FIRE SAFETY POLICY
Outwood Primary Academy Woodlands

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V8	Sept 26	Laura Calton	Policy updated following review by Howdens H&S Consultants. Clarifies position on contractor requirements during fire evacuations.

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1. Policy Statement

Outwood Grange Academies Trust recognises the fundamental importance of robust fire safety management to ensure the safety of all employees, students and visitors across its sites. All staff members must understand and strictly adhere to established procedures whenever a fire alarm sounds. Employees carry a duty of care to report potential fire hazards promptly and cooperate fully with evacuation protocols. The Trust takes all reasonable precautions to prevent fires, establishing that the protection of human life unconditionally overrides property preservation and firefighting efforts.

To minimise fire risks and protect occupants, each academy implements comprehensive control measures based on systematic fire risk assessments. Academies maintain high housekeeping standards, ensure safe escape routes remain available, establish site-specific evacuation procedures and maintain firefighting equipment including sprinkler systems where installed. Practical subject departments including Science, Design Technology and Food Technology must maintain department-specific fire risk assessments, ensuring emergency shut-off controls, specialist equipment and CLEAPSS or subject safety guidelines are strictly implemented, seeking competent advice if unsure. Safety arrangements include regular evacuation drills, equipment inspections, emergency lighting checks, Every system logging, general employee training, specialist fire warden training for designated Fire Marshals and Fire Officers, robust communication of evacuation strategies to third-party providers such as outsourced catering and cleaning contractors, tailored evacuation plans for disabled or deaf individuals, clear communication of procedures to visitors and students, prominent display of fire action notices in key areas such as classrooms, reception and staff rooms and accurate record keeping.

2. Introduction and General Principles

Upon the sounding of the fire alarm, every person within the building must evacuate immediately, with exceptions made only for Designated Fire Officers and Fire Marshals carrying out assigned duties. Evacuation routes lead directly to designated assembly points as detailed in the fire evacuation plan. Where magnetic locks are installed on fire exit doors, they automatically disengage upon alarm activation. Designated fire doors must be fitted with automatic door closers to prevent the spread of fire and smoke. Staff and Fire Marshals should ensure classroom and office doors are closed upon exiting, though manual door-closing expectations are not placed on Marshals for store cupboards or cleaners' cupboards.

In addition to this Trust policy, the Academy maintains detailed site-specific evacuation procedures and local emergency documentation.

Local Academy Information is stored / available in the main office.

All employees, students, visitors and third-party contractors must be accounted for using attendance registers, contractor logs and visitor books at assembly areas. Re-entry into any building is strictly forbidden until the Fire Officer or fire service representative issues the official all clear. While visitors and external contractors receive initial fire safety briefings upon entering the site, they retain personal responsibility for locating their nearest escape exit. Where disabled refuges are fitted within stairwells, they serve strictly as temporary waiting areas, as immediate physical evacuation takes precedence over delayed rescue. Not all academy buildings feature designated refuge areas, making individual evacuation plans essential.

Standard passenger lifts must never be operated during alarm activations. Where an academy operates a dedicated fire lift supported by an independent secondary generator, the academy must ensure the generator undergoes regular professional servicing and weekly water run tests. Academies conduct weekly alarm tests, schedule full evacuation drills every term, deliver fire safety induction training to all new staff and maintain detailed logs of all activations.

3. Roles and Responsibilities

All employees must thoroughly familiarise themselves with building escape routes, paying particular attention to exits leading from their primary teaching or work areas. Staff must also know the locations and operating principles of nearby firefighting equipment, using extinguishers only if fully trained and when doing so presents no personal or public danger. Staff attendance records are maintained to confirm that every employee participates in at least one evacuation annually. Designated Fire Marshals and Fire Officers must complete specialist fire warden training relevant to their operational roles.

The Designated Fire Officer, supported by the Deputy Designated Fire Officer, holds overall operational responsibility for overseeing evacuation procedures, logging all incidents, evaluating staff intervention risks, calling the fire brigade, liaising with emergency services upon arrival, supervising building sweeps and issuing the all clear for drills or false alarms.

Designated Fire Officer Donna Burnett
Deputy Designated Fire Officer Caroline Hunter

The Senior Administrator ensures that reception staff bring visitor, contractor and staff signing-in records to the assembly area and accounts for all administrative personnel. Catering and cleaning managers, whether directly employed by the Trust or representing third-party providers, must account for all kitchen, cleaning and supervisory staff, reporting their safety status directly to the Fire Officer on duty. Academy leaders must ensure all third-party service providers receive full briefings regarding site fire strategies and safety

communication channels. Members of the Senior Leadership Team report to the Fire Officer for operational deployment. If SLT members are not supervising students when the alarm sounds, they must sweep assigned building sectors, toilets and stairwells during their exit, while also assisting at assembly areas to maintain student calm and orderly conduct.

Site managers and site teams must ensure external contractors receive clear guidance on fire safety procedures during initial site briefings. Contractors must treat all unnotified alarm activations as genuine emergencies by evacuating to the designated assembly point, completing an operative roll call and reporting their safety status directly to the academy. If an evacuation drill is scheduled and pre-notified, contractors may remain at their work areas only by prior agreement with the academy, and only if a full site evacuation would cause operational or safety difficulties.

4. Evacuation Procedures

Anyone discovering a fire must immediately raise the alarm at the nearest call point, evacuate any children in their immediate care and alert the Designated Fire Officer regarding the location and whether emergency services are required.

During classroom evacuations, teachers must instruct students to stand quietly and await direction. Personal belongings and equipment must remain in the classroom, windows must be closed and students must follow the teacher along designated routes marked by green exit signs. Teachers must close classroom doors behind them without locking them. If an escape route is obstructed, staff must redirect students along the safest alternative path to the assembly point without running. Under no circumstances may standard lifts be used. Upon arrival at the assembly point, classes must wait quietly until further instructions are provided.

Arrangements for individuals with disabilities prioritise safe evacuation alongside general occupants where feasible. Students or staff with significant mobility or sensory needs must have individual personal emergency evacuation plans. Where stairwell refuge areas are installed, assigned Teaching Assistants or support staff must activate the refuge communication point and remain with the individual until specialist assistance arrives. In buildings without refuge areas, individual emergency plans dictate specific ground-floor transition or alternative evacuation routes.

At the assembly point, students must line up quietly in groups under the supervision of their teachers. Staff must ensure that no pupil leaves the grounds and that calm is maintained. Fire Marshals report area clearances to the Fire Officer, staff not directly supervising students report to the Senior Administrator for attendance checks before assisting with general supervision, visitors and third-party contractors are verified against signing-in logs and no person re-enters the premises until the all clear is given.

5. Special Circumstances and Alarm Protocols

If the fire alarm sounds during lesson transitions, staff must quickly verify that classrooms are clear and guide students along nearest exit routes to assembly areas. During break or lunchtime activations, duty staff, lunchtime supervisors, cleaning teams and activity leaders must ensure their assigned zones, dining areas and activity spaces are clear, directing students to exits and supervising group lineups at assembly points while ensuring exit doors are closed. For out-of-hours activities, detentions, evening lettings or third-party usage, event leaders must take an initial attendance register and follow standard evacuation protocols if an alarm occurs.

Weekly alarm testing must be logged and conducted at varying times if scheduled during the academy day, though testing before or after school hours is also permitted. Comprehensive evacuation drills take place once per term.

6. Material Standards and Infrastructure Maintenance

All wall display panels and interior materials must achieve Class 1 surface spread of flame performance when tested in accordance with British Standard BS 476 part 7. Upholstered furniture must comply with BS 5852 standards, demonstrating resistance to smouldering ignition source 0 and flaming ignition source 5, while adhering to specialised smoke control guidelines.

All escape routes must remain unlocked and unobstructed while buildings are occupied. Magnetic door locking systems and self-closing devices require regular inspection and maintenance to guarantee reliable functionality during emergencies, ensuring magnetic locks disengage automatically upon alarm activation. Where fire lifts with backup generators are installed, site teams must maintain rigorous servicing schedules and execute weekly water run tests on secondary generator units.