be displayed along all exit routes, above doors and at all changes of directions in corridors
- A sign indicating the nearest fire escape route should be in **clear sight from any location**
- All signs for escape route directions must be primarily pictographic **and located in every room**
- Emergency signs for doors should be above the door, not attached to the door
- The final exit door should have the sign with the running person image and word 'Exit' – it should not feature arrows.
- Signs should have suitable illumination or be reflective, where appropriate
- A 'FIRE ACTION' sign must be displayed next to all manual fire alarm call points.
- All fire escapes must have a 'KEEP CLEAR' notice.

6. Reporting

- Health and Safety issues are reported immediately to the Site Team, for instance concerning fire extinguishers (see section 3 above)
- Day-to-day and minor issues, such as an out of place or missing sign, are reported via the 'Every Issues Helpdesk' system.
- Appendix 1 shows the CCHSG Emergency Evacuation Reporting Chart
- The Fire Service will be advised of every fire outbreak even if it has been extinguished. All incidents will be recorded, and records kept in the Fire Register
- The Fire Log is kept in the Fire Evacuation Box along with a copy of the Emergency Plan, previous drills and details of who to report to in the case of a fire.
- The Site Team Leader maintains records of all fire maintenance certificates and records of testing emergency lighting and fire call points (see 'Roles and Responsibilities').

7. CCHSG Emergency Evacuation Procedures

A Fire Evacuation Procedure has been established, an individual plan displayed in each classroom and office and communicated to all employees and students. Information is also given to visitors, contractors and lettings organisations (see below) entering or using the site regarding fire risks and procedures.

The signal is a **Continuous Siren**.

Fire Exits are located throughout the school and are clearly labelled. You must use the nearest fire exit to your location. One-way protocols are not in operation during an evacuation.

There are exit instructions in each room of the school, checked on a regular basis.

Fire activation points are by each fire exit.

During evacuation the main objective is to prevent panic and ensure safe evacuation of all occupants.

General Procedures:

(Not in time order – initial actions are simultaneous)

- **Designated Personnel** follow the **CCHSG Emergency Evacuation Reporting procedures** (Appendix 1)
- **SLT/Site Team/ Designated Personnel** - all walkie talkies turned to channel 9 to await instructions
- **Silence** to be maintained at **all** times
- **Close All Windows and Doors** on leaving a room; leave bags in rooms
- **Single File** on leaving rooms
- **Staff** leave the room last
- Move briskly – **No Running or Talking**
- **Two Files on Stairs** keeping against the handrails
- **Do Not Use the Lift**
- **Wheelchair Users/Disabled:** wait at **Refuge** points on the stairs; ask a member of staff to report your position to a member of SLT.
- **PEEPs:** Staff and students should follow their PEEP and ask a member of staff to report your position to a member of SLT as appropriate.
- Assemble on **the Field**

Form Tutors:

- Remain with their form, accounting for all students in attendance on the day (See also 'Roles and Responsibilities').

Fire Marshall (FM):

- Collect the allocated iPad.
- Check team leaders have reported (see Appendix 1).
- Add comments in box of review sheet.
- Ensure mag locks have been re-set on your return.
- Follow up on any comments/action points.

Office Staff:

(See also 'Roles and Responsibilities').

- Collect the fire box from LPY Office
- Distribute registers.
- Re-print lists and place in fire box, including all PEEP's.

Designated Staff:

- Check off and hand completed attendance check lists back up the reporting line to the **Responsible Person (RP)** (see Reporting Chart, Appendix 1)

Site Team Leader:

- Report to fire panel in main reception
- Identify where the alarm has been activated and investigate.
- Advise RP and site team as appropriate.

Site Team:

- Report to designated building and floors, sweeping all corridors and toilets.
- Await further instruction from Site Team Leader.

Associate Principal (Curriculum & Data) and Site Team Leader:

- Meet and instruct fire brigade as appropriate.

Responsible Person:

- Advises The Principal and keeps them immediately updated for the duration of the incident.

SLT will dismiss everyone, one form at a time, when safe to do so. Until then, **RE-ENTRY INTO THE BUILDING IS STRICTLY FORBIDDEN**. Only the fire brigade, if in attendance will be able to do this.

8. CCHSG Emergency Evacuation Procedures; Other Circumstances

1. Examination Emergency Evacuation Procedure

Examination Candidates:

- Remain **silent** at all times
- Assemble on **the grass area at the back of the tennis courts**.

Invigilators/Examinations Officer:

- Evacuate the examination room in line with the instructions given by the appropriate authority
- Line candidates up in rows for each examination being taken
- Ensure that all the examination papers and scripts remain in the examination room
- Ensure candidates are **Silent**
- Check the candidates off against the attendance register – once assembled on the tennis court

Completed Attendance Checks to be handed to the **Responsible Person (RP)** (see Reporting Chart, Appendix 1).

The following must be actioned:

- Record the **time of the interruption and how long it lasted**
- Allow the candidates the full working time set for the examination
- Make a full report of the incident and any action taken (including re-rooming if deemed necessary)

All reports and actions must be retained on file until the relevant date for Enquiries about Results

Examination Fire Marshall:

- Ensure candidates are **Silent** at all times
- Ensure the integrity of the examination

Note:

Where the integrity of the examination or the candidate's performance may have been affected a report should be sent to the appropriate awarding body.

2. Before School Procedures

- Staff and students to evacuate the buildings using the nearest fire exit door and assemble on the **Field**.
- **Staff to ensure all students in their area or vicinity evacuate the building, including toilets.**
- Students and Staff in canopy areas to proceed to their designated assembly points on the **Field**.
- Those present from among SLT, the RP, Site Team, Office Staff, Designated Personnel and the FM to continue with normal emergency evacuation duties and procedures. If members of the evacuation response team are not yet present, the most senior leads who are on site will **delegate and adapt the normal procedures appropriately**.
- In the absence of the RP, the most senior member of SLT will take on those duties, including calling the fire brigade, managing the evacuating, and notifying parents as appropriate.

3. Breaktime Procedures

- Staff responsible for supervising students are responsible for evacuating the building / canopies and then proceeding to the designated assembly point.
- **Canteen staff and canteen duty staff** to help ensure the safe total evacuation of the dining room before proceeding as normal with their own emergency evacuation procedures.
- Office staff are responsible for following normal procedures.
- All other staff to evacuate the building using the nearest fire exit door, but only after **ensuring all students in their areas/in their vicinity also evacuate the building, including toilets.**

4. Lunchtime Procedures

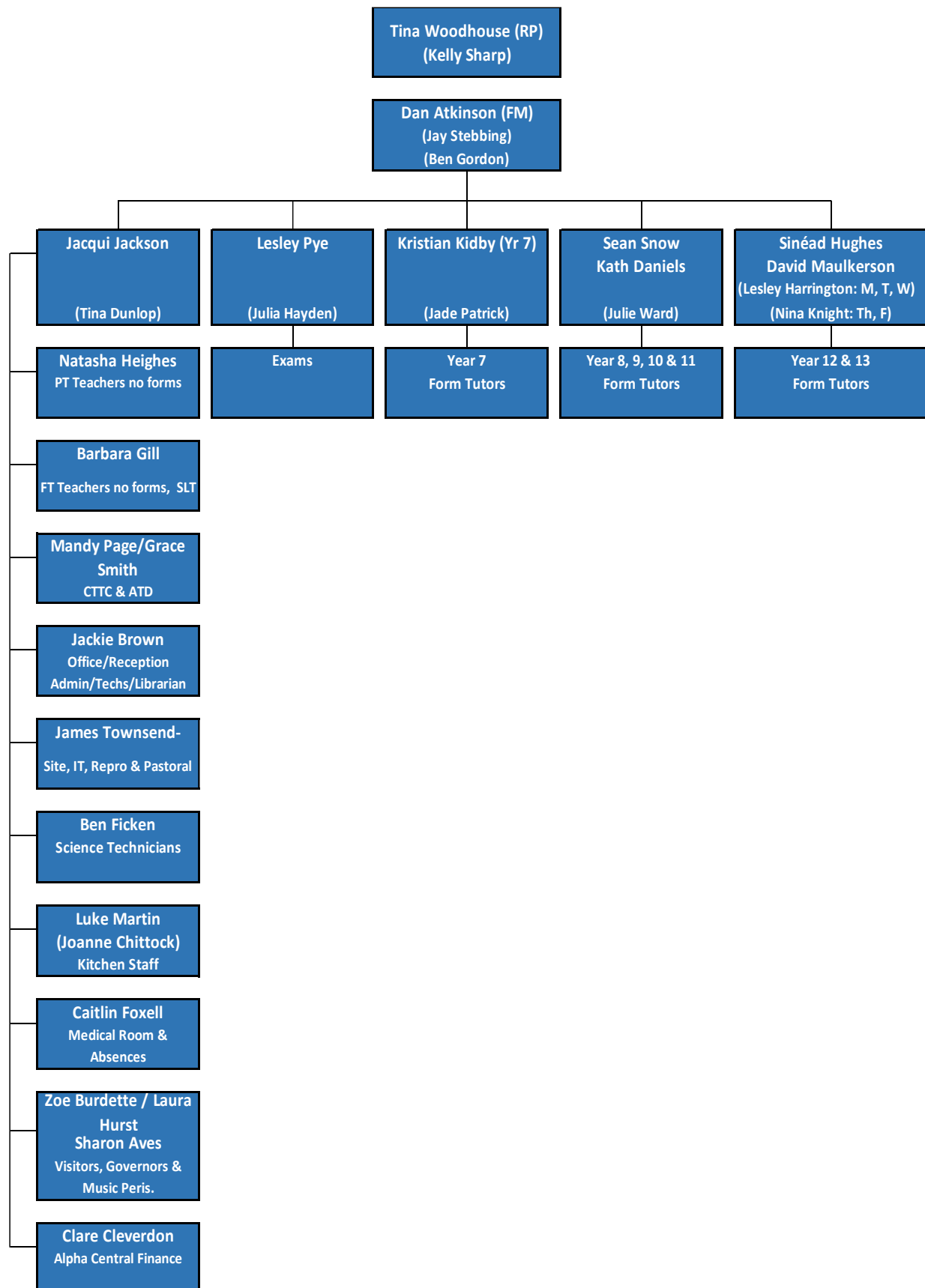
- Staff responsible for supervising students are responsible for evacuating the building / canopies and then proceeding to the designated assembly point.
- **Canteen staff and canteen duty staff** to help ensure the safe total evacuation of the dining room before proceeding as normal with their own emergency evacuation procedures.
- Office staff are responsible for following normal procedures.
- All other staff to evacuate the building using the nearest fire exit door, but only after **ensuring all students in their areas/in their vicinity also evacuate the building, including toilets.**

F. Lettings / Out of school hours procedures

- Where events are organised outside normal school hours, or by outside organisations, it is the responsibility of the member of staff organising the event or arranging the letting to ensure that the site staff and Principal are consulted and appropriate precautions including arrangements for evacuation and calling the fire brigade are put in place.
- The Principal may impose specific restrictions on the type of letting or activity the number of persons involved and, for instance, designate the number and layout of any seating.
- The **Fire Safety Checklist for persons hiring the school premises** is in Appendix 2.

Where the term Principal is used above it refers to the Executive and Associate Principals

Appendix 1: Emergency Evacuation Reporting Chart – June 2025



Appendix 2

Fire Safety Checklist for persons hiring the school premises.

Actioned by the RP or Site Team Leader:

1. It is emphasised that the hirer is responsible for any persons attending their event.
2. The hirer is taken through the fire safety procedures and given a copy of this policy.
3. The hirer is shown the location of the fire alarm call point and how it operates.
4. It is emphasised that the first action on discovering a fire is to raise the alarm **even if the fire is small**.
5. The sound of the fire alarm is demonstrated.
6. The hirer is talked and walked through the escape routes and alternative escape routes that they are likely to need to use and shown the operation of any push bars or exit fittings.
7. The location of the fire extinguishers is demonstrated but it is emphasised that they should only be used if the hirer has been previously trained, if it is safe to do so and only after the alarm has been raised and an evacuation has been started.
8. Explain where the nearest available telephone point is (to call the fire brigade) and make sure the hirer is able to give the name and location of the school.
9. If the fire alarm system detects a fire out of hours (i.e. after 17:00) the fire brigade is automatically alerted and will attend.

Appendix 3

Revised Fire Plan – Building Works

EMERGENCY EVACUATION - Ground Floor

In the event of discovering a fire:

1. Raise the alarm by pressing the nearest call point
2. If it is safe to do so, inform a member of staff of the location of the fire school office of the location of the fire
3. Evacuate the building

Signal.....Continuous siren sound

SILENCE at all times

CLOSE ALL DOORS when leaving the room. Leave all belongings.

SINGLE FILE when leaving rooms.

STAFF to leave rooms last.

Move briskly - NO RUNNING OR TALKING.

TWO FILES on stairs, keeping against handrails.

DO NOT use the lift or chairlift.

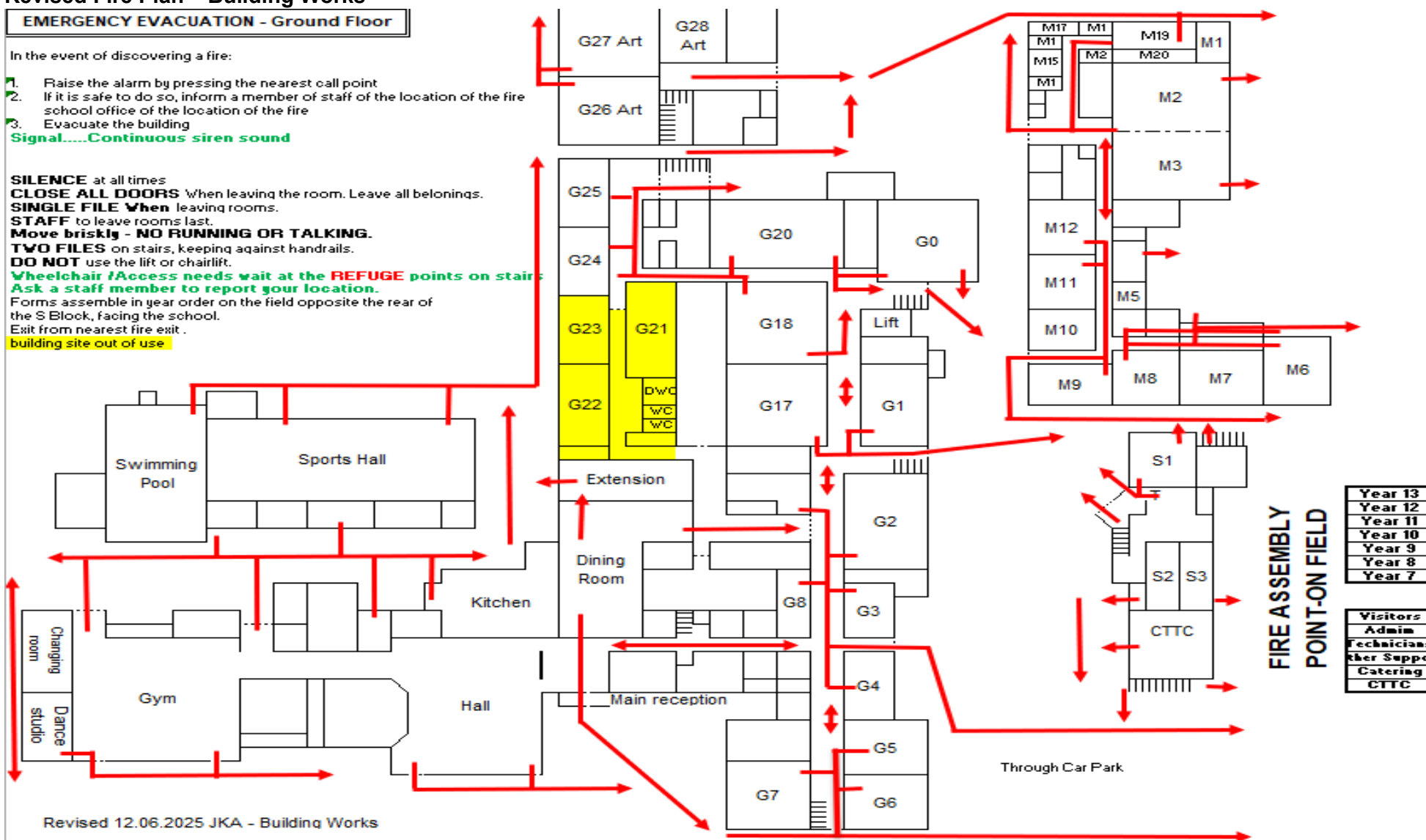
Wheelchair Access needs wait at the **REFUGE** points on stairs.

Ask a staff member to report your location.

Forms assemble in year order on the field opposite the rear of the S Block, facing the school.

Exit from nearest fire exit.

building site out of use



Revised 12.06.2025 JKA - Building Works

