



The Castle Partnership Trust

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Fire Safety Policy

June 2021

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Due for review: Summer Term 2022

Aim

It is the overall aim of The Castle Partnership Trust to minimise the risks to staff, employees, members of the general public and people visiting our premises which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place.

Fire safety management

Main duties are:

- To minimise risk from fire through thorough risk assessments
- To ensure adequate staff/ fire manager training has taken place
- To produce an emergency plan and put up fire notices
- To conduct termly fire drills
- To check adequacy of fire fighting apparatus and its maintenance
- To implement recommendations from the Fire Risk Assessment
- To consult with the LA Fire Risk Assessment officer on matters of fire safety
- To conduct regular fire safety inspections and record the findings
- To make frequent informal checks
- To ensure fire escape routes and fire exit doors/ passageways are unobstructed and doors operate correctly
- To check fire detection and protection systems are maintained and tested and records kept
- To ensure the Fire Safety Log Book is kept up to date and accessible

Fire procedures

Notices displaying the fire procedures are displayed at each fire alarm call point.

Persons responsible for fire safety

Responsible Person	The identified responsible person (Most Senior person on site or person with responsibility for the people &/or building))
Competent person	A person with relevant training & experience or knowledge or other qualities. This may be the person that undertakes the assessment or conducts training, checks & tests etc.
Fire safety training, induction and revision	Responsible person or nominated Competent person
Fire risk assessments	Responsible person or nominated Competent person
Fire drills	Responsible person or nominated Competent person
Updating of log book / recording	Competent person
Checks on call points	Competent person
Checks on emergency lighting	Competent person
Fire escapes unobstructed	All members of staff
Check all fire detection and protection systems are maintained	Responsible person or nominated Competent person

Fire safety training

Appropriate specific training for the Responsible and Competent persons will be undertaken at least every three years.

All staff will have internal training annually during the month of September. This will include:

- Understanding the emergency plan/ fire procedure
- The importance of fire doors
- The significant findings of the Fire Risk Assessment
- Guidance on the use of relevant firefighting equipment e.g. fire extinguishers, fire blankets – to protect escape route
- Reporting to the assembly area
- Exit routes including alternatives
- General matters of fire safety e.g. keeping combustibles away from possible ignition sources
- Assisting visitors and any disabled persons from the building

In addition:

- All agency staff to be given fire procedure information with induction pack
- New staff to be taken through annual training schedule as part of induction package

All records of training & induction to be recorded in the Fire Safety Log Book located in the office.

Fire Risk Assessment appraisal

This will be carried out on an annual basis by the Nominated persons.

Every 5 years an external, qualified fire risk assessor will complete a new fire risk assessment for each building.

All issues that present a fire risk will be actioned as per the priority rating. Where this is not possible a mitigating statement will be written into the assessment according to premise health and safety procedures.

Evacuation Drills

The procedure for emergency evacuation is displayed by each fire alarm call point.

Fire drills are executed by the nominated person/competent person via the main alarm indicator panel

Evacuation drills will be carried out termly, and within the first two full weeks of a new school year.

Different times and days of the week are used, some drills are spontaneous and unplanned whilst others are planned with staff being given notice ensuring all staff are aware of the procedures.

Staff roles and responsibility in the event of an evacuation alarm

Roles within each school are allocated on a local basis, but as guidance:

Action	Person responsible	In case of absence
Evacuation of all staff	School Business Manager	Most senior person in section
Evacuation of children	Class teacher	Supply teacher
Collection of registers and staff/ visitor signing in book/ sheets	School Business Manager	Admin support
Collection of school mobile phone	School Business Manager	Admin support
Checking of toilets (all areas)	Nominated person	Admin support
Checking rooms	Nominated person	Admin support
Calling the fire brigade	Person who discovers the fire	N/A
Meeting the fire brigade	Nominated person	Next in charge

In general, all staff will assemble at the agreed assembly point as detailed by each school, unless the source of the fire makes this impossible.

Fire Doors and exits

All doors should be closed after the last person has exited. This will prevent fire spreading and so minimise damage.

All fire exit routes are signed clearly with directional arrows

Follow up to evacuation drills

Drills must be recorded in the Fire Safety Log Book located in the office. The timing of each evacuation must be recorded accurately on the Fire Drill Evaluation sheet and a full evaluation completed with all responsible persons. Any areas of concern will be addressed and feedback will be given to all staff.

As part of Health and Safety monitoring, the health and safety governors will periodically check the Fire Safety Log Book and the evacuation schedule.

Maintenance of fire doors, fire exit doors, fire equipment and systems

Fire extinguishers, fire alarm systems and emergency lighting are maintained by professional consultants.

Staff will also carry out the routine tests on the systems and precautions as follows:

A plan of where fire extinguishers are located, and their specific use can be found in the Office.

System	Frequency	Method of test
Fire alarm	Daily Check	Check fire alarm panel for faults every morning
Fire alarm	Weekly	Test key operation of different call points each week in rotation
Fire alarm	At least 6-monthly	Servicing/ Battery test
Emergency lighting – Function test	Monthly	Momentary operation of test switch or circuit breaker.
Emergency lighting – discharge test	Annual	Switched on and left 3 hours to ensure the batteries are holding their charge.
Fire extinguishers	Annual (5-yearly)	Service (extended service)

Records for these tests are kept in the Fire Safety Log Book located in the office.

Disabled pupils/ members of staff

All persons that require assistance to evacuate the building should have a written Personal Emergency Evacuation Plan (PEEP). Staff should be aware that they must endeavour to evacuate them in the event of an emergency (without putting themselves at risk), and not wholly rely on the fire and rescue service.

Fire Procedure

In accordance with the fire procedure, a fire plan has been devised. **See Below:**

<p>Action on discovering a fire</p>	<ul style="list-style-type: none"> ☐ Raise the attention of others by sounding the fire alarm. Dial 999 to call the fire brigade. (They will only come if a fire is confirmed, therefore it is essential that the person who discovers the fire dials 999 themselves or instructs another member of staff to do so having told them the location and nature of the fire) ☐ Evacuate all occupants using the nearest available exit. ☐ Notify a senior manager as soon as possible and give precise details about fire. ☐ Use fire-fighting equipment only if you are not responsible for students' evacuation and it is safe to do so. If in doubt get out and do not attempt to tackle the fire.
<p>What to do if the fire alarm sounds</p>	<ul style="list-style-type: none"> ☐ Follow fire procedure and evacuate all occupants to the assembly point using the nearest available exit. ☐ Admin staff to collect registers, signing in book and mobile phone ☐ Ensure all windows and doors are closed as long as this does not delay your evacuation. ☐ Keep silent to ensure instructions from Head teacher can be heard
<p>Liaison with Emergency Services</p>	<p>On arrival the emergency services will require the following information:</p> <ul style="list-style-type: none"> ☐ Where is the fire located? – give site map ☐ What does the fire involve? ☐ Are all persons evacuated from the building?
<p>Escape routes and fire exit use</p>	<ul style="list-style-type: none"> ☐ Means for escape routes are checked daily. ☐ Doors currently without thumb turn or quick release handles must be unlocked while in use ☐ Staff must be aware of alternative routes.
<p>Firefighting equipment use</p>	<ul style="list-style-type: none"> ☐ Firefighting equipment is provided to assist in securing your means of escape. No person should put themselves and others at risk when fire fighting.

Responsibilities and duties to assist in case of fire	<ul style="list-style-type: none"><li data-bbox="586 86 1445 210">☐ All persons have a responsibility to ensure the building is evacuated immediately, safety of all occupants is our priority at all times<li data-bbox="586 210 1445 329">☐
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