Bristol Brunel Academy

Fire Policy

Creation Date	February 2021
Implementation Date	February 2021
Review Frequency	Annually
Last Reviewed	May 2026
Approval	Full Academy Council
DfE Status	Linked to the statutory Health & Safety Policy and premises documents

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1. Equalities Impact Screening

Date of screening:

May 2026

Name of person completing screening:

Kelly Jefferies

	Does this policy have the potential to impact on people in any of the identified groups?		What is the expected impact of this policy on any of the identified groups			Notes
	Yes	No	Positive	Neutral	Negative	
Age	X		X			See below
Disability	X		X			See below
Gender Reassignment		X	X			
Race or Ethnicity		X	X			
Religion or Belief		X	X			
Marriage		X	X			
Pregnancy/ Maternity	X		X			See below
Sex		X	X			
Sexual Orientation		X	X			
Carers / in-care		X	X			

Should the policy have a Full Equalities Impact Assessment? No

If no – please state reasons:

The aim of this policy is to protect the lives of all people in the event of a fire. People with mobility issues or some special education needs could struggle to safely evacuate the building. A Personal Emergency Evacuation Plan (PEEP) is written for relevant individuals to adapt procedures to their needs. All individuals with PEEPs are overseen by the SENDCO on evacuation.

2. History of most recent policy changes

Date	Page	Change	Origin of Change (e.g. TU request, Change in legislation)	Actioned by
March 2021	Whole Document	Creation of new policy	Clarity of roles between BBA and Skanska	Marcus Edmunds, Skanska Compliance Manager James Lewington, CLF Health & Safety Sue Limb, BBA Operations Manager Vic Boynton, BBA Vice Principal
May 2023	Whole Document	Changes made to reflect the latest Fire Risk Assessment & staffing changes.	Emergency Fire Procedures poster created.	Jen Cusack Vice Principal
February 2024	Whole Document			Kelly Jefferies Vice Principal
May 2025	Whole Document			Ranjit Singh, H&S Officer Kelly Jefferies, Vice Principal
May 2026	Whole Document			Ranjit Singh, H&S Officer Kelly Jefferies Vice Principal

3. Introduction

It is the overall aim of Bristol Brunel Academy to minimise the risks of fire to employees, students, visitors, volunteers and contractors. This will be achieved by working with Skanska to ensure precautions are taken to avoid fires occurring and by ensuring that procedures are in place for the prevention of fire.

4. The aims of the Policy

- To ensure compliance with all relevant legislation.
- To undertake suitable and sufficient fire risk assessments of all parts of the premises and activities within premises.
- To provide clarity of roles and responsibilities for the academy staff and Skanska.
- To identify and implement reasonably practicable control measures to control risks from fire.

- To conduct regular fire evacuation drills, fire safety inspections and testing of emergency equipment.
- To ensure effective liaison with the local fire authority where appropriate.
- Fire awareness training for staff.

5. Application

- These procedures, precautions and prevention apply to all employees, students, visitors, volunteers and contractors on the school premises.
- This policy will be made available to all employees and others (detailed above) as appropriate.

6. Legal and other references

- The Regulatory Reform (Fire Safety) Order 2005
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety Regulations 1999
- Department of Communities and Local Government “Fire Safety Risk Assessment - Educational Premises.”
- Skanska Fire Policy
- CLF Health & Safety Manual
- BBA Health and Safety Policy and Arrangements
- Fire Risk Assessment
- Data Protection Policy
- Record Retention Policy

7. Roles and Responsibilities

Academy Council are responsible for the monitoring and review of the policy.

The Academy Council link councillor for Health & Safety is responsible for checking the Academy are implementing the policy.

The CLF health and safety team are responsible for holding the Academy to account for the implementation of the policy.

The Principal or appointed deputy is the ‘Responsible Person’ for fire safety matters at the academy. They will ensure that staff and student training take place and monitor the standards of fire precautions and that these are maintained. They also ensure that there are enough competent persons to implement the fire safety management systems.

The SENDCO is responsible for overseeing Personal Emergency Evacuation Plans (PEEPs).

The Operations Manager is responsible for ensuring fire wardens are trained. They are also responsible for record keeping.

In the event of a fire, academy leaders are responsible for the safe evacuation of students and staff; Skanska site team are responsible for the management of the fire, communications with emergency services and accounting for contracting staff.

The Premises Manager or appointed Skanska representative will co-ordinate the implementation of fire safety measures and ensure that regular checks are carried out in accordance with British standards.

Further details on persons responsible for fire safety can be found in Appendix 1 - details the responsibilities of the Responsible Person; Appendix 3 - provides the roles and responsibilities for Fire Wardens: Appendix 9 – provides the roles and responsibilities for specific individuals, academy staff and Skanska.

8. Information

All employees shall receive appropriate information and instruction to ensure that they understand the academy's fire precautions and the action to be taken in the event of a fire. Fire training will be included in health and safety induction programmes and fire drills are regularly practiced throughout the school year.

Departments are responsible for ensuring that any visitors to their departments evacuate safely in the event of a fire. Skanska site team will ensure that any contractor working on site are aware of what action to take in the event of fire and evacuate the building when the alarm sounds. Fire action notices will be posted in all teaching rooms, offices, meeting rooms, in lobbies and adjacent to fire exits.

9. Specific hazards on this academy site

i. Temporary heaters are located in some classrooms where radiators are unavailable or insufficient.
ii. Other highly flammable/explosive paints and aerosols kept in the COSHH store cupboards located throughout the site.
iii. Supplies of hand sanitiser containing alcohol are used thought the academy with the exceptions of science and design & technology (D&T) classrooms.
iv. The mains gas isolation points can be found in the rear tank room of the plant area.
v. The mains low voltage (LV) shut off is in the plant room on the basement floor.
vi. Hazardous chemicals in science are stored in the chemical store in the science preparation room on Level 1.
vii. Radioactive chemicals are stored in a locked safe within the science prep room on Level 1.
viii. D&T (GT1,3, 4, 5, 7 and 9) have a number of machines which could cause fire if not used appropriately. This includes equipment in the food technology rooms and a forge in GT1.
ix. The Design and Technology wood store is in TP2.
x. Flammable Design and Technology products are kept in a locked cupboard in TP1.

10. Staff training

- Every member of staff will receive instructions in fire precaution during induction. The training will be recorded. All members of staff will receive refresher training within a 2/3-year period.

- Training will include fire awareness for the Principal and other members of staff who have responsibilities i.e. heads of high-risk departments such as science and design and technology. This training compliments practicing of fire drills throughout the year.
- Students will be instructed at the beginning of their attendance. Visitors will be supported by Academy staff.
- Additional training will be provided to those designated as Fire Wardens. This will be logged and will be repeated every 3 years.
- Designated staff are also trained in the use of evacuation (evac) chairs (See section 16 for further details).

11. Fire Risk Assessments (FRA)

Skanska will arrange for the fire risk assessments of academy premises to be undertaken by a competent person. It is noted that Skanska's FRA only covers use by Skanska and contractors, not the use of the academy by staff and students. CLF will work with Skanska to carry out a further FRA referring to the Skanska FRA but including the use of the building by staff and students. The risk assessment aims to assist the responsible person(s) and person in charge of premises to monitor the fire management systems.

Skanska's fire risk assessment is undertaken by Skanska's appointed contractor (currently Thameside Fire) and is reviewed annually and re-written every 2 years (or when changes are made to the building, whichever is first); the academy's FRA will be arranged by the CLF Health and Safety Department every 3 years.

12. Fire Drills

Planned evacuation exercises will take place a minimum of 3 times a year and as soon as possible after any new intake of students is admitted to the academy. Times of fire drills are varied so all staff are aware of the actions to be taken. In addition, exercises will include actions to be taken if a student or staff member is unaccounted for and exits will be taken out of use. When a fire drill is held, it will be recorded. All staff and students must cooperate and evacuate the building when the fire alarm sounds.

13. Action to take in the event of a fire

All staff, students and other visitors including contractors must know what action to take in the event of fire. This is listed in Appendix 3: Fire Emergency Procedures.

On discovering a fire or suspected fire you should:

13.1

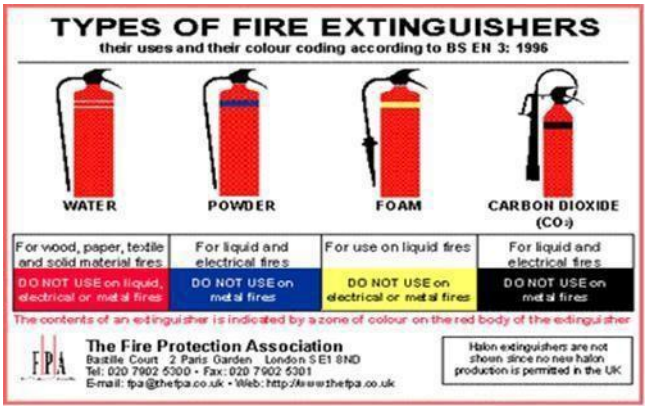
Shout FIRE and alert others by activating the fire alarm by breaking the nearest 'break glass' call point.  An automated monitoring system will summon the fire brigade.

13.2

Persons should evacuate the building by the nearest exit and proceed to the designated fire assembly point.  This is at the MUGA (Multi-use Games Area).

13.3

When a fire occurs, the saving and preservation of life takes precedence over the salvaging of property. A member of staff's first duty is to look after the students and this will mean the evacuation of the building to a place of safety. Unless an individual is confident in fighting a small fire i.e. in a waste bin, using the correct type of fire extinguisher, no attempt should be made to fight the fire. They must always ensure that there is an escape route between themselves and the fire.



14. On hearing the fire alarm



- Immediately evacuate the building using the nearest escape route and proceed to the fire assembly point (the MUGA). Lifts must not be used.
- Doors should be closed as persons leave, and if possible, windows too.
- Ensure all emergency shut off devices are activated e.g., gas cookers, design & technology equipment.
- Follow instructions given by supervising staff and Fire Wardens. Leave in silence, walk quickly do not run, and stay calm.
- Persons must remain at the assembly point until they are informed by either the fire brigade or a member of the Senior Leadership Team that it is safe to return to the building or be relocated.

15. Persons with disabilities

New students and staff with disabilities joining the academy must be reviewed for a Personal Emergency Evacuation Plan (PEEP).

Anyone who is unable to evacuate the building using the stairs should be directed to the nearest fire refuge point. Once in the refuge they should use the call point located in the area to let the Skanska site team know where they are. They should wait in the refuge area for further instructions which may include the use of an evac chair where possible. If no one responds to the call within 3 minutes, proceed with evacuation using an evac chair where necessary.

Skanska site team will communicate persons located in refuge points to the Responsible Person. The Responsible Person will allocate staff where possible to support evacuation and inform the PEEP Co-ordinator.

The academy will ensure that Fire Wardens and relevant staff are trained in the use of Evac chairs.

Evac chairs are located:

- North (orange) stairs – Level 1
- East (blue) stairs – Level 2
- West (admin) stairs – Level 2
- Art stairs – Level 2

It is the academy's responsibility to ensure adequate communication is in place and to enable evacuation to a place of safety.

Fire wardens must notify the responsible person at the assembly area if anyone has been directed to a fire refuge point or is waiting for assistance in a protected lobby.

Skanska are responsible for maintaining and servicing the evac chairs annually.

16. Personal Emergency Evacuation Plans (PEEPs)

A Personal Emergency Evacuation Plan (PEEP) should be formulated by the line manager, year team, SENDCO, or other designated member of staff for any student or member of staff who has a mobility or sensory impairment (whether temporary or permanent) which may affect their ability to respond to a fire and evacuate the building and communicated to the relevant persons. The aim of the PEEP is to provide people who cannot get themselves out of a building unaided with the necessary information and support to be able to manage their escape to a place of safety and to provide the necessary information to departments to ensure that the correct level of assistance is always available to achieve these aims. A PEEP may have identified the use of Evac chairs for safe evacuation from 1st/2nd floor buildings, please see guidance on evacuation chairs in the CLF Health and Safety Manual under Fire[1].

The SENDCO is responsible for overseeing PEEPs and accounting for PEEPs during an evacuation. The SENDCO will provide details of PEEPs. The Operations Manager will hold a list of PEEPs in the event of a fire.

[1] This can be found on the CLF information forum (CliF)

17. Fire Wardens

The academy aims to appoint adequate numbers of Fire Wardens to have day to day responsibility for fire safety and to assist with any evacuation. Fire Wardens will be assigned a specific classroom, area, or floor of a building. Staff should be aware of who the Fire Warden is for the area or floor where they are working.

The Fire Warden's role is, when the fire alarm sounds, to check their designated area to ensure that it is clear and report to the Responsible Person at their designated assembly point. Fire Wardens are not expected to fight fires or to place themselves at risk. They will receive training to ensure that they can undertake their duties safely. This will include fire extinguisher training for all high-risk areas.

Fire Wardens are asked to report to the responsible person any defects in fire equipment, e.g. a fire door not closing, or a fire extinguisher that has been tampered with and any poor housekeeping identified.

Fire Warden Roles and Responsibilities are detailed in Appendix 2.

18. Fire equipment and fire safety systems

Skanska is responsible for providing and maintaining firefighting equipment, fire detection, fire systems and structural fire protection, such as fire doors and fire protected escape routes in the academy.

19. Inspection procedures

- Regular inspections of fire safety equipment, exit routes etc. will be carried out by the Skanska site team in accordance with the details in the Health and Safety/Fire Precautions log book. Any defects or shortcomings should be brought to the attention of the Skanska site team who will ensure the arrangements for replacement or replenishment.
- The Principal or designated Responsible Person, and Academy Council, are responsible for health and safety in the academy. They will ensure a fire risk assessment is undertaken and implement the control measures identified. A review of the fire risk assessment takes place annually if no modifications have taken place in the building within 12 months.
- Planned evacuation exercises will take place a minimum of 3 times a year and as soon as possible after any new intake of students is admitted to the academy. A record will be kept of the results.
- The Skanska site team will have responsibility to undertake at least monthly visual inspection of all fire fighting equipment to ensure that they are in the correct location and have not been tampered with.
- Extinguishers are fitted with a tag that will drop below the level of the trigger-grip if they have been tampered with.
- The emergency lighting will be tested monthly by Skanska and their engineers and recorded in the logbook held by Skanska. Further tests e.g. Annual 3hr tests are undertaken as part of the contract.

- The fire alarm system will be tested weekly by the Skanska site team. Each alarm point will be numbered and a different number will be tested each week and recorded in the logbook held by Skanska.
- The fire panel is quarterly tested and maintained as part of the compliance contract with Skanska's appointed contractor (currently KIS Fire and Security) a different 25% of the system is checked each quarter. This ensures the entire system is checked annually.
- Firefighting equipment is tested on an annual basis by Skanska's appointed contractor (currently KIS Fire and Security).

20. Emergency routes and exits

- All emergency exits are to be kept clear and free from obstructions at all time.
- All fire exits should be clearly signed, and comply with legislation e.g. should be pictorial rather than just written.
- In each area there are fire action signs providing instructions.
- Fire exits are marked with illuminated signage.

21. Relocation

In the event that a full or partial relocation of the Academy is needed, the designated rest centre is located at John Cabot Academy. This facility might only be needed for part of the day, until it can be arranged for students and staff to go home.

John Cabot Academy
Woodside Road
Bristol
BS15 8BD
0117 976 3000

The walking route map to Rest Centre, John Cabot Academy is listed in the Appendix 11.

A full or partial evacuation will be activated by the Principal (or other person in charge at the time) for Critical Incidents affecting the Academy.

In the event of the Relocation/ Critical Incident we will communicate with parents/carers via phone, email, text and the Academy website. Our communication will include:

- The procedures for collecting children (e.g. if there are areas that must be kept clear of vehicles to facilitate emergency service access);
- How children will be released (e.g. if they will be sent home early unaccompanied or will need to be collected);
- The location of the Rest Centre, John Cabot Academy

Parents/carers should be aware that the likelihood of a Relocation/ Critical Incident occurring is very small and that these measures are extra precautions to ensure that their children are kept safe. It is important for parents/carers to keep the Academy informed of up-to-date contact information.

22. Hot work permit

Hot work permits are issued by Skanska site team to outside contractors for certain high-risk work activities involving hot processes i.e. re-felting of roofs, use of acetylene torches. The permit allows work to be undertaken for the specific activity and duration of the works.

23. General Fire Safety

- The Skanska site team and cleaners will be in charge of locking the exits at night and are to check all rooms.
- Fire doors will not be propped open unless with specific fire alarm devices.
- Tops and fronts of heaters are kept clear.
- There is 1 metre clearance to the routes of exit doors.
- Displays near heaters will be securely fixed.
- Combustible materials (paper, card, fabrics etc.) are not stored near to sockets or lights.
- Unnecessary lights or electrical appliances (computers, printers, TV and video, fans, laminator, etc.) are to be switched off and where possible unplugged; Computers are automatically shut down at 8pm.
- All electrical items, plugs and cables are checked (PAT[2] tested) annually and before use. This is arranged by Skanska.
- A 5 yearly electrical installation check is undertaken.
- Staff are requested not to bring in electrical items from home, unless they have a current PAT test and European kite mark.
- No combustible materials are stored in the boiler room.
- Waste is stored in designated metal containers and securely stored away from the building.
- General housekeeping is good.
- Displays in classrooms will not obscure fire call points or obstruct fire exit routes.
- Extension leads are only used on a temporary basis or appliances are re-sited. Consideration is given to providing additional socket outlets by a competent person.

[2] PAT – Portable Appliance Testing

24. Signage

- Fire safety signs are displayed (fire action notices, evacuation direction signs, assembly point signs and fire extinguisher signs).
- All signs comply with appropriate safety sign legislation.

25. Duties of employees

All academy staff are responsible for maintaining a high standard of fire precautions in areas under their control or influence and should ensure that they are fully aware of the fire procedures. They should also ensure that students for whom they are responsible are informed of the procedures.

Everyone has a role to play in reducing the risk of fire:

- Do not overload electrical sockets, or tamper with plug fuses.
- Take care with portable heating appliances. Always check with the Skanska Site Manager that the building's electrical supply is capable of taking the load. Radiant heaters, i.e. fires with an exposed element or flame, must not be used. LPG heaters must not be used.
- Observe the 'no-smoking' signs. Smoking is not permitted on the academy site.
- Any building or maintenance work involving heat sources, e.g. welding, must be controlled by a 'permit to work' system.
- If smoke is discovered coming from underneath a door or where a door or handle is hot, do not open the door, but sound the alarm and summon the fire brigade.

It is a criminal offence to misuse or tamper with any fire safety system. Therefore, persons must not:

- recklessly discharge or misuse any fire extinguisher;
- block fire escape routes, as this may result in persons being unable to exit the building safely in the event of a fire; or
- wedge open fire doors, as these are designed to protect escape routes and prevent the spread of toxic smoke and fumes. (The majority of deaths in fires are the result of inhalation of toxic smoke and fumes.)
- Report defects in fire equipment and fire doors to Skanska site team. If you have any concerns regarding the fire arrangements in your building you should contact both Skanska and the Academy Representative (currently Sue Limb).

26. Fire procedures beyond the hours of 8am-4pm

Where staff or students are on site outside the hours of 8-4pm, all persons evacuate the building by the nearest exit and line up on the MUGA.

As the staff on-site may vary significantly at this time, the two most senior members of staff will take responsibility for recording the presence of persons, asking whether anyone else is

in the building, and communicating with Skanska site team and the Principal or Vice Principal if they are off-site.

27. Smoking

Bristol Brunel Academy has a no smoking policy. This also includes school owned vehicles.

Persons must go off site to smoke. Any person found smoking on site will receive disciplinary action.

28. Data protection implications

Attendance data, training logs and PEEP requirements are stored and used to support fire evacuation measures. These data are stored and processed in line with the Data Protection Policy for Staff and the Record Retention Policy.

29. Monitoring and Review

This policy is reviewed annually. Review requires communication with Skanska and the Local Authority and well as the CLF and the Academy.

The appendices are updated within the review period at the beginning of an academic year to account for changing in staffing and student numbers.

Appendix 1: Responsible Persons' for Fire Management

The Regulatory Reform (Fire Safety) Order 2005 requires the 'responsible person' for a premise to ensure that all fire safety facilities, fire equipment, fire devices and fire management systems are tested, inspected maintained, in effective order and well managed.

The "responsible person" is as follows:

(a) the employer, if the workplace is to any extent under their control;

(b) in relation to any premises not falling within paragraph (a):

(i) The person who has control of the premises (as occupier or otherwise); or

(ii) The owner, where the person in control of the premises does not have overall control of the premises. For schools, the responsible person is usually the Head Teacher or Principal. For Local Authority schools that have delegated their employer duties to the Head Teacher, the Local Authority has to ensure that the delegated 'responsible person' has been provided with information, instruction and training to fulfil this role.

In short, the 'responsible person' must ensure the safety of staff, students, contractors and visitors by managing the:

- Fire safety policies and procedures
- Fire risk assessment
- Fire drills and roll call of persons working or visiting the school
- Means of escape
- Fire alarm systems
- Emergency lighting
- Fire doors and compartments
- Fire extinguishers
- Fire signs
- Statutory requirements for compliance; to ensure all workplace equipment is in safe working order.
- Use and storage of Hazardous or flammable substances, if appropriate.
- Fire training for staff and students
- Communicating with emergency services, in the event of a fire
- Fire management records, including the fire log book.

The management of the items above can be delegated to the Business Manager, Site Manager, Caretaker, Department Heads, fire systems contractors, electricians, etc. Clearly

day-to-day responsibilities will be delegated; however, the responsible person must ensure suitable and sufficient fire management systems are being undertaken.

The fire risk assessment is a key part in ensuring that:

- Fire hazards have been identified
- The Academy have identified people at risk, including everyone who uses the premises, with particular attention being paid to the disabled, people with language difficulties, staff who work in isolated areas has been identified
- The risk of fire occurring, whether by accident or deliberately, has been evaluated
- Proper precautions against the risk of fire are in place
- The significant findings of the fire risk assessment have been considered, action taken, or actions not completed have been justified and recorded
- Contingency plans are in place for the temporary housing of students, if they are evacuated from school and cannot return.
- The assessment will be kept under review and revise by a competent person.

The fire risk assessment must be carried out and / or reviewed by a competent person who has good knowledge of fire hazards, fire control measures and fire management systems. Fire risk assessments will have a recorded review date.

Appendix 2: Fire Wardens roles and responsibilities

The Fire Warden's will check their designated area to ensure that it is clear and report to the Vice Principal at the assembly point.

FIRE WARDENS - KNOW YOUR ROLE

Your role and responsibilities:

- Fire safety awareness -
  Ensure good housekeeping practices are carried out.

- Firefighting equipment -
  Ensure visual checks are carried out to identify any damaged firefighting equipment.

- Fire doors -
  Ensure fire doors are closed or where appropriate self-closing systems will close a fire door when an alarm is activated.

- Emergency lighting -
  Ensure visual checks are carried out to identify if emergency lighting is available and working. (Instruction on identifying green / orange LEDs of particular lights may be required). (Skanska oversee this at BBA)

- Manual Break Glass Call points-
  Ensure manual break glass call points are located adjacent to fire exit doors and are not obstructed by displays, coats etc.

- Electrical equipment -
  Whenever possible, switch off any electrical equipment.

- Escape routes -
  Ensure all escape routes are clear of obstructions and signs are not damaged or obscured. Alternative escape routes should be known and used when the primary route is blocked.

- Final exit doors -
  Ensure all final exit doors can be opened and if necessary instruct students how to use any push bars, thumb turn locks.

- Mandatory fire notices –
  Ensure all fire doors are clearly signed “fire door keep shut”

- Fire safety signs –
  Ensure all fire safety signs are legible and correctly signpost emergency exit directions.

  - Assembly point –

Ensure you are aware of the location. Carry out a head count of the students within your group / class. Inform the principal / responsible person if anyone is missing / unaccounted for.

- End of day –
  All staff, not just fire wardens, are expected to do the following in their work area at the end of the day:
  Switch off any electrical equipment, heaters etc. Ensure any waste has been disposed of safely. Windows are securely closed. Ensure all final exit doors and fire doors are closed.

Training – make sure you:

- Know your role and responsibilities.
- Know how to visually check your designated area for good housekeeping, firefighting equipment, correct fire exit signage and that your primary emergency exit route is not obstructed (this should take no more than 60 seconds).
- Know the procedures for calling the Fire Brigade (dial 999 or 112).
- Know the evacuation procedures for everyone to reach the assembly point.
- Know how to alert members of the public and visitors, including directing them to exits.
- Know how to open all escape doors, including those with special mechanisms.
- Know how to stop machinery and isolate power supplies (If this is within your area of responsibility).
- Know the standards and working practices for safe use of flammable materials.
- Know how to report incidents, i.e. leaks, spills, faulty equipment, door closers etc.

Special responsibilities:

You may be asked to assist occupants with special needs – ensure you:

- Know where the temporary safe areas are, if available.
- Know the evacuation procedures for occupants with special needs (e.g. use of Evac Chairs).
- Know the safety procedures for manually lifting or guiding occupants to a place of safety.

In addition - When the fire alarm sounds:

- Collect and wear a high visibility jacket, if applicable.
- Sweep towards your floor emergency exit.
- If possible, turn off equipment, close doors/windows.
- Check accessible rooms, and refuges.
- Communicate the need to leave the building
- Report to the assembly area.
- Debrief meeting after fire drills or false alarm evacuations.

Appendix 3: Fire Emergency Procedures

Follow the Evacuation Steps:

1. All staff/ students and visitors must leave the building immediately using nearest designated fire routes.
2. Staff will supervise students leaving the building.
3. Everyone will proceed to assembly point, which is the Multi-Use Games Area (MUGA); During Exams the assembly point, for all students sitting the exam and supervising staff is the Basketball Court to the back of the Academy.
    - Keep calm and maintain silence
    - Walk quickly - do not run
    - Do not stop to collect any personal belongings (leave bags in classrooms)
    - Do not use the lifts
    - Close all windows and doors if possible (do not lock them)
4. Students and others with Personal Emergency Evacuation Plans (PEEP) should proceed to the nearest refuge point and press the call button for assistance, evacuation chairs can be used to assist disabled people downstairs from the upper floors of buildings by trained staff.
5. The Fire Wardens' will check their designated area to ensure that it is clear and report to the Vice Principal at the assembly point.
6. A Responsible Person (Principal) and the site team will meet near the Fire Panel to determine location, nature of the fire, will monitor refuge calls and will liaise with the fire services if necessary.
7. Student registers will be taken at the assembly point by tutors; SENCO will confirm all persons with PEEPs have evacuated safely; The Entry Sign report which includes a list of visitor's, staff and volunteers will be taken out by admin staff and checked at the assembly point. Any persons missing must be reported to the Vice Principal.
8. The "Grab bag" will be taken to the assembly point by the admin team; The Premises Information Box, located in the foyer will be open by Skanska Site Team to make it available to the Fire Rescue Team if needed. The content of the Grab Bag and Premises Information Box is listed in Appendix 4.
9. Persons must remain at the assembly point until they are informed by either the fire brigade or a member of the senior leadership team that it is safe to return to the building or be relocated to the secondary point of safety which is at John Cabot Academy; If it is safe to return to the building, the technicians & Aspens team will enter the building before students to secure their areas.

There is no distinction between false alarms, pre-determined drills, accidents or genuine emergencies.

The school is linked to ARC Monitoring who place a call to the school after 30 seconds of the alarm sounding to check whether or not the fire and rescue need to attend the site.

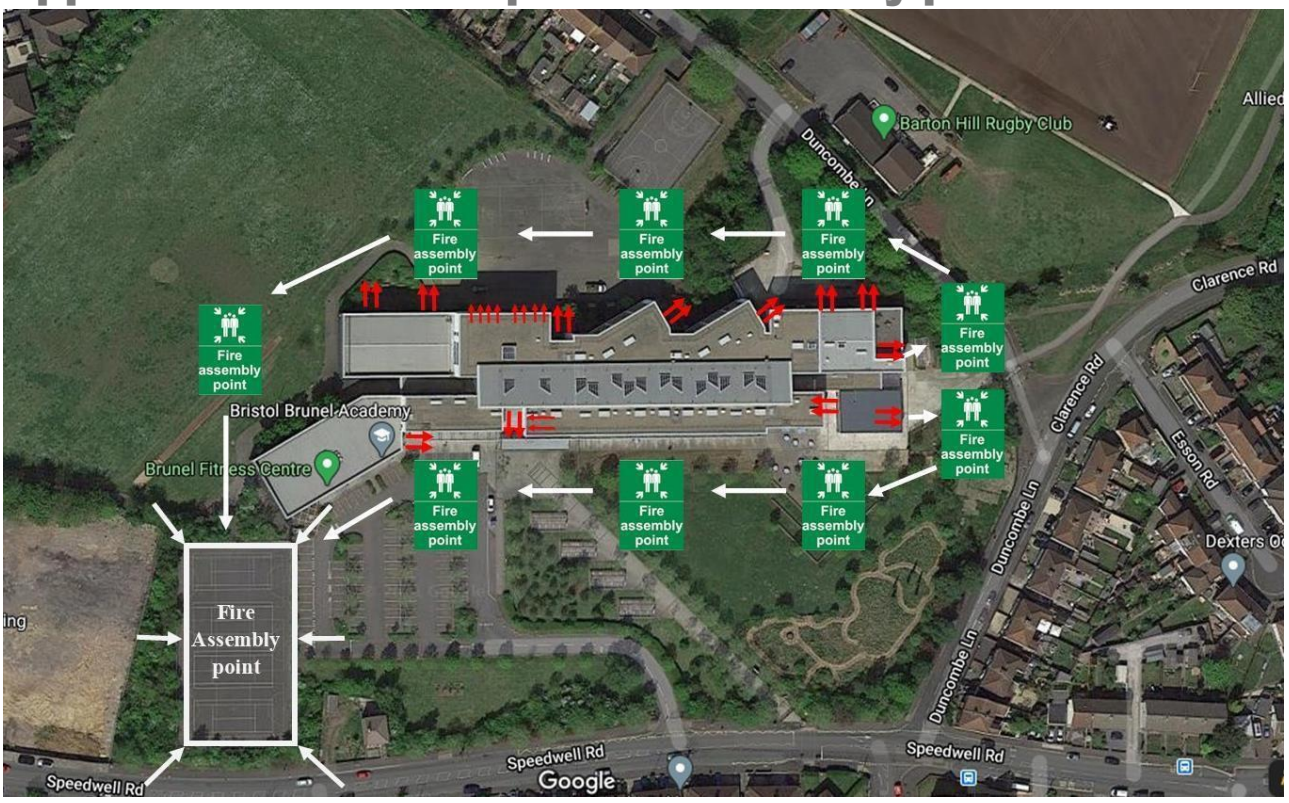
The Emergency Fire Procedure posters is a short version of the fire procedures and is displayed around the Academy, please see appendix 8.

Fire procedures beyond the hours of 8am - 4pm

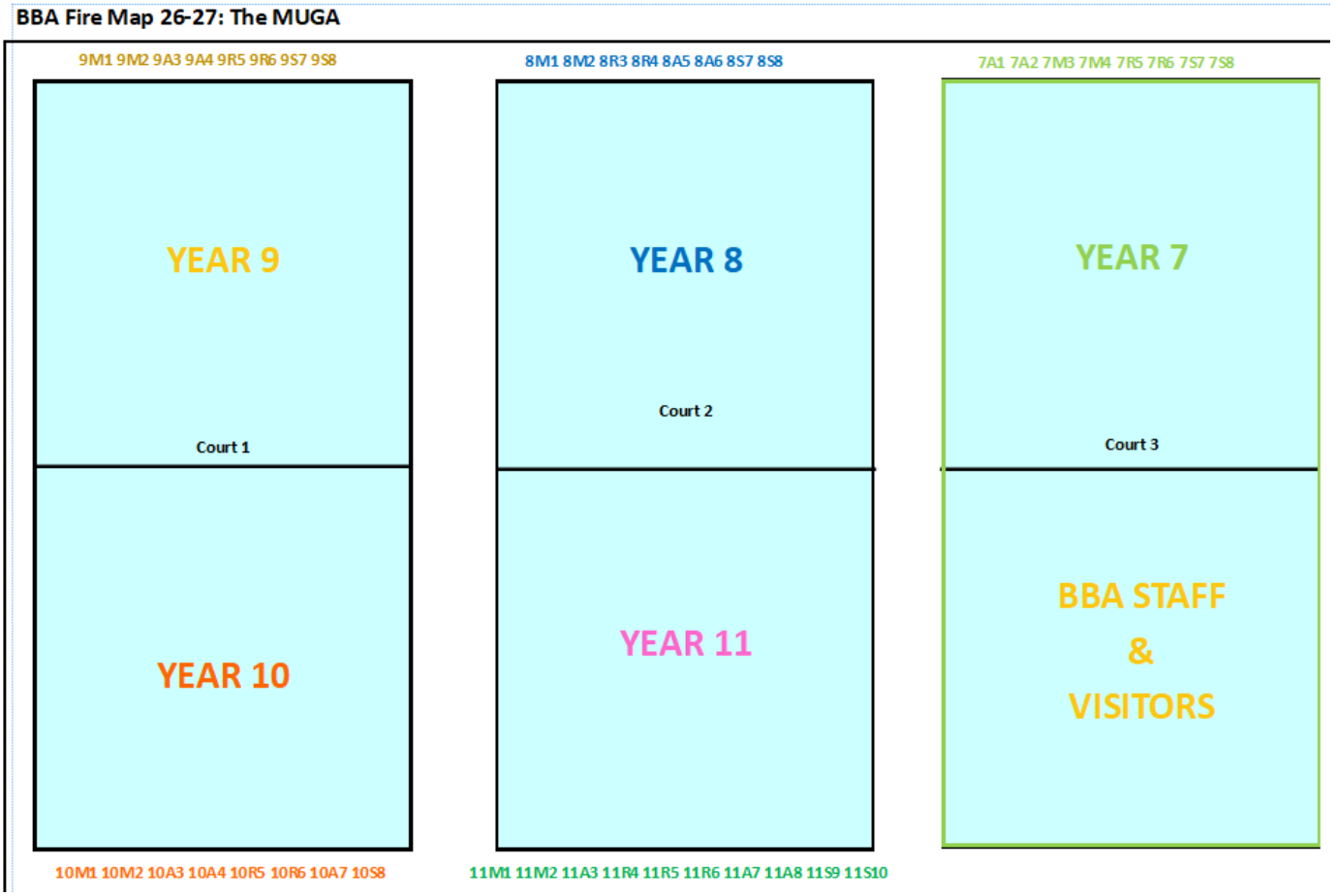
Where staff or students are on site outside the hours of 8-4pm, all persons evacuate the building by the nearest exit and line up on the MUGA.

As the staff on-site may vary significantly at this time, the two most senior members of staff will take responsibility for recording the presence of persons, asking whether anyone else is in the building and communicating with Skanska site team and the Principal or Vice Principal if they are off-site.

Appendix 4: Route map to the assembly point



Appendix 5: Fire Assembly Point Map



Appendix 6: Checklist for duties of Persons Responsible for fire safety

Role	Person Responsible	In Case Of Absence
Responsible Person	Jen Cusack	Kelly Jefferies
Fire safety training, induction and revision	Sue Limb (Darren Heal for Skanska)	Ranjit Singh
Fire risk assessments (Skanska)	Darren Heal	Alex Baker
Fire risk assessments (School)	Jamie Radmore	James Lewington
Fire drills	Jen Cusack	Kelly Jefferies
PEEP oversight and co-ordination	Marius Dan	Nici Curley
Reporting on staff attendance	Kelly Jefferies/Finance Assistants	Jenna Godsall/Finance Assistants
Reporting on student attendance	Mark Saunders	Jenna Godsall
Reporting on Fire Warden sweeps	Ranjit Singh	Steph Daniels
Managing students on the MUGA	Mark Saunders	Jenna Godsall
Overall responsibility on the MUGA (Fire Evacuation)	Jen Cusack	Tom Leahy
Updating of log book / recording	Martin Clapp	Nigel Young
Checks on call points	Martin Clapp	Nigel Young
Checks on emergency lighting	James Down	Brendan Meehan
Fire escapes unobstructed	All staff (Skanska will monitor under non-fire circumstances and assist where possible)	All staff (Skanska will monitor under non-fire circumstances and assist where possible)
Check all fire detection and protection systems are maintained	Darren Heal	Martin Clapp

Fire Marshalls	Martin Clapp Nigel Young	Adrian Clapp Anthony Rudge

Fire Wardens	**Area: LG** Andrew Salida **Area: GF1** Stephanie Daniels Rachel Jones Debbie Binedell **Area: GF2** Anne Watkins **Area: GF3** Annie Heatherson Zach Henry Claire Buckingham **Area: GF4** Margaret Dew Clive Hall Emma Baker Tim Sanday **Area: FF1** Ranjit Singh Sam Smith Jo Baker **Area: FF2** Belinda Connors- White Tom Leahy **Area: FF3** Jenna Godsall Luke Green Ali Griffiths **Area: SF1** Jess Cochrane **Area: SF2** Trudy Brookshaw James Ferguson **Area: SF3** Rebekah Curtis Mark Saunders Heather Milburn	

Staff trained in Evac chair use	Nicola Curley Katie Withers Helen Greensmith Irene Brown Ranjit Singh	

Appendix 7: "Grab Folder" and Emergency Plans Box

List of items required in the Emergency Plans Box provided by Skanska:

- Laminated A3 floor plans and generic layout of the premises (this could include a colour coded fire alarm zone plan).
- Plans showing utility isolation points such as Gas/Electric/Water
- Information will include the location of the following:

    - Automatic opening systems
    - Sprinkler information and locations
    - Firefighters' Shafts and Hydrants
    - A copy of the evacuation strategy and evacuation plans for the building
    - Hazard and Risk information and their locations for items such as Explosives/Hazardous Substances/Cladding/Flammable Liquids/Battery Storage Areas/Dangerous Substances such as O2 or Gas cylinders and welding equipment
    - Details of Fire Safety System locations/Isolations/Control Panels and Access Codes (i.e., Alarm Panels/Sprinklers and Smoke Control Systems)
    - Keys for Alarm Panels/Lift override/isolations and lift motor room locations
    - Emergency contact numbers for the Responsible Person/Site Specialist Advisors/Managing Agents for the premises

- It is recommended a Premises Information Box (PIB) is provided which contains the required information to assist fire service out of school hours. The PIB is a secure and efficient system to provide and protect essential information to assist the Fire and Rescue Service. In the early phases of any fire or emergency, the Incident Commander must make decisions on how best to bring an incident under control.

List of items required in GRAB BAG provided by the Academy

An emergency grab bag include:

- High Visibility Vets / Jacket
- Bottle of drinking water
- Snack / energy bars
- Note book and pen
- Whistles or Megaphone
- Emergency rain poncho pack
- Small first aid kit
- Critical Incident Plan / Emergency Plan
- Schools register check lists
- Details of Personal Emergency Evacuation Plans (PEEPS) in place for the occupants

Appendix 8: Emergency Fire Procedure Poster

Bristol Brunel Academy
September 2026

EMERGENCY LOCKDOWN PROCEDURE

What is Lockdown?
A lockdown is implemented when there is serious security risk to building occupants. The initiating threat can be either internal or external to the building.

How will I know a lockdown is occurring?
You will be notified of a lockdown procedure through one or more of the following:
• Lockdown alarm (continuous sound)
• Tannoy Announcement
• Pop Up Notice on your networked computer
• Text message to registered mobile phones
• In person notification by police or SLT.

Lockdown Steps:
1. Move immediately to the nearest room you feel is safe;
2. Secure and barricade the door and consider covering windows;
3. Turn off the lights or maintain minimal lighting;
4. Move away from windows and doors;
5. Keep calm and quiet; and
6. Stay in the room until police or SLT arrive or you are given all clear messages over the Tannoy.

Remember it may take some time before you can be safely evacuated.

What if someone is injured?
Follow these steps when safe to do so:
Alert SLT of the situation

If using a mobile, please switch it to silent mode.

NB: Do not expose yourself to additional danger in the process of helping others

What to report?
When contacting authorities, report the following:
1. Your specific location;
2. The number of people at your specific location;
3. If there are injuries, the number and types of injuries; and
4. If you have seen an assailant or identified a threat:
• location and number of suspects;
• direction of travel;
• their clothing and description;
• their identity if known;
• any weapons or accessories (e.g., backpack); and
• any unusual or threatening sounds (e.g. gunfire or explosion)

What if the fire alarm sounds?
• DO NOT respond normally as a fire alarm during a lockdown may be a ploy by an intruder.
• Remain calm in your lockdown secure area, if safe to do so, and attempt to verify fire alarm activation with SLT or emergency services.
• If fire is verified, follow Fire/Evacuation procedures. This will be communicated clearly via fire Tannoy.

Appendix 9: Health and Safety Responsibilities Matrix

Bristol LEP – Bristol City Council
The Management of Health and Safety at Work Regulations – Regulation 11
Health and Safety Responsibilities Matrix - Bristol Schools

Date Matrix Completed	01-Jan-16
Date Review Required	02-Aug-27
Date of Review	23-Aug-26

Stakeholder	*Contact Name*	*Contact No.*	Contact email
School -	Sue Limb	***01173 772700***	slimb108@bba.bristol.sch.uk
Skanska -	Alex Baker	***07794 001181***	alex.baker@skanska.co.uk
Aspens -	Karen Roberts	***07548 238521***	Karen Roberts <karen.roberts@aspens-ser
Ridge Crest -	Ian Beach	***07870 888888***	ian@ridgecrestcleaning.com
ALM -	John Allan	***07980 018650***	John@almsport.co.uk
PFI Co. -	Eamon McKiernan	***07538 410387***	eamon.mckiernan@resolis.com
BCC -	Lee Purchase	***07770 825077***	lee.purchase@bristol.gov.uk

RACI Key	
R esponsibility:	performs an activity or does the work
A ccountability:	ultimately accountable and decides Yes/No/Veto
C onsult:	needs to feedback and contribute to the activity
I nformation:	needs to know of the decision or action

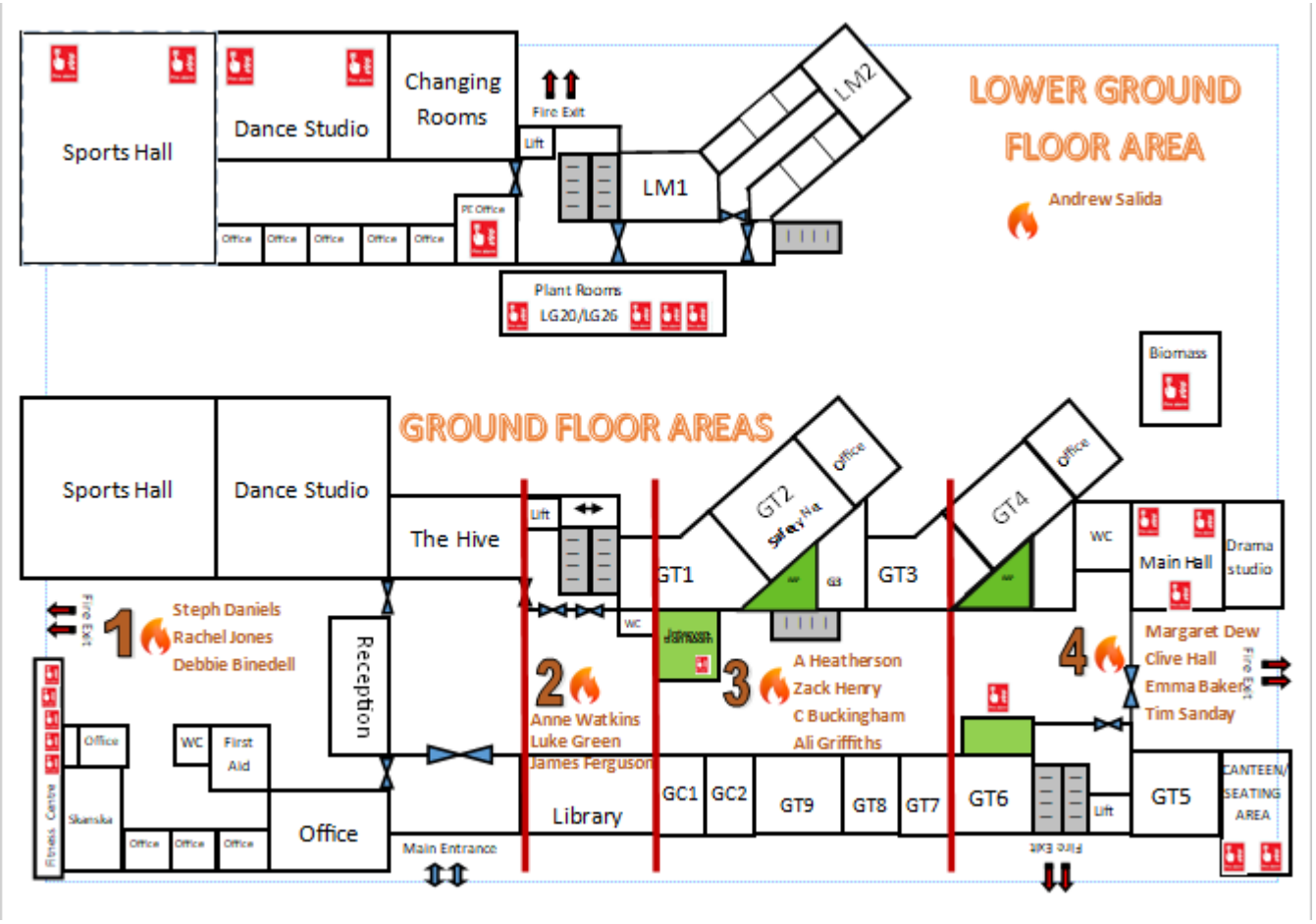
Regulation 11 of the Management of Health and Safety at Work Regulations requires, where two or more employers share a workplace, that all reasonable steps shall be taken to comply with fire safety requirements and other risk arising out or in connection with the employers work activities.

The purpose of this health and safety responsibilities matrix is to identify process or procedures that need to be put in place that will ensure that health and safety arrangements are correctly managed through the appropriate responsible employer.

No.	Identified Task or Process	Stakeholder (RACI Analysis)							Comments
		School	Skanska	Aspens	Ridge Crest	ALM	PFI Co	BCC	
1	Safety of school visitors on site	R & A							For information each of the stakeholders will pass on their procedure to the other stakeholders on how they will be managing this. It was noted that the key H&S points will be put on the back of the visitor lanyards and all visitors asked to read prior to entry.
2	Safety of Skanska visitors on site		R & A						
3	Safety of Aspens visitors on site			R & A					
4	Safety of Ridgecrest visitors on site				R&A				
5	Safety of ALM visitors on site					R&A			
6	Safe guarding	R & A Core hours	R&A	R	R	R	I	I	Ensure all staff are DBS cleared and have completed an Induction within the last 12 months.
7	Arranging fire drills (Minimum 2 per annum)	R & A	C	I	I				
8	Evacuation of students in an emergency	R & A	C						Carried out and recorded by School.
9	Evacuation of Skanska visitors & Sub-Contractors	I	R&A	R	R	R			Skanska are only responsible for their visitors/sub-contractors
10	Personal evacuation plans for students, visitors and staff if applicable	R & A	C						This is managed by the school
11	Testing and timing of fire alarms	I	R & A	I	I				Schools to time how long it takes for fire evacuation.
12	Production of fire risk assessment	R&A	R&A Skanska controlled areas only	I	I	R&A ALM controlled areas only	I	I	School FRA is responsibility of the Head Teacher to produce Skanska responsible for Skanska controlled areas only ALM responsible for ALM (Leisure) controlled areas only Liason and coordination of FRA between all parties as required
13	Implementation of the requirements of the fire risk assessment	R&A	R&A	C	C	R&A	I	I	As above allocated responsibilties on controlled areas.
14	Auditing arrangements of the fire risk assessment	R&A	R&A	I	I	R&A	I		Fire brigade should be consulted.
15	Appointment and training of fire marshals	R&A	R&A	R		R			It was noted that there should be at least 1 fire marshal from each of the sub-contractors.
16	Maintenance and testing of fire detection and extinguishing equipment including doors.	I	R & A						
17	Safe access to fire exits	R&A Core hours	R&A	R	R	R			Each of the parties must ensure that their staff maintain safe access to fire exits throughout the site and in the event that they find an exit blocked they are to make safe and then report the issue to the Skanska helpdesk.
18	Operability of fire exits and checking	I	R & A	I	I	I			
19	Appointment and training of first aiders	R&A Core hours	R&A	R	R	R			1st aid box and consumables provided by Skanska. RM staff to use school or Skanska 1st aider. School have 5 first aiders trained.
20	Cable management	R	R&A	R	R	R			Each of the parties are responsible for their own equipment.
21	Housekeeping arrangements (Slips and trips) Accident Book	R&A core hours	R&A	R	R	R			Each of the parties has their own accident books which they record accidents and incidents and they then provide a photocopy of their accident to the other stakeholders ASAP. A review of Incidents and accidents within periodic H&S commitee meetings to look at improving safety.
22	Accident reporting (RIDDOR)	R&A Core hours	R&A	R	R	R	I	I	Each of the parties is responsible for reporting their staffs or visitors RIDDOR incidents or accidents and then providing a photocopy of the incident to the other stakeholders ASAP.
23	Interfaced with emergency services in the event of a school related incident	R&A	C	I	I		I	I	The parties will work together to ensure the safety of people and property on site.
24	Interfaced with emergency services in the event of a buildings related incident	C	R&A	I	I		I	I	The parties will work together to ensure the safety of people and property on site.
25	Control of contractors working on site		R&A						The academy may need to request approval from Skanska for any of their sub-contractors working on site, where the work may have an impact on Skanska assets.
26	Health and Safety Advisor (Audits)	R&A	R&A	R	R	R	R	I	Each party to do their own H&S audits on site and communicate this information to the other key stakeholders as applicable.

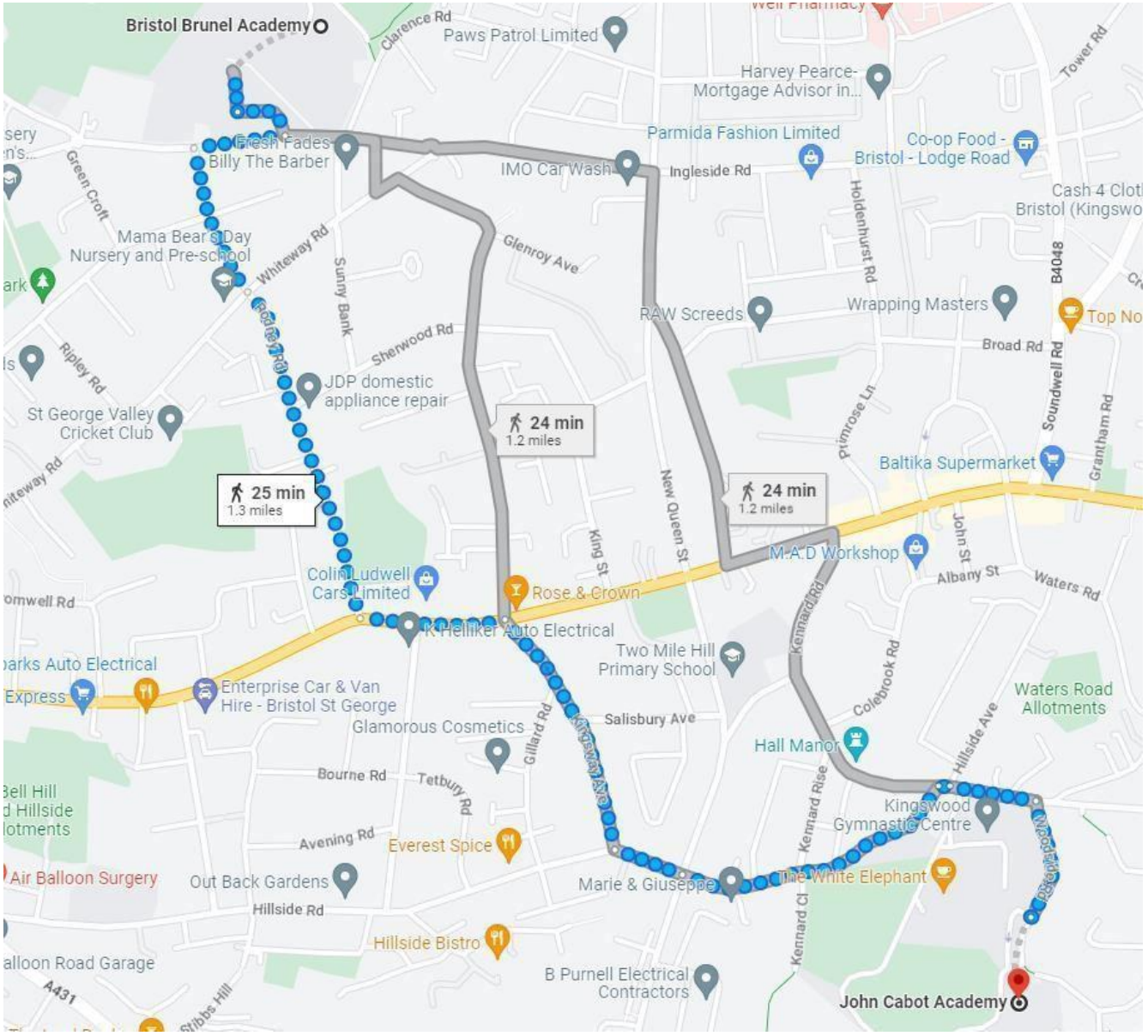
27	Heath and Safety Coordinator - Termly School H&S Site Meeting	R&A	R	I	I	I	I	I	Co-ordination of H&S issues will be done via a termly H&S meeting. At this meeting the stakeholders will review all H&S incidents from the previous term and discuss any H&S issues.
28	Building Induction	R&A	R&A	R	R	R			Each party is responsible for inducting their own staff and sub-contractors and visitors that visit site.
29	PEEP's	R&A	R	R	R	R			The key stakeholders are all responsible for their own staff or sub-contracted staff.
30	Purchasing school owned equipment	R & A	I						The school needs to make sure that the equipment has the appropriate Kite marking and is suitably fire retardant.
31	PAT testing		R & A	R	R	R			Register of all items requiring testing to be passed to Skanska.
32	Lone working on site.	R&A	R&A	R	R	R			Each of the key stakeholders is responsible for their own lone working arrangements for their staff.
33	Power outages	C	R & A	C	C	C	I	I	Skanska must notify the other key stakeholders prior to any planned power outages and notify the parties ASAP of any unplanned power outages
34	Signing in on site (Out of Core Hours)	R&A	R & A	R	R	R	R	R	Out of school core hours all stakeholders are to sign in at the facilities management office.
35	Legionella and bacteria testing and prevention		R				A		
36	High Legionella counts	I	R	I	I	I	A	I	Skanska to inform all stakeholders as applicable when bacteria count has been identified
37	Technology equipment, personal hoists, gymnastic equipment, catering equipment and any other items maintained by Skanska but used by the school.	C	R				A		Skanska are responsible for the maintenance of the equipment and self monitoring. The school have responsibility for pre use and operational checks and if there are any obvious defects these are to be reported to Skanska for action.
38	Legacy equipment	R	I					A	School are responsible for the maintenance, repair and replacement of any legacy equipment.
39	Ionising radiation sources	R	I					A	
40	Safe Guarding of Students	A&R	R	R	R	R	I	C	All parties are responsible for the safety and security of the students.

Appendix 10: Formal Fire Zone Map




FIRST FLOOR AREAS
F2
F3
F4
F1
WC
Lift
F5
F6A
F6B
F7
FC1
FS1
FS2
F8
WC
FS 3
Staff Room
3
J Godsall
Tom Leahy
1
Ranjit Singh
Jo Baker
Sam Smith
2
B Connors –White
Office
Reprographics
Main Office
Office
Fire Exit
Lift
Office
Office
Office
Office
Meeting Room
FS9
FS8
FS7
SCIENCE PREP ROOM
PREP ROOM
FS6
FS5
Lift
FS4
SECOND FLOOR AREAS
FTERP Room
Learning support
Learning Support
PLC
Office
P L C
WC
Lift
S1
S2A
S2B
S3
S4
S5A
S5B
S6
Plant Room
WC
SA1
SA2
SA3
Intervention Room
INT 1
1
Jess Cochrane
2
Trudy Brookshaw
3
R Curtis
M Saunders
H Milburn
Office
Counsellor's Office
SC3
SC2
SC1
Lift
S14
S13
S12B
S12A
S11
S10
S9
S8B
S8A
S7
Lift
S15

Appendix 11: Route map to the Rest Centre, John Cabot Academy



- Walk south
  161 ft
- Turn left towards Speedwell Rd
  246 ft
- Turn right onto Speedwell Rd
  358 ft
- Turn left onto Kingsmead Rd
  0.1 mi
- Continue onto Rodney Rd
  0.3 mi
- Turn left onto Two Mile Hill Rd/A420
  0.1 mi
- Turn right onto Kingsway Ave
  0.2 mi
- Turn left to stay on Kingsway Ave
  282 ft
- Continue onto Newent Ave
  0.2 mi
- Turn right onto Kennard Rd
  43 ft
- Continue onto Britannia Rd
  344 ft
- Turn right onto Woodside Rd
  482 ft
- Turn right
  7 ft