



Procedure for dealing with Fire Safety

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Trust website		School website	
1	Statutory publication	A	Statutory publication
2	Good practice	B	Good practice
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**Policy level			
1	Trust wide	Single policy relevant to everyone and consistently applied across all schools and departments, with no variation. e.g. Complaints procedure	Statutory policies approved by the Board of Trustees (or designated Trustee Committee). Non-statutory policies approved by the CEO with exception of Executive Pay.
2	Trust core values	This policy defines the Trust core values in the form of a Trust statement to be incorporated fully into all other policies on this subject, that in addition contain relevant information, procedures and or processes contextualised to that school. e.g. Safeguarding, Behaviour	Statements in statutory policies approved by the Board of Trustees (or designated Trustee Committee). Statements in non-statutory policies approved by the CEO. Policy approved by Local School Board.
3	School/department	These policies/procedures are defined independently by schools as appropriate. E.g. Anti-bullying	Approved by Local School Board.

Procedure for Fire Safety including Risk Details with assessment, maintenance and preventative measures

An appropriate person will be nominated to be responsible for assessing the fire risks as required under current legislation to ensure that school/academy premises and buildings are maintained in an adequate state and that all measures are carried out to prevent the risk of fire. This may be an Operations/Business Manager, Health & Safety Lead, Estates or Site Manager. The Headteacher is responsible for ensuring a fire risk assessment is completed annually.

1. Procedures and Processes

- 1.1.** Ensure an effective and proactive system of fire prevention is in place, aimed at identifying those circumstances that could lead to a fire, if not recognised.
- 1.2.** Have a well organised means of safe evacuation of all persons on the premises and from all buildings to a point of safety in the event of any emergency.
- 1.3.** Have a means by which any fire and rescue services that may be required to enter the building during a fire can quickly, safely and accurately navigate their way round and to be fully informed of any persons not accounted for in the evacuation.

2. Arrangements

- 2.1. Have a risk assessment system that includes assessment of the risk from fire and the identification of adequate preventative controls.
- 2.2. Have a check list monitoring system, used on a regular basis, to ensure that standards do not decline on a day-to-day basis.
- 2.3. Have a reporting system that enables any employee to raise any concerns regarding the current fire precaution arrangements.
- 2.4. Hold equipment for dealing with a fire that might break out and the appropriate positioning of such equipment to enable quick and easy access to it.
- 2.5. Have an adequate and maintained fire detection systems that will provide early detection and warning of fire or smoke.
- 2.6. Have a fire alarm system by which the whole site can be alerted to the outbreak of any fire, with call points at each exit point.
- 2.7. Ensure information signs are clearly displayed to enable all persons to follow a safe route to the nearest exit in the event of a fire.
- 2.8. Ensure instruction and warning notices are posted on fire doors, fire exit points and external locations to ensure that exit routes are not restricted or blocked.
- 2.9. Conduct and record the mandatory testing of fire alarm and emergency lighting systems to ensure that they operate both during a fire or loss of power. All faults and failures that are detected must be rectified in a timely manner.
- 2.10. Have a system of carrying out fire drills involving all personnel on the premises to ensure the safe and swift evacuation to a pre-designated point of safety.
- 2.11. Have a schedule and record of service and maintenance of all fire extinguishers on the premises to prevent deterioration of the functionality of the extinguisher.
- 2.12. All sites to have a no smoking policy or statement to significantly reduce the risk of a fire.
- 2.13. Have a system of testing, examination and recording of all portable electrical appliances to significantly reduce the risk of fire from electrical faults.
- 2.14. Conduct and record regular Health and Safety site walks ensuring that fire exit routes are clear of rubbish, furniture and waste materials.
- 2.15. Storage of flammable materials and substances must be kept to a minimum and appropriately stored in compliant containers or cupboards.
- 2.16. Have a system by which all visitors and contractors required to enter the premises are informed of the key points regarding fire precautions and the fire safety procedure.

- 2.17. Have an induction programme for all new staff joining the organisation (whether temporarily or otherwise) that includes information and instruction on fire precautions and the fire safety procedure.
- 2.18. Ensure the provision, review and, if required, updating of a diagram of the premises and associated buildings showing the internal layout, including rooms and corridors, and the location of all relevant and applicable fire equipment and installations. The location of any specific hazards or hazardous areas, such as chemical laboratories, gas cylinder locations etc. must be highlighted.

3. Responsibilities

All employees have the following responsibilities:

- 3.1. To take responsibility for any students under their charge at the time of any fire or emergency and ensure they are safely guided out to a pre-designated assembly point.
- 3.2. Keep all fire exit routes clear and free from obstacles and waste materials.
- 3.3. Not to restrict access to or reduce vision of any mounted fire extinguishers.
- 3.4. Not to leave fire doors propped or wedged open.
- 3.5. Fully co-operate in any evacuation drills.
- 3.6. Store all flammable substances and materials in appropriate locations after use
- 3.7. Avoid creating fire hazards by using unauthorised electrical equipment and other ignition sources.
- 3.8. To take the time to draw attention to fire safety and precautions to any visitors and contractors in their charge.
- 3.9. Ensure any visitors or contractors under their charge at the time of any fire or emergency are safely guided out to a pre-designated assembly point.
- 3.10. Take note and comply with all signs posted around the premises.
- 3.11. Maintain vigilance for any potential fire hazards and to report them at the earliest opportunity.
- 3.12. Requirements and individual responsibilities for maintenance of fire escape routes, equipment and measures of ensuring fire hazard risks are managed and minimised. See Appendix 1

4. Training

The following training will be undertaken by the organisation:

- 4.1. All employees will be trained in the safe and speedy emergency evacuation procedures.
- 4.2. Key employees, as identified by the responsible person named at the head of this policy document, will be trained in the use of fire extinguishers.

5. References

The following internal documents and official publications should be referenced in conjunction with this policy:

- 5.1. Fire precautions checklist (see below)
- 5.2. Testing, service and maintenance records for fire equipment.
- 5.3. Records for evacuation drills.
- 5.4. Employee Induction Programme.
- 5.5. Premises layout diagrams.

Appendix 1. Fire safety checklist

ITEM	FIRE PRECAUTIONS CHECK LIST REQUIREMENTS	PERSON RESPONSIBLE
1.1 Means of Escape Maintenance of exit routes	Identified Means of Escape must be properly maintained and clearly labelled.	Operations/Business Manager, Health & Safety Lead, Estates or Site Manager or Headteacher
1.2 Means of Escape To be kept unobstructed and available for immediate use	All Means of Escape must be available for immediate use at all times when the building is occupied. Items, which pose a potential fire hazard, and those, which could cause an obstruction, are not to be installed or stored in corridors and stairway enclosures.	Operations/Business Manager, Health & Safety Lead, Estates or Site Manager or Headteacher
1.3 Means of Escape Doors not to be locked or fastened	Fire Exit doors must be operable without the use of a key. where the risk requires it, emergency doors must open outwards; where doubt exists, advice should be obtained from the Trust Health & Safety Consultant. Where security is a requirement, only locking devices capable of being easily over- ridden should be permitted. Fire doors should be fitted with self-closing mechanisms.	Operations/Business Manager, Health & Safety Lead, Estates or Site Manager or Headteacher
1.4 Means of Escape Stairs, steps and stair coverings	Stairs or steps comprising an element of an escape route, whether internal or external, must have a non-slip even surfaces and to be kept in good repair. Stair coverings must be regularly examined, and any trip hazards rectified as soon as possible.	Operations/Business Manager, Health & Safety Lead, Estates or Site Manager or Headteacher
1.5 Means of Escape Assisting people with disabilities	On those occasions when disabled persons are present or working on the premises, satisfactory arrangements are to be made to enable their safe evacuation in the event of fire	Operations/Business Manager, Health & Safety Lead, Estates or Site Manager or Headteacher
1.6 Change of Conditions Security of exit doors	Any proposed changes to the locking devices provided for external security must be notified to and agreed by the Trust Health & Safety Consultant.	Operations/Business Manager, Health & Safety Lead, Estates or Site Manager or Headteacher
1.7 Change of Conditions Fire resistance of doors, partitions and ceilings.	Any proposed changes which might affect the fire resistance of doors and the self-closing devices which ensure that they form an effective fire resisting barrier, and any proposed modifications of fire resisting partition Walls, ceilings or glazing, must be notified to the Trust Health & Safety Consultant before any work is undertaken.	Operations/Business Manager, Health & Safety Lead, Estates or Site Manager or Headteacher
1.8 Change of Conditions Surface finishes of walls and Ceilings	Any proposed changes will be risk assessed and approved by the Estates Manager.	Operations/Business Manager, Health & Safety Lead, Estates or Site Manager or Headteacher

<p>1.9 Fire Alarms including Automatic Detection Testing and Maintenance</p> <p>Details of checks and tests are to be recorded on the appropriate record sheets and held by the Estates and Lettings/Operation Manager. Where a maintenance contract is in place, the required information should be obtained from the service engineer together with the relevant test certificate.</p> <p>The fire alarm should be easily heard from all areas.</p>	<p>All Fire Alarm Systems are to be checked daily and tested / maintained weekly and annually in accordance with BS 5839 part 1, and any specialist manufacturer/installer instructions:</p> <p>Daily: The following daily checks are to be carried out:</p> <ol style="list-style-type: none"> Verify that the control panel indicates normal operation. If the control panel indicates a fault, this is to be recorded in the logbook for the system. The property manager is to be notified to enable prompt repair of the system. That any fault recorded the previous day has/is being addressed. <p>Weekly:</p> <ol style="list-style-type: none"> Operate a fire alarm call point, to verify the ability of the control and indicating equipment to receive a signal and to sound the alarm. A different call point and zone should be used each week. <i>If the System has more than 13 zones more than one zone will need to be tested to ensure all are tested in anyone 13-week cycle</i> The result of the test should be entered in the System Logbook. <p>Annually: By a competent service engineer.</p>	<p>Site Agents</p> <p>Operations/Business Manager, Health & Safety Lead, Estates or Site Manager or Headteacher</p> <p>Operations/Business Manager, Health & Safety Lead, Estates or Site Manager or Headteacher</p> <p>Operations/Business Manager, Health & Safety Lead, Estates or Site Manager or Headteacher</p>
<p>1.10 Fire Equipment Testing and Maintenance.</p> <p>Clearly labelled for type of fire.</p>	<p>All firefighting equipment must be maintained in good working order. Portable firefighting equipment is to be tested and maintained annually in accordance BS 5306-3</p> <p>Details of all tests undertaken on portable Fire Fighting Equipment is to be recorded on the appropriate record sheets and held by the School/Academy Fire Officer/Estates and Lettings/Business Manager.</p>	<p>Operations/Business Manager, Health & Safety Lead, Estates or Site Manager or Headteacher</p>
<p>1.11 Artificial (Normal) Lighting Maintenance</p>	<p>Artificial lighting must remain operative during the whole time it may be required to facilitate escape from the premises. It must therefore be maintained in good working order. Where artificial lighting is provided for external stairs, ramps or passages and is operated by switch adjacent to an exit door, it need not be in continuous operation, but must be available for immediate use.</p>	<p>Site Agents</p>

<p>1.12 Emergency Escape Lighting Testing and maintenance</p>	<p>Emergency Escape Lighting Systems, including illuminated exit signs must be maintained in effective working order and available for use at all times. Systems and units should be subject to routine inspections in accordance with the requirements of British Standard 5266 Part 1:</p> <p>Daily – To ensure that all lamps in a maintained system are lit. Monthly – For condition and apparent function Annually – By a competent service engineer</p> <p>Details of checks and tests are to be recorded on the appropriate record sheets and held by the Property Manager. Where a maintenance contract is in place, the person responsible for completing the record sheets should obtain the required information from the service engineer together with relevant test certification.</p> <p><i>Note: Where the emergency lighting of an external staircase and/or escape route is controlled by means of a light switch at the exit point, each switch should be wired to operate all lighting points on the escape route simultaneously.</i></p>	<p>Operations/Business Manager, Health & Safety Lead, Estates or Site Manager or Headteacher</p> <p>Site Agents</p> <p>Operations/Business Manager, Health & Safety Lead, Estates or Site Manager or Headteacher</p>
<p>1.13 Training, Fire Instruction and Drills Initial, continuation and Specialist training</p>	<p>All occupants of the premises are to receive instruction and practical training in action to be taken in case of fire. Instruction should include:</p> <p>1.13.1 Familiarisation with the means of escape from the premises concerned and location of nominated assembly areas</p> <p>1.13.2 Verbal instruction on routine fire precautions to be observed to reduce the risk of fire and the firefighting measures provided.</p> <p>1.13.3 The action to be taken on discovering a fire and when the fire alarm is sounded</p> <p>1.13.4 The use of all types of portable fire extinguishers common to the building and processes concerned.</p> <p>1.13.5 Personnel nominated for special duties during evacuation should receive additional training specific to their role.</p> <p>1.13.6 Exercises, including an evacuation drill should be carried out in accordance with Fire Safety and Fire Fighting Regulations. Such practices should be carried out at not less than 3-month intervals (normally termly), ensuring all staff and student understand what to do in the event of a fire.</p> <p>1.13.7 The Estates and Lettings/Business Manager is responsible for organising staff training and for coordinating their actions in the event of fire. The Site Manager will deputise for these responsibilities during absences.</p> <p>1.13.8 Written information on the action to be taken in the event of fire should also be made available to all persons visiting the building, including guests or contractors in the form of a health & safety notice.</p>	<p>Operations/Business Manager, Health & Safety Lead, Estates or Site Manager or Headteacher</p>

<p>1.14 Fire Notices-Safety Signs & Signals To be prominently displayed, maintained and unobstructed.</p>	<p>All fire safety notices and posters are to be legible and unobstructed at all times. Safety signs and signals including those, which are illuminated, are to be maintained in a good working order.</p>	<p>Operations/Business Manager, Health & Safety Lead, Estates or Site Manager or Headteacher</p>
<p>1.15 Fire Action Plan Trust Procedure for Fire Safety document to be readily available to building occupants.</p>	<p>The person named in the right-hand column opposite is responsible for compiling and maintaining the Fire Action Plan. The School/Academy procedure details the action to be taken on discovering a fire and action on hearing the alarm. A Fire Action Plan is to be displayed in all rooms; these should include predetermined arrangements for:</p> <ul style="list-style-type: none"> • The safe evacuation of personnel to a clearly identified Assembly Area located at a safe distance from the building and clear of access roads likely to be used by emergency services. • Roll call procedures, including the nomination of an Incident Commander and the provision of information to the Fire Brigade on arrival (e.g. type and location of the fire, whether there are persons unaccounted for and their last known whereabouts, together with details of any casualties). • The first aid treatment of casualties, coordinating the need for ambulances, and the attendance of other risk specialists for the provisions of advice to the fire service. 	<p>Estates and Lettings/Business Operations/Business Manager, Health & Safety Lead, Estates or Site Manager or Headteacher</p> <p>Nominated personnel</p> <p>First Aider</p>
<p>1.17 Contingency Planning <i>To be included when deemed necessary</i></p>	<p>Where appropriate, effective contingency planning can minimise the consequences of fire. With careful planning and specific training of selected personnel capable of coordinating the removal, relocation and protection of priority risks, the time taken to resume normal operations can be significantly reduced. The person named in the right-hand column opposite is responsible for preparing and maintaining the Contingency Plan. During the formation of the plan and having due regard for personnel safety, consideration should be given to the following items:</p> <p>A list of priority risks in the building including:</p> <ul style="list-style-type: none"> • Those that can easily be moved in the event of a fire and a method of removal. • Those fixed risks that may need protection from the effect of heat, smoke and water damage and the methods of protection. • A list of persons involved and their specific roles in any removal of protection plans. • Arrangements for the provision of any manpower and transport requirements in excess of resources available from within the building concerned. <p>Arrangements for any safety and/or after-care requirements for those items affected by fire.</p>	<p>Headteacher/ Operations/Business Manager, Health & Safety Lead</p>