HAMPTON ACADEMIES TRUST
FIRE POLICY

Trust Fire policy applicable to all schools within the Trust. Each school is responsible for creating procedures that achieve the objectives set out within this policy.

Last Reviewed September 2025

Stephen Ebdell
Trust Estates Manager

Hampton Academies Trust: FIRE POLICY

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Hampton Academies Trust: FIRE POLICY

Overview

Trust Premises Details

Address

Hampton College
Eagle Way
Hampton Vale
Peterborough
PE7 8BF
Tel: 01733 268820

Description of Premises:
Hampton College – Opened 2005
Hampton College Primary – Opened
Hampton Gardens Secondary - Opened 2017
Hampton Lakes Primary - Opened
Dogsthorpe Infant School - Joined

The buildings are owned by Peterborough City Council and leased to Hampton Academies Trust. The Trustees of Hampton Academies Trust are responsible for the premises.

Use of Premises

Activities undertaken include:

Teaching, performing arts, assembly, sports, dance, catering, dining, science, art, technology and design, office activities, workshop tasks, storage and use of maintenance equipment. Lettings to the community for sports and internal spaces through the community use agreement where applicable.

Fire Risk Assessment

Latest fire risk assessments completed in July 2025 for all schools.

Risk assessments were undertaken by SafetyMArk (Health and Safety Advisors) Reviewed in house.

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General Fire Policy Statement

Hampton Academies Trust is committed to high standards in health and safety and ensuring the provision of a healthy working environment is available to students, employees, contractors and persons who may visit the school, including all aspects of fire safety. We will strive to achieve comfortable working that is, as far as reasonable practicable, safe from the risk of fire.

We recognise that following the introduction of the Regulatory Reform (Fire Safety) Order 2005 the Government has laid down guidance for fire safety in educational premises.

The nominated 'responsible person' as required by the above legislation is Head of School, and he/she has day to day responsibility for fire management.

We will ensure that we meet all our legal and moral responsibilities regarding fire safety and to do this we will:-

Where practicable, prevent the possibility of all causes of fire;

- Adopt a risk assessment approach to all fire safety matters by assessing and reducing risks generically where possible and creating systems to localise procedures and working practices;
- Provide information, instruction and training to staff and will monitor incidents and near misses in order to identify where to improve systems and procedures and reduce the risk of recurrence;
- Use competent persons to carry out fire risk assessments of all our properties and to advise our management of fire safety issues;
- Implement the protective and preventative measures identified in the risk assessments and advice from our competent persons;
- Consult our employees on relevant risk reduction measures that are necessary;
- Liaise with our employees to reduce the risk from fire as far as reasonably practicable;
- Develop roles and responsibilities to cover all aspects of fire safety and ensure that everyone understands their roles and responsibilities;
- Train our employees and where necessary assess their competency in fire safety matters;
- Develop an emergency evacuation plan for all our properties and personal emergency evacuation plans (PEEP) for all special needs persons who are employed or taught at our premises;
- Provide all our employees, students and others, who visit or work in our properties, with relevant information on fire safety matters;
- Implement suitable and appropriate management arrangements to plan, organise, control, monitor and review fire safety throughout our premise portfolio.

Signed:

Print Name:

Position:

Date:

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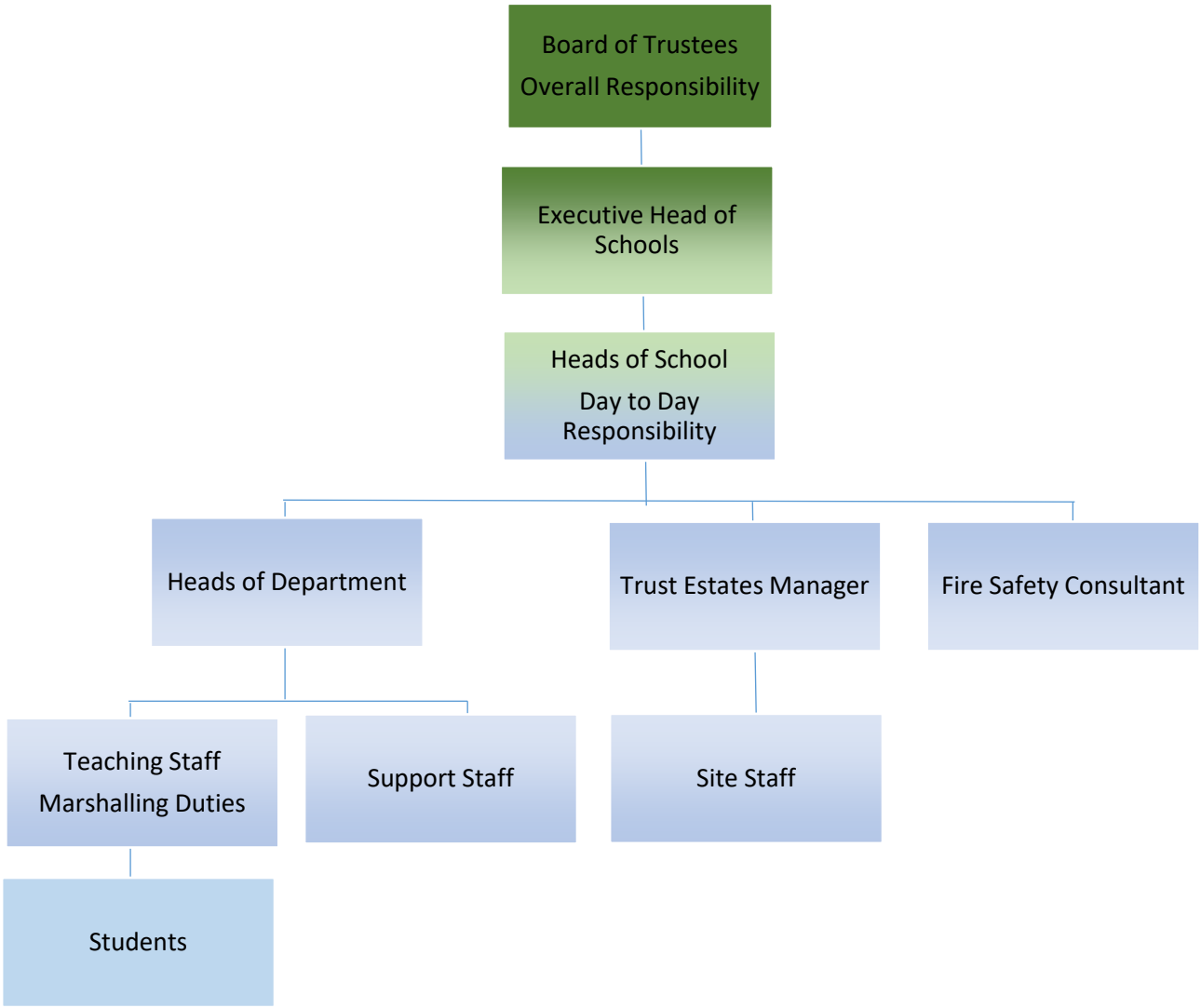
Management Structure and Responsibilities



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Management System for Fire Safety

A process of fire risk assessment is used to manage the ongoing fire risk in the premises which records:

1. The significant findings: and
2. Any group of persons identified by it as being especially at risk.

School's arrangements for planning, organising, controlling, monitoring and reviewing the fire risk assessment processes are as follows;

Planning

Reference will be made within the main Health and Safety Policy to the Fire Safety Policy document which will also incorporate arson control and management of chemicals on site.

Health and Safety is steered by the Health and Safety Committee.

Fire risk assessments will be carried out by the trust's appointed external competent contractor and these will be reviewed regularly or at least on an annual basis.

Staff will receive appropriate fire safety training relevant to their job role on induction and at regular intervals on refresher training.

All significant findings identified within the fire risk assessment will be addressed in accordance with the action plan detailed in the risk assessment reports.

The schools will ensure regular servicing of the following:

- Fire alarms, emergency lighting, portable fire extinguishers in accordance with the current British Standards, 5839, 5266 and 5306 respectively.
- A Fire Drill with be undertaken at least once per academic term with the results being entered into the fire safety log books.
- Fire log books for all buildings will be completed by the Site Officer and will be made available for use as an audit trail and if the Fire Service should visit the premises.

Organisation

- The schools will identify the risks and issue an action plan.
- Train appropriate staff to undertake Fire Marshal duties.
- Reduce or remove any risks.
- Have a clear allocation of duties and responsibilities which are linked to job descriptions.

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Control

The schools will carry out regular fire drills and staff training with documentation being kept in the fire log books.

Fire Logs will be kept by the Site Officer.
Regular maintenance and testing of all passive fire safety measures will be carried out i.e. fire alarms, portable fire extinguishers, emergency lighting, signage etc.

Periodically the school invites the fire service to visit site.

In the event of an evacuation only competent personnel with appropriate training will be allowed to reset the alarm system as the fire service are under no obligation to do so.

Monitoring

The HR department will hold training records.

The Health and Safety Ofiicer will audit fire documentation and risk assessments annually for all schools. He/she will also monitor all action plans.

Review

This will be reviewed on an annual basis.

Description of Premises

Hampton College

Constructed in 2005, steel and brick 2-storey school building with a number of standard classrooms, offices and large spaces (halls). There are no chemicals or hazardous materials in general use. The site team do not regularly use chemicals or hazardous materials but when they do they are stored and labelled appropriately. The gas, which is fed to the main kitchen, and science labs all of which can be cut-off with emergency buttons located in each room. The gas to the building is automatically cut-off when the fire alarm is activated. Site Compound: The College has a small compound located away from the main building which is where the refuse area is located along with a small brick and timber built building which houses the main gas and electric inlets. All tanks, air conditioning units, air-handling units are located at high level.

Occupancy - Teaching - including use of science laboratories, sports activities, design and technology workshops and cooking rooms. Grounds maintenance, plant rooms, administration areas and storage.

Usage times - 52 weeks per year in some capacity.
Full occupation during School Term Times with limited staff occupation throughout the school holiday periods.

Employee Numbers – 150

Number of non-employed persons – 1350 Students & up to 15 contractors or regular visitors.#
Size – See individual fire risk assessments.

Number of floors – 2

Number of staircases – 7

Hampton Gardens

Newly constructed (2017) steel and brick 3 storey school building with a number of large internal spaces including a sports hall, dining hall, main hall and Learning Resource Centre. The Science classrooms and prep room are located on the second floor. Chemicals and hazardous materials are appropriately stored in the science department. There is one main plant room which is located on the ground floor adjacent to the dining hall. The gas which is fed to the science, food technology classrooms and the main kitchen can be cut-off with emergency buttons located in each room. The gas to the building is automatically cut-off when the fire alarm is activated.

Site Compound: Housing a sub-station, sprinkler tanks, air conditioning units, air handling units and a refuse area. This area is located apart from the main building.

Occupancy - Teaching - including use of science laboratories, sports activities, design and technology workshops and cooking rooms. Grounds maintenance, plant rooms, administration areas and storage.

Usage times - 52 weeks per year in some capacity.
Full occupation during School Term Times with limited staff occupation throughout the school holiday periods.
Community use in limited areas in the evenings, weekends and through the school holiday periods.

Employee Numbers – 150

Number of non-employed persons – 1500 Students & up to 20 contractors or regular visitors.
Size – See individual fire risk assessments.

Number of floors – 3

Number of staircases – 5

Hampton Lakes Primary

Newly constructed (2020) steel, timber and brick 2-storey school building with a number of standard classrooms, offices and one large space (hall). There are no chemicals or hazardous materials in general use. The site team do not regularly use chemicals or hazardous materials but when they do they are stored and labelled appropriately. There is one main plant room, which is located on the ground floor at the front of the building and can only be access externally. The gas, which is fed to the main kitchen, can be cut-off with emergency buttons located in each room. The gas to the building is automatically cut-off when the fire alarm is activated. Site Compound: There is a small compound located away from the main building which where the refuse area. There is a small fiberglass constructed building which houses the sprinkler system. All air handling is located on the roof.

Occupancy - Teaching - including use for sports activities and cooking rooms. Grounds maintenance, plant rooms, administration areas and storage.

Usage times - 52 weeks per year in some capacity.
Full occupation during School Term Times with limited staff occupation throughout the school holiday periods.

Employee Numbers – 50

Number of non-employed persons – 446 Students & up to 15 contractors or regular visitors.
Size – See individual fire risk assessments.

Number of floors – 2

Number of staircases – 2

Hampton College Primary

Constructed (2012) from concrete and brick 2-storey school building with a number of standard classrooms, offices and one large space (hall). The building is connected and shared with a leisure centre, owned and operataed by Peterborough City Council. There are no chemicals or hazardous materials in general use. The site team do not regularly use chemicals or hazardous materials but when they do they are stored and labelled appropriately. There is one main plant room, shared with leisure centre which is located on the ground floor at the side of the building and can only be access externally. The services such as gas and water are shared between the school and leisure centre. The gas, which is fed to the main kitchen, can be cut-off with emergency buttons located in each room. The gas to the building is automatically cut-off when the fire alarm is activated. Site Compound: There is a small compound located away from the main building which where the refuse area. There is a small fiberglass constructed building which houses the sprinkler system. All air handling is located on the roof.

Occupancy - Teaching - including use for sports activities and cooking rooms. Grounds maintenance, plant rooms, administration areas and storage.

Usage times - 52 weeks per year in some capacity.
Full occupation during School Term Times with limited staff occupation throughout the school holiday periods.

Employee Numbers – 50

Number of non-employed persons – 420 Students & up to 15 contractors or regular visitors.
Size – See individual fire risk assessments.

Number of floors – 2

Number of staircases – 2

Dogsthorpe Infant

Constructed in 1946 from concrete and brick single storey school building with a number of standard classrooms, offices and one large space (hall). The building is connected and shared with another junior school operated by a different Trust. There are no chemicals or hazardous materials in general use. The site team do not regularly use chemicals or hazardous materials but when they do they are stored and labelled appropriately. There is

one main plant room, shared with the junior school which is located underground behind the main building and can only be access externally. The services such as gas and water are shared between the schools. There is no gas supplied to the infant school kitchen or for other services. The gas to the plantroom is automatically cut-off when the fire alarm is activated.

Occupancy - Teaching - including use for sports activities and cooking rooms. Grounds maintenance, plant rooms, administration areas and storage.

Usage times - 52 weeks per year in some capacity.
Full occupation during School Term Times with limited staff occupation throughout the school holiday periods.

Employee Numbers – 41

Number of non-employed persons – 225 Students & up to 15 contractors or regular visitors.
Size – See individual fire risk assessments.

Number of floors – 1

Number of staircases – None

Fire Safety Strategic Objective (Full Evacuation)

The strategy is to provide safety for all occupants of the premises under any reasonably foreseeable circumstances in the event of a fire, in or adjacent to the building.

The strategy recognises that employees in the main are familiar with the premises. Information on the building layout is provided to new employees, students and visitors in the staff handbook, through induction, in visitor packs and fire plans which are located in each room and on final exits throughout the building. This is fully acknowledged in the formulation of the Emergency Evacuation Plan (below).

Fire safety provision to achieve the above strategic objective is based on a combination of the requirement for early fire detection and warning for students and employees. Key elements of compartmentation in the building and sufficient protection of designated escape routes allow for the safe egress of all occupants, once alerted, to a place of ultimate safety with the assistance of staff acting as fire marshals and the Administration Manager acting as the fire service liaison officer (FSLO).

Structural Protection / Means of Escape

Means of Escape

General

Satisfactory means of escape is provided by means of designated protected routes from all areas of the buildings (detailed on the plans located in building fire logs) to dedicated fire exits direct to outside at ground floor level. Ultimate safety is achieved by the provision of the assembly point located on the 3G Pitch outside the premises, as indicated on the plans around the building.

Provision of means of escape is in compliance with the guidance issued by HM Government for Fire Risk Assessment in Offices, Educational Premises.

Horizontal

Provided by protected corridor routes linking all rooms and any protected staircases. All doors opening onto such circulation spaces are maintained to an FD30S standard. Corridors are managed to avoid the build up of combustible materials and prevent their use for unsafe processes such as locating of electrical machinery (such as photocopiers), and are subdivided as necessary by self closing doors to a FD30S standard to prevent the spread of products of combustion along their length.

Escape from within rooms is provided by appropriate provision of sufficient exit doors in accordance with government guidance standards.

Vertical

Provided by protected staircases serving all areas of upper storeys, adequately sized at each level, with egress direct to outside and all doors of an FD 30SSC standard.

Fire Safety System

Fire Safety Signage

Appropriate signage is provided and maintained throughout the premises and is in accordance with BS 5499 2002. Arrangements are managed by school procedures these are included within the school fire safety log book and an understanding of signage is the subject of regular staff training.

Fire Waring System

An automatic fire detection and alarm system, for transmission of alarm calls, is provided and maintained in accordance with BS 5839 Part 1. The standard complies with guidance for educational premises. Arrangements are managed by school procedures. Procedures are included within the school fire safety log books. The use and arrangements for maintenance of automatic fire detection is the subject of regular staff training.

Emergency Escape Lighting System

An electrical emergency escape lighting system is provided and maintained in accordance with the provisions of BS 5266 Part 1. Arrangements are managed by school procedures. Procedures are included within the school fire safety log books. The use and arrangements for maintenance of emergency escape lighting is the subject of regular staff training.

Firefighting Equipment – Portable

Appropriate fire extinguishers are sited, positioned and maintained in accordance with BS 5306. Arrangements are managed by school procedures. Procedures are included within the school fire safety log books. The use and arrangements for maintenance of firefighting equipment is the subject of regular staff training.

Firefighting Equipment – Fixed

Sprinkler protection is provided throughout the buildings which are designed to BS EN12845 standards.

Plans

The plans, kept in the building fire logs show:

- Escape routes (number of exits, number of stairs, fire-resisting doors, fire-resisting walls and partitions, places of safety, etc.
- Fire safety signs and notices (i.e. pictographic fire exit signs, fire action notices, etc).
- The location of fire warning devices (i.e. break-glass alarm points, sounders, rotary gongs)
- The location of emergency lights.
- The location and type of firefighting equipment (i.e. water extinguishers, foam extinguishers, etc)

Maintenance

Each fire safety log book should include the following and be completed on a monthly basis.

The school management acknowledges its obligation to provide a proactive programme for the maintenance of the fire safety provisions in its premises together with guidance on appropriate emergency procedures and an adequate staff training programme.

The means of escape and other fire safety provisions must be maintained at suitable intervals by a ‘competent person’ and the maintenance recorded in the fire log book.

Produce a maintenance schedule that covers the means of escape, signs and notices, fire warning system, emergency lighting and fire-fighting equipment.

The Site team will carry out the maintenance and record in the fire log book.

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Fire resisting doors, wall and partitions

All fire resisting doors will be inspected on a monthly basis by the Site Officer and documented in the Fire Log Book.

Escape routes, exit doors

The walkways and escape routes will be checked on a monthly basis by the Site Officer.

Fire Safety signs

Routine inspections of all fire safety signage is to be carried out on termly by the Site Officer.

All illuminated signage is to be maintained in accordance with BS 5266 and inspected monthly by a competent person. Six monthly and annually a competent electrical engineer should also carry out routine maintenance in accordance with the above British Standard.

Fire warning system

The following will be documented in the Fire Log book (Electronic Version) in accordance with BS 5839 2002.
Weekley - Internally a fire alarm test will be carried out by the Site Team.
Quarterly – this will be completed by external contractor (Britannia Fire & Security)
Annually – This will be completed by external contractor (Britannia Fire & Security)

Emergency Lighting

The following will be documented in the Fire Log book (Electronic Version) in accordance with BS 5266.
Monthly - Internally inspection and flick test of all emergency lights.

- NB - Primary Schools flick tests are conducted by an external contractor which will either be JD Carter of Britannia Fire & Security

Sixth monthly – this will be completed by external contractor (JD Carter / Britannia Fire & Security)

Firefighting equipment

This will be documented in the Fire Log book (Electronic Version) in accordance with BS 5306 2009, by a competent person.

Fire Safety Records

Copies of the fire risk assessments are located on Sharepoint under Health and Safety.

The personal training records will be located in the training files in the HR Department.

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Emergency Evacuation Plan (EEP)

The fire evacuation signal

The fire evacuation signal for the school is a continually sounding siren (warble) throughout the premises.

The signal will sound on activation of the fire detection system or the operation of a break glass call point.

On hearing the fire evacuation signal, site users must leave immediately by the nearest available exit.

The fire evacuation signal is tested weekly covering call points on a rotational basis.

Action on hearing the alarm

Staff

- During office hours, the Site Officer will check the fire alarm panel to verify the zone and location of the alarm activation and will go to the area to verify the cause of the alarm and begin evacuation as necessary.
- If fire is discovered this will be confirmed to the Fire Service by dialling 999.
- Teachers and classroom staff will direct students to the evacuation assembly point.
- Other staff will report to the evacuation assembly point and await instructions.

Visitors and Contractors

- Leave the building immediately by the nearest available exit.
- Make their way to the designated assembly point in a calm orderly manner.
- Once at the assembly point wait for instructions from the fire service liaison officer or the Fire Officer.
- Do not re-enter the building until directed by a member of staff on the advice of the Fire Officer.

Students

- Cooperate with their teachers and classroom staff to ensure a safe and orderly evacuation to the assembly point.
- Know who their assembly point roll call teacher/class room assistant is.
- Know the main fire evacuation routes and where the assembly point is.
- Do not attempt to use fire-fighting equipment or save personal possessions.
- When unsupervised; on hearing the alarm:
    - Leave the building immediately by the nearest available exit.
    - Make their way to the designated assembly point in a calm orderly manner.
    - Once at the assembly point wait for instructions from their assembly roll call teacher or the fire service liaison officer or the Brigade Fire Officer.
    - Do not re-enter the building until directed by a member of staff on the advice of the Fire Officer.

- Students may also raise the alarm, if it is they who discover a fire or evidence that there may be a fire, such as smoke.

Action on discovering a fire

- Raise the alarm by activating the nearest break glass call point.
- Evacuate the immediate area.
- The Administration Manager will take student registers to the assembly point.
- The Receptionist will take the 'grab pack' and visitor signing in book to the assembly point.
- The person confirming there is a fire is to call the Fire Service by dialling 999.
- The Head of School is responsible for checking the Fire Service has been called.
- Tackling the fire will always come secondary to the evacuation. However if trained and it is safe to do so staff may tackle the fire with the nearest portable extinguisher, always ensuring there is a safe exit route available.
- A sweep of the building will be carried out by Site Team. Once students, staff and visitors are at the assembly point, a roll call will be carried out and provided to the Service Fire Liaison Officer.
- No person shall be allowed to re-enter the building without the express permission of the Head of School or Fire Liaison Officer.
- Only competent personnel with appropriate training will be allowed to re-set the alarm system.

Evacuation of people identified at specific risk

Visitors

All visitors will sign in on arrival at reception and be handed a visitors badge. Emergency plan information will be provided for them.

Contractors

All contractors will sign in on arrival at reception at the start of the work period. Unless other arrangements have been made e.g. long term contractor may have their own sign-in book, they should be made aware of the emergency procedures for the premises and the location of the designated assembly points.

Those with special needs

A Personal Emergency Evacuation Plan (PEEP) will be completed for any individuals (staff, students, visitors or contractors) that have special needs.

Designated assembly point

The designated assembly points during operational hours (8am – 3.30pm) are identified in the Schools Fire Procedures.

The designated assembly points outside of operational hours are identified in the Schools Fire procedures

Everyone will report to the allocated assembly point if the building is evacuated. Only people with designated tasks may remain in the building.

Escape routes and the use of fire exits

Means of escape routes throughout the buildings have been identified with fire exit signs.

Emergency lighting is also provided to all escape routes and final exit doors. These automatically illuminate on failure of the normal lighting circuits.

Arrangements for fighting fire

- Tackling fires will always come secondary to the evacuation of the premises.
- Fire-fighting equipment is provided in accordance with BS 5036 (2000) and is for use by any member of staff who has received the appropriate training and, on discovering a fire, considers it safe to do so. Fire-fighting equipment is sited throughout the building in accordance with the risk assessment and is generally found on escape routes adjacent to final exit doors.
- The fire extinguishers are provided to secure the means of escape routes and help prevent a small fire developing into one which could destroy the building. These extinguishers are only to be used if it is safe to do so, or out of necessity to secure an escape route.
- 'IF IN DOUBT, GET OUT'.
- Staff should NOT attempt to tackle a fire unless trained to do so or it is required as a means of escape.

Fixed fire protection – out of service

Fire detection systems

If the fire detection system has to be isolated for any reason, the Head of School will be kept informed.

- The Site Officer will document this in the fire log book.
- Hot work will be restricted and only allowed under a strict permit to work system by facility management.
- Any fire doors on magnets or other automatic means of keeping them open to be released and kept closed.
- All staff in identified areas should be informed and remain vigilant. Alternative systems to be put in place at the time e.g. staff in area have mobile phones to contact with Head of School.
- Alarms of fire to be relayed directly to fire service by phone by the Head of School or appropriate designated person in their absence.
- If a fire is discovered, the alarm will be raised by using a manual break glass call point.
- School insurers will be informed if this is going to be over half a day.
- The Site Officer will document the re-commissioning of the system in the fire log book.

If the evacuation alarm system is isolated for any reason, the Head of School will be informed.

- The Site Officer will document this in the fire log book.
- A temporary method of warning people of fire to be used e.g. air horn/manual bell
- The Site Officer will document the re-commissioning of the system in the fire logbook

Calling the emergency services

During normal office hours (including school holidays)

The Emergency Services will be called using 999 once the fire alarm has been activated and it has been confirmed that it is not a definite false alarm.

Out of Hours (evenings and weekends)

The fire system will automatically alert the fire monitoring station via redcare line that there has been a fire alarm activation. The fire brigade will be automatically alerted to attend site. The monitoring station will contact the emergency key holders to advise of the activation and request that the member of staff attends site.

The Fire Service will require the following information

- The full address, including post code of the school.
- The telephone number you are calling from.
- If possible, what is involved in the fire and if there are any flammable materials.

Fire Service liaison officer

The Head of School or Deputy has been nominated to act as Fire Service Liaison Officer (FSLO). This individual will be responsible for reporting to the first Fire Service Officer attending any incident at the site. All information regarding the Fire must be communicated directly to the FSLO. He/she will advise the Fire Service on the following:-

- The location of the incident.
- Confirmation of the evacuation of all people from the buildings or otherwise.
- The last known location of any missing person/reluctant evacuees (if known).
- The location of the main electric intake and gas intake.
- Details on any known highly flammable materials in or around the building(s) involved.
- A floor plan of the building.
- Any other relevant information.
- Work with emergency services to put in place evacuation plan.

The grab pack contains the majority of this information,
(contingency plans and contact numbers).

Fire Training Information

Staff Fire Training

All staff are required to attend site specific basic fire awareness training each year. Key personnel will receive additional training including the practical use of extinguishers.

It is the responsibility of the Trust Estates Manager to ensure this is carried out.

Training Programme

All employees should receive fire safety training which should be recorded.
A suitable programme will contain the following:

- Basic fire awareness.
- The items listed in the emergency plan.
- The importance of fire doors and other basic fire-prevention measures.
- Where relevant, the appropriate use of firefighting equipment.
- The importance of reporting to the assembly area.
- Exit routes and the operation of exit devices, including physically walking these routes.
- General matters such as permitted smoking areas or restrictions on cooking other than in designated areas.
- Assisting disabled persons where necessary.
- NB. Staff with specific responsibilities may additionally require more advanced training covering:
  - Detailed knowledge of the fire safety strategy of the premises
  - Awareness of human behavior in fires
  - How to encourage others to use the most appropriate escape route
  - How to search safely and recognise areas that are unsafe to enter
  - The difficulties that some people, particularly if disabled, may have in escaping and any special evacuation arrangements that have been pre-planned
  - Additional training in the use of firefighting equipment
  - Reporting of faults, incidents and near misses.

Fire Drills

The fire emergency evacuation plan will be tested at least once per academic term. The results of the test will be documented in the fire log book.

Visitors and Contractors

General fire action notices based on this plan will be maintained, displayed and updated accordingly.

Significant Hazards

Employers, and persons in control of the school premises other than the employer, should inform the Fire Authority of any significant hazards within their workplace that may require special procedures for rescue work and fire-fighting.