

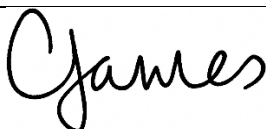
The Aylesbury Vale Academy



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RESPECT | ASPIRATION | RESILIENCE

Fire Safety Policy and Procedures

Policy Reference:	AVA. 131
Description:	This document provides a framework to show how the Academy trust meets its Health and Safety responsibilities with regard to Fire Safety
Status:	Statutory Policy
Policy Audience:	Staff, Governors, Contractors
Academy Trust Contact:	Academy Principal
Other Related Policies and Procedures:	Health and Safety Policy, Fire Risk Assessment, Emergency Plan
Governor Committees:	Governing Body
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Signed:	
Date of Signature:	15.09.2026

In reviewing this policy, the Governing Board has had regard to the Equality Act 2010 and carried out an equality impact assessment. It is satisfied that no group with a protected characteristic will be unfairly disadvantaged by this policy.

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1. INTRODUCTION

The Aylesbury Vale Academy Trust recognises the potential for injury, loss of life or damage to property that can be caused by fire and will do all that is reasonably practicable to control this risk by ensuring that the requirements and provisions of the Regulatory Reform (Fire Safety) Order 2005 (RRO) and all associated legislation are fully and adequately met.

2. MAIN PROCEDURES

Fire risk assessments have been undertaken and are reviewed regularly. However, other reviews will occur if there are changes that will impact on them. These may include alterations to the premises or new work processes. Fire risk assessments are carried out by the Facilities Management Team, with assistance from Specialist Advisors.

The fire evacuation procedure will be practiced 3 times a year. A record will be kept of the date and the time taken to evacuate the buildings.

It is noted that there are two distinct situations where different evacuations procedures are required, firstly, when students are in class and secondly, during break time and after school when students are out of their classes. Evacuation procedures will be practiced for both scenarios.

Training will be provided, as necessary, to any staff given extra fire safety responsibilities, such as Fire Marshals.

All new members of staff and temporary employees will be given induction training on how to raise the alarm and the available escape routes. Regular staff will be given annual refresher training.

All escape routes shall be clearly signed and kept free from obstructions at all times. Escape routes shall be checked daily by the site team.

Evacuation procedures are posted prominently on every corridor next to the Fire Alarm Call Point.

All fire extinguishers will be serviced and maintained annually by a suitable contractor. If any member of staff notices defective or missing equipment, they must report it to the Facilities Manager or the site team.

Alarms are checked quarterly by a suitable contractor (currently EA-RS) and tested twice weekly by the site team.

Emergency lighting is checked every 12 months by a suitable contractor and monthly by the site team.

All visitors must be signed in/out via the electronic sign in/out system located in Reception areas, on arrival to and departure from the premises.

3. ASSISTED EVACUATION [PERSONAL EMERGENCY EVACUATION PLAN]

Any member of staff or student who cannot leave the building unaided in the event of an emergency will need to have a Personal Emergency Evacuation Plan (PEEP) for their evacuation.

People who need aid to leave the building may include anyone with a physical disability, such as a wheelchair user but it could also include a student with a recent foot injury who is on crutches, someone with visual impairment, hearing difficulties or someone that is heavily pregnant.

On a weekly basis, the Medical Officer checks/verifies the status of staff and students with regard to mobility issues and liaises with the relevant staff to complete the PEEP form. This is then given to the Curriculum Leads who will ensure that Teaching Staff are given student time tables.

4. EMERGENCY PROCEDURES

4.1 Action to be taken by a person discovering a fire

Leave the building immediately using the nearest available fire exit. Sound the alarm if not already activated. Staff need to ensure that all students in their presence get out of the building safely. If a member of staff knows that a student is in the toilet or another part of the building away from the class, inform the Fire Marshal on leaving the building or the Academy Principal/Secondary Headteacher at the assembly point.

4.2 How the fire brigade [and any other emergency services] are to be called and who is responsible?

The site operates a system that between the hours of 7am and 10pm, Monday to Friday the monitoring company will call the site team and Reception, which as first responders to any fire alarm can make the decision as to whether the emergency services should be called. At the weekends, after a double knock notification (2 activations), the monitoring company will call the emergency services followed by named persons on the emergency escalation list.

4.3 Fire warning system (description of bells/sirens/voice, etc. and types of signals and location of system panels)

The site has 3 panels, the main panels are placed in both reception areas and the third is located outside the caretakers' office. The site operates a double knock system which means that two

smoke detectors have to detect smoke before any alarm will sound. If one smoke head detects smoke all 3 alarm panels will sound identifying the area, room number and smoke head that has activated at which point the Secondary/Primary receptionist will contact the site team using their radio on channel 3 to investigate.

5. PERSONS WITH SPECIFIC RESPONSIBILITIES

5.1 The Academy Principal/Secondary Headteacher or Designated Deputy

Upon hearing the fire alarm, the Academy Principal/Secondary Headteacher or designated deputy will wear a yellow high visibility vest/jacket and make their way to the assembly point.

Consult with Curriculum Leader Science/Science Technician as to whether the radioactive materials are in their storage cabinet prior to students and other staff returning. If they are not, instruct CL Science/Science Technician to return into the building once safe to do so to secure them before students and staff are allowed back into the building.

At the assembly point, they will take control of staff and pupils and act in liaison with the Primary Head or designated deputy and the Chief Fire Marshal as to alarm status and safe re-entry into the building.

5.2 The Chief Fire Marshal [CFM]

The role of the CFM is taken by either the Facilities Manager, the Director of Finance and HR or a designated deputy. Upon hearing the alarm, the CFM will attend the alarm panel in the AVA reception and assess the situation.

If the fire brigade is called, the CFM will wait at the reception or at the front of the school to meet them.

Once the all clear is given by either the site team investigating the alarm or the Fire Brigade, the CFM will contact the Academy Principal/Secondary Headteacher or designated deputy to advise that everyone can re-enter the premises.

5.3 Secondary Receptionist

At the sound of the alarm, the Secondary receptionist will alert via radio (channel 3) the site team, giving the location where the alarm has been activated. This will also alert the receptionist in Primary via their panel to a possible threat.

The Secondary receptionist will wait until instruction from Facilities Manager or Director of Finance and HR before making his/her way to the assembly point taking a radio, and the visitors register with them. They will wear a yellow high visibility vest/jacket to make themselves easily visible.

5.4 Primary Receptionist

At the sound of the alarm, the Primary receptionist will alert via radio (channel 3) the site team giving the location where the alarm has been activated. This will also alert the receptionist in Secondary via their panel to a possible threat.

The Primary receptionist will wait until instruction from Facilities Manager or Director of Finance and HR before making his/her way to the assembly point taking a radio and the visitors registers with them. They will wear a pink high visibility vest/jacket to make themselves easily recognisable.

5.5 Attendance Officers

At the sound of the alarm, they will exit the building, taking the school registers with them.

5.6 Site Team

The caretakers will make their way to the source of the alarm to evaluate the situation and contact the Facilities Manager/Director of Finance and HR with their findings. A decision will be made whether to call the emergency services or silence the alarm.

5.7 Teaching Staff

On hearing the alarm, the teacher will tell all students to leave their belongings and make their way quietly and carefully via the nearest fire exit to the assembly point.

The teacher will also ensure that any PEEP is acted upon.

In the Secondary Phase, once at the assembly point, the students will make their way to their designated form row [according to the signage]. The form tutor takes the register and reports status to the Achievement Director. The Achievement Director reports status to the Academy Principal/Secondary Headteacher/designated deputy.

In the Primary Phase, the class teacher takes the register and reports status to the receptionist. The receptionist reports status to the Primary Headteacher/designated deputy.

The Primary Headteacher/designated deputy liaises with the Academy Principal/Secondary Headteacher/designated deputy.

It is the responsibility of the teacher to ensure the students under their control are quiet, so that any emergency instruction can be easily understood and responded to.

5.8 Fire Marshals

Wear yellow high visibility vest/jacket.

Encourage everyone around you to evacuate as soon as possible.

Check all areas are empty. Procedures will be in place regarding which floors/rooms the fire marshals will check.

Make your way to the assembly point and report status to the Academy Principal/Secondary Headteacher or designated deputy. If in possession of a radio, Fire Marshalls should use Channel 5 to communicate if their designated area is clear.

5.9 Evac Chair operators

Make your way to the refuge point on the designated stairwell, the zone fire marshal will sweep the floor and inform you of the all clear.

Make your way to the assembly point and report to the Academy Principal/Secondary Headteacher or designated deputy.

6. KEY ESCAPE ROUTES

6.1 Key escape routes: How access can be gained, where they lead to, how they are protected from fire – Secondary Phase

There are thirteen main routes out of the building. Four staircases on each corner of the main block leading out to the playground and then onto the MUGA pitch, one of which is a gate via the delivery yard. These staircases have a 30 minute fire rated protection.

Two exits behind main reception leading into the playground and then onto the MUGA pitch, these are protected from the main building by a 1-hour fire rated seal.

Two in the main hall leading into the playground; one via the back of the hall and one on the right hand side as you enter the hall, the hall has a 30 minute rated fire seal; both lead to the MUGA pitch.

Two in the sports hall, one at the back that leads onto the playground and one on the left side as you enter the sports hall. Once out, they turn left and there is a path that runs around the edge of the building and onto the playground then onto the MUGA pitch. The sports hall has a 30 minute rated fire seal around it.

One at the end of the sports hall corridor, once through it turn left and there is a path that runs around the edge of the sports hall and joins the playground then onto the MUGA pitch.

There is one at the end of the first-floor corridor by the fitness suite / dance studio. At the end of the corridor is a 30 min rated fire door. To access the fire escape there is a push bar system on the door. Once through the door proceed down the staircase on your right and out through the door on your left when you reach ground level. Once through the door follow the path on the right around the sports hall where you will join the playground and then onto the MUGA pitch.

There is also a fire exit next to the site office that leads into the delivery yard. This exit is used by the kitchen and cleaning staff and any visitors to the service area. Once outside they should follow the path on their right and make their way through the gate, where the fire alarm would have activated the maglock automatically to drop the gate lock, and then head to the MUGA pitch via the playground.

6.2 Assembly points – Secondary Phase

The main Assembly points are on the MUGA pitches located at the end of the playground. This area is to be used by all staff, students and visitors.

Years 7, 8, 12 and 13 with their tutors/co-tutors use the left hand MUGA. Years 9, 10, 11, non-tutor staff and visitors use the right hand MUGA.

6.3. Key escape routes: how access can be gained, where they lead to, how they are protected from fire – Primary Phase

The building is split into three 1 hour rated compartments [North, South and East]
There are five main routes out of the building with a further seven minor routes leading directly from classrooms to the Playground Assembly Point.

Three staircases are situated around the building they are all 30 minute fire rated:
On the East side is staircase 3, in the event of a full evacuation i.e. Secondary and Primary

simultaneously, Fire Marshalls need to be made aware of potential cross-overs.

To the West staircase 2, adjacent to the Main Reception, the evacuation will be via the reception doors and around the building to the assembly point.

To the South is staircase 1.

All other fire doors are rated at 30 minutes.

N.B. The east side of the south block is used by Buckinghamshire Council as a community centre and has a separate assembly in the visitors' car park

6.4. Assembly points – Primary Phase

The main Assembly point is in the playground at the rear of the school.

This area is to be used by all staff, children and visitors.

If there are children from the Primary phase having PE lessons in the Secondary phase, the procedure is as follows:

- If on the field, go to the designated Primary Assembly Point which is located by the main gate to the 3G pitch
- If on the MUGA, PE staff will unlock the adjoining gate so the children can evacuate onto the Primary School field and to their own assembly point on the Primary playground

6.5. Assembly Point – Community Use

The assembly point is to the rear of the visitors' car park and is designated by a fire sign.

Appendix 1 – Fire Marshalls And Evac Chair Operators

Name	Fire Marshal	Evac Chair	Phase	
			Secondary	Primary
Annie Bacchus	x	x	x	x
Ryan Drake	x		x	x
Markus Parsons	x		x	x
Carrie Dalton	x		x	
Andy Cluett	x	x	x	
Lyndsey Herlihy	x		x	
Lauren Burles	x		x	
Sharon Madahawa	x	x		
Sabine Rhode Patterson	x	x	x	
James Trundley	x	x		x
Michaela Hastings	x			x
Amanda Jeffs	x			
Debbie Powell	x	x	x	
LaRhone Vassell	x	x	x	
Hayley Bryant		x	x	x
Vicki Crumpton		x	x	
Mark Johnson		x	x	
Laura Sinclair		x		x
Lisa Ripley		x	x	
Tara Bowles		x		x

Appendix 2 – Named Members of Staff

Position	Named person	Email address
Academy Principal	Gavin Gibson	ggibson@theacademy.me
Director of Finance and HR/Health & Safety Co-Ordinator	Suzanne Cooper	scooper@theacademy.me
Lead Governor for Health & Safety	James Green	
Facilities Manager/ Lettings Manager	Annie Bacchus	abacchus@theacademy.me
Primary Headteacher	Richard Cooper	rcooper@theacademy.me
Secondary Headteacher	Emma Jefford	ejefford@theacademy.me
Secondary Vice-Principals	Rachel Leach Tash Attreed	rleach@theacademy.me tattreed@theacademy.me
Primary Deputy Headteacher	Natalie Foulger	nfoulger@theacademy.me
School Medical Officer	Lisa Ripley	lripley@theacademy.me
Site Supervisor	Ryan Drake	rdrake@theacademy.me

Appendix 3 – Phase Evacuation Procedures

PRIMARY FIRE EVACUATION PROCEDURE

QUICK REFERENCE:

Alarm Sounds → Hi-Vis if feasible → Gain Attention → Leave Bags → Evacuate and Supervise → Assemble on Playground → Register Students → Attendance Confirmed → All Clear Given → Return to Building

1. EVACUATION

Role	Action
All Staff	Put on Hi-Vis if feasible. Supervise students calmly to primary playground.
Teachers with Classes	Gain attention, leave bags, evacuate via nearest rear exit. Doors do not need to be locked.
Support Staff & LSAs	Leave via nearest rear exit; supervise support student movement.
Fire Marshals	Sweep designated area and report to Academy Principal or Primary Headteacher on Channel 5 “ <i>Top floor clear</i> ”

2. ASSEMBLY & REGISTRATION

Assembly Area	Groups
Playground	Line up in class groups facing the relevant sign e.g. ‘Year 2’
Class Expectations	• Single file • Alphabetical order • Silent (whistle signals silence)

Role	Action
Class Teachers	Take register, submit register to Receptionists
Receptionists	Collect registers and verbally confirm attendance for all classes.
Non- Student facing Staff & Visitors	Assemble by the appropriate signs.

3. RETURN TO BUILDING

The **Academy Principal or designated deputy** will liaise with the Chief Fire Marshall and authorise re-entry once attendance has been confirmed and the building is safe.

Role	Action
Tutors/Co-Tutors	Supervise tutor groups back into the building.
Teachers and LSAs	Return to classrooms as soon as safe and report any missing students to On Call
Students	Must not enter classrooms until their teacher is present.

SECONDARY FIRE EVACUATION PROCEDURE

QUICK REFERENCE:

Alarm Sounds → Hi-Vis if feasible → Gain Attention → Leave Bags → Evacuate and Supervise → Assemble on MUGA → Register Students → Attendance Confirmed → All Clear Given → Return to Building

1. EVACUATION

Role	Action
All Staff	Put on Hi-Vis if feasible. Supervise students calmly to MUGA.
Teachers with Classes	Gain attention, leave bags, evacuate via nearest rear exit. Doors do not need to be locked.
Support Staff and LSAs	Leave via nearest rear exit; supervise support student movement.
Fire Marshals	Sweep designated area and report to Principal or Secondary Headteacher on Channel 5 "B and C corridor top floor clear"

2. ASSEMBLY & REGISTRATION

Assembly Area	Groups
Left-Hand MUGA	Year 7, Year 8, Year 12, Year 13, Tutors and Co-Tutors
Right-Hand MUGA	Year 9, Year 10, Year 11, Tutors and Co-Tutors, Non-Tutor Staff, Visitors
Tutor Group Expectations	- Line up in tutor groups - Single file - Alphabetical order - Silent (whistle signals silence)

Role	Action
Tutors/Co-Tutors	Join tutor group, take register, submit register to Achievement Director.
Achievement Directors and Asst. Achievement Directors	Collect registers and verbally confirm attendance for all tutor groups.
Non-Tutors & Visitors	Assemble by the appropriate signs.

3. RETURN TO BUILDING

The **Academy Principal or designated deputy** will liaise with the Chief Fire Marshall and authorise re-entry once attendance has been confirmed and the building is safe.

Role	Action
Tutors/ Co-Tutors	Supervise tutor groups back into the building.
Teachers and LSAs	Return to classrooms as soon as safe and report any missing students to On Call
Students	Must not enter classrooms until their teacher is present.