Upwell Academy

Fire Safety Policy

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Policy owner	Academy Committee
Author	Chris Harris, Principal

Approved by

Consultation Group	Senior Leadership Team
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Version Control

Version	Summary of Changes	Consultation Group	Effective Date
1.0	New Policy - no changes	Senior Leadership Team	September 2025
1.1	Additional text to 'Fire Marshals' section	Academy Committee	November 2025
1.2	Annual Review – No changes made	Academy Committee	September 2026

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1. Aims

- To ensure the safety of pupils, staff, and visitors in the event of a fire.
- To comply with the Regulatory Reform (Fire Safety) Order 2005.
- To establish clear procedures and responsibilities for fire safety management.

2. Legal Rationale

This policy is based on the Regulatory Reform (Fire Safety) Order 2005, which places legal duties on the 'Responsible Person' to ensure fire safety in non-domestic premises. It fully complies with:

- Regulatory Reform (Fire Safety) Order 2005.
- Health and Safety at Work etc. Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- DfE guidance: Fire Safety Risk Assessment – Educational Premises.

The academy must conduct regular Fire Risk Assessments (FRA) and implement appropriate fire safety measures.

3. Roles & Responsibilities

3.1 Principal

The principal is the designated Responsible Person and oversees fire safety compliance. The principal is responsible for implementing this policy and ensuring that adequate training is in place for relevant staff.

3.2 Fire Marshals

The principal and deputy principal are fire marshals and have overall responsibility to gather all information likely to be required, for example:

- Has Norfolk Fire and Rescue Service been called or is this a drill?
- Are all occupants accounted for?

- Has anyone witnessed the location of fire?
- For persons missing, where were they last seen and by whom?
- How many medical casualties are present?

Fire Marshals are trained to have the knowledge to fulfil this role. This will include a knowledge of the location of:

- Power isolation points.
- Fuel isolation points (Heating Oil).
- Water supply isolation points & hydrants.
- A spare set of external gate keys will also be held by the fire marshal as part of the kit.

Fire Marshals are the designated people to liaise with the emergency services once onsite and to advise on building plans and persons onsite following roll call as described in this policy. Fire Marshals must have access to a mobile phone to use as required to make necessary arrangements.

The fire marshals will be recognisable by wearing Hi-Viz waistcoats.

In the absence of a fire marshal, the senior teacher in charge and/or the operations manager will fulfil this role.

3.3 Staff, Visitors and Contractors

All staff, visitors and contractors are responsible for being familiar with our fire procedures and participating in training and drills.

Everyone on site, apart from the children, are required to sign in and out using our computerized Inventry System.

3.4 Site Officer

The Site Officer has the responsibility to ensure that the fire alarm is tested regularly and that each call point is tested on rotation. These tests should be documented and signed off as completed on the SmartLog computer system. Any defects found should be reported appropriately and repaired in a timely manner that meets the safety implications of the defect. These defect reports should also be documented on Sentry and shared with the

Operations Manager. The Site Officer ensures maintenance of fire safety equipment and clear escape routes.

3.5 Operations Manager

The operation manager is responsible for maintaining a comprehensive list of who is on site.

The operations manager ensures PEEPs (Personal Emergency Evacuation Plans) are created for individuals with specific needs.

3.6 Catering Team

It is important that the power supply is isolated if safe to do so before leaving the kitchen in the event of a real fire evacuation. The catering team will always be informed of fire drills because of the nature of their role. To ensure that this does not create a fire risk; leaving hot cooking equipment to create a fire hazard because of a fire drill. The Catering Manager has the responsibility of conducting the roll call at the assembly point for the catering team and reporting this to the office staff.

4. Requirements

The academy is required to:

- Conduct annual Fire Risk Assessments (FRA) and have an external assessments every five years.
- Install and maintain fire alarms, extinguishers, signage, and fire doors.
- Ensure clear and accessible escape routes and designated assembly points.
- Provide fire safety training to all staff and conduct regular fire drills.

The academy has a fixed, fitted fire alarm system with alarm break glass call points and smoke detectors. The operations manager ensures that the testing of this system and maintenance is carried out routinely as required by a qualified engineer.

5. Procedures

In the event of a fire, activate the nearest alarm and evacuate the building via the designated routes.

No one is expected to attempt to tackle a fire unless they feel confident to do so. If the fire is small enough to tackle and you feel confident to tackle the fire, this must only be done with the specialist equipment provide such as fire extinguishers and fire blankets.

5.1 Fire Evacuation

Staff must guide pupils to the assembly point and conduct a roll call. If everyone on their roll is accounted for, they stand with their hand raised high. If anyone is not accounted for then a fire marshal is informed stating the number of children missing. It is important that no member of staff re-enters the building if children are missing unless authorised to do so by the emergency services.

The office staff should conduct a roll call of contractors, visitors and staff.

PEEPs must be followed for individuals requiring assistance.

The Fire Marshals must liaise with emergency services and ensure safe re-entry only after clearance.

If re-entry to the building is unlikely, then children will be evacuated to the local methodist church and a Recovery Centre set up - in line with our Critical Incident and Emergency planning guidance.

5.2 Fire Drills

Fire drills will be carried out every term to ensure that the children are aware and not scared of the tone and noise made by fire bells. This is particularly important in the event of a real evacuation when time is of the essence, and this will only be achieved if practiced. Consideration should be made to any new intake that happens during the academic year to ensure that these children are also aware of the fire procedures and sounds.

All fire drills will be documented and logged on SmartLog with observations noted and evaluated so that the academy can continuously improve its procedures for the safety of all concerned.

The kitchen staff will be informed of fire drills in advance due to the nature and risk of leaving unattended cooking equipment.

Staff at the Pre-School (Little Sunshines) will be informed of fire drills in advance.

6. Monitoring & Review

This policy will be reviewed annually by the principal and approved by the Academy Committee.

Fire drills will be monitored and logged, with outcomes used to improve procedures.

Training records, equipment checks, and Fire Risk Assessment will be documented on SmartLog.