

# Fire Safety Policy

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<b>Applies to (Mark as appropriate)</b>			
Staff	Pupils / Students / Adult Learners	Parents / Carers / Guardians	Contractors
✓	✓	✓	✓
Volunteers	Students on placement	Trustees / LGC / Members	Visitors
✓	✓	✓	✓
Agency Staff	Other	a	a
✓	✓		

<b>Published Locations</b>				
Trust Website	Academy Website	Aldridge Intranet	Student/Parent planners	On-request
		✓		✓

**Consultation (Complete as appropriate in line with master policy document)**

With	Reason for Consultation	Final Consultation Date	Version No

**Version History (please note below if a policy has been replaced)**

Version	Reviewer	Revision Date	Nature of Change	Adopted/ Approved by	Approval Date
<b>V3</b>	WS	May 24	Terminology and formatting		
			COO Sign Off	B Green	1 Jun 24
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## 1. Introduction

The fire safety order specifically requires a fire risk assessment to be carried out and to be suitably reviewed. This has been completed for the premises and is reviewed annually or when there is a significant change, whichever occurs first.

In addition, it is expected that the Trust will put in place a management system and policy and the Academy will implement the policy together with local procedures to deal with fire safety and prevention.

The fire safety management policy sets out the objectives in respect of fire prevention and emphasises the Trusts commitment to fire safety.

The Academy aims to have proactive liaison with the local fire and rescue service including effective arrangements for notifying the fire and rescue service of changes to the occupancy, periods of abnormal occupancy, fire growth characteristics and other relevant factors. The arrangements should allow for routine meetings with the fire and rescue service and additional meetings where a change in the building or its occupancy is proposed.

## 2. Fire Safety Statement

The Trusts primary focus is for the safety of its pupils, students, employees and visitors, to that end the fire safety management of each Academy is based around “life safety”. The Academy has local procedures in place to protect records but this is not the primary focus.

The Trust aims to provide an environment which is safe and always promotes fire prevention. To suitably manage the fire risk within the Academy environment the management has designated responsible persons with specific tasks.

The Trust CEO and Trust Board is ultimately the recognised responsible people, with the Academy Governors and Principal recognised responsible people in each Academy. In practice responsibility for fire safety is delegated to the Principal who manages the Academy and its fire safety on a day to day basis. The Principal has specific areas of responsibility but has delegated defined duties to support staff. Please see fire management responsibilities and the organisation chart for details.

## 3. Fire Management System

There is a clear fire management system in place to ensure that the Academy suitably manages the fire risk. The system seeks to anticipate and proactively identify the impact of any proposed changes. The management of the Academy identify any alternative protection and management measures that will be required as a result and ensures that they are implemented.

The staffing level provided is specifically appropriate to the fire safety requirements of all schools. It includes sufficient trained personnel to ensure that all occupants are assisted or supported, to make their way out of the building effectively in an emergency.

The training ensures that there are sufficient numbers of staff trained in all aspects of fire prevention, fire protection and evacuation procedures and able to use the appropriate extinguishing equipment (and media) to provide full coverage of the building, with provision for contingencies, sickness or holiday absences.

### 3.1 Planning

- Fire risk assessments are carried out annually within each Academy and will continue to be
- reviewed annually or when there is a significant change, whichever occurs first.
- The implementation of corrective actions is the responsibility of the Principal, with central and local support as required. The actions are ongoing following each risk assessment review with priority given to the

highest risks. Where budget restraints delay implementation, risk management strategies will be put in place to reduce the risk and in conjunction with the Estates department as required.

- The planning system is proactive, taking into consideration a wide range of possible emergencies and incidents. These are likely to include planning for logistical issues such as the provision of shelter, communications, transport, the weather, time of day, time of week, time of year (holidays, etc.) and traffic related issues, as well as scenarios such as power failures or floods.

### 3.2 Organisation

The Principal is responsible for ensuring that all control measures identified in the fire risk assessment are in place for their Academy and that further improvement actions are completed so far as is reasonably practicable, supported by the Estates Team.

The Principal will assign an appropriate member of his team the responsibility to complete each improvement action.

The Estates Team has been assigned tasks, such as the continued maintenance and testing of fire and life safety systems. Some of these duties are contracted to suitably qualified engineers but are managed by the Estates team.

Fire wardens have been designated and are suitably trained in their fire evacuation duties. Fire drills are completed once a term. All staff receive fire safety awareness training annually.

The Principal ensures that staff receive training in the use of Evacuation Chairs where these are present.

## 4. Fire Management Responsibilities

The Academy communications system ensures that all of those involved, or potentially involved, in an incident are informed rapidly and effectively, of relevant information. In addition, the systems make use of alternative formats as necessary, with contingency plans for when systems fail.

The following are the defined responsibilities for those working within the Academy who have been assigned specific duties.

### 4.1 Principal

The Principal is empowered to ensure that legislative requirements are met; and that testing, maintenance or repairs are initiated as required. Such powers are supported by the necessary, sufficient and appropriate resources, including funds.

The Principal is responsible for ensuring:

- The Academy has a fire safety management policy and that such a policy is reviewed annually
- That a Fire Risk Assessment is completed and reviewed annually
- Staff are notified of the significant findings of the fire risk assessment
- Recommended actions derived from the fire risk assessment are completed
- The maintenance / testing of all firefighting systems and equipment is completed and recorded in the fire log book
- That the Academy emergency plan and evacuation procedures are regularly reviewed
- The Academy has a major incident evacuation plan which may include agreements with local providers and additional training for staff
- All pupils, employees, visitors and others who use the building are made aware of the fire safety precautions and the fire evacuation procedures
- The provision of fire awareness training to all staff

- The provision of fire warden training for designated staff
- That an emergency fire drill is undertaken every term
- The preparation of specific personal emergency evacuation plans for staff and/or pupils with special needs and or disability
- The provision of suitable fire safety systems i.e., fire alarm, automatic detection and emergency lighting
- The provision of suitable fire safety equipment such as fire doors, fire signs and firefighting equipment
- Any fire prevention officer's recommendations and or enforcement notices are complied with.

#### 4.2 Head / Lead Fire Warden

Head Fire Warden (this may be the Principal or Estates Manager or the most senior person on duty at the time of the incident) is responsible for:

- Collecting all of the area and classroom information from Teachers and Fire Wardens
- Controlling the assembly point
- Ensuring that fire and rescue service access gates are opened
- During a practice noting escape times and general observations for improvement
- Liaising with the fire and rescue service to ensure that all relevant information is communicated effectively
- Providing the fire and rescue service with a detailed (laminated) plan of the building
- Ensuring that no one re-enters the building until deemed safe to do so by the fire and rescue service
- Implementing the major incident site evacuation plan if required.

#### 4.3 Estates Management

The Regional Estates Manager and Estates Manager, with the Academy's Estates Team, is responsible for controlling work, maintaining safety systems and maintenance. The Academy work control system has been developed proactively with clear lines of responsibility; a permit system; logging and audit processes and routine checking and supervision.

The maintenance system is one where there is dynamic monitoring of the fire safety systems, and the equipment is always kept fully functional when the building is in use.

The Regional Estates Manager / Estates Manager (in conjunction with the Estates Team) responsible for:

- The formal maintenance and regular testing of the fire alarm
- The formal maintenance and regular testing of the emergency lighting
- The formal maintenance and organising of testing for the automatic detection system
- The maintenance and inspection of the firefighting equipment
- The maintenance of exit/escape routes and signage
- The maintenance and availability of evacuation chairs (where required)
- The completion and upkeep of the Academy fire log
- Supervision of contractors undertaking hot work and cold work
- Ensuring that fire compartmentation is sound and that any fire engineering solutions are suitably maintained
- Reporting any hazards (which cannot be dealt with) to the Principal
- Ensuring that access can be gained at all times to the electric and gas shut off devices
- Ensuring that fire critical plant such as gas boilers are annually serviced in line with the Academy's planned preventative maintenance regime
- Ensuring that electrical equipment is suitably maintained and that fixed electrical wiring is inspected at least every five years in line with the Academy's planned preventative maintenance regime
- Ensuring that fire fighter equipment is maintained and accessible i.e. fire hydrants and dry risers.

#### 4.4 Head Fire Warden (most senior person on duty at the time)

Is responsible for:

- Calling the fire and rescue service to ensure that they have been notified of the alarm
- Ensuring that classroom registers are always available and are taken to the assembly point in the event of an evacuation
- Ensuring that visitors and contractors are signed in to the building and are notified as to the evacuation procedures
- Where appropriate escorting visitors and contractors from the building
- Collecting information such as contact details of parents
- Taking such information to the assembly point for use in a major incident / site evacuation.

#### 4.5 Teachers

The Teachers are responsible for:

- Acting as fire wardens when evacuating their class from the Academy
- Ensuring that their classrooms are kept free of hazards which may block escape routes
- Ensuring that all electrical equipment used within the classroom have been suitably maintained
- **Reporting any hazards (which cannot be dealt with) to the Business Manager**
- Ensuring that new pupils are suitably trained in evacuation procedures
- Ensuring that pupils who attend class with a prohibitive injury are assessed and that a personal emergency evacuation plan is put in place
- Following Academy evacuation procedures including reporting to the head fire warden with the results of the register check
- Controlling their class at the assembly point, ensuring that no pupil re-enters the building until the head fire warden announces that the Academy is safe
- If required, being aware and trained in the major incident evacuation plan which may require escorting the class away from the premises to a safe site
- Taking part in any first safety training provided by the Academy

#### 4.6 Fire Wardens

The Fire Wardens / Support Staff (given responsibility) are responsible for:

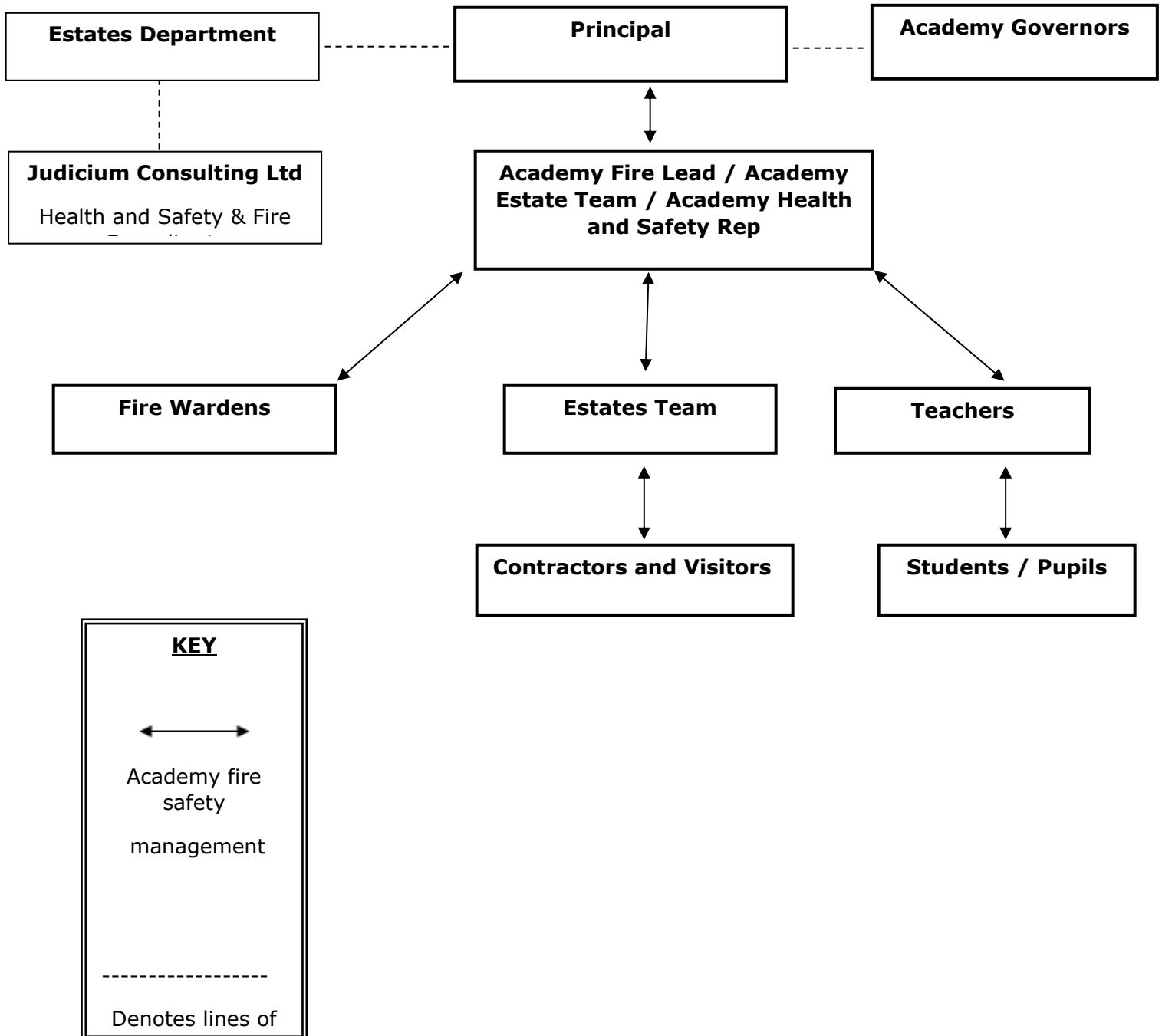
- Ensuring that their designated areas are clear before leaving the building
- Closing all fire doors (not on automatic closers) before leaving their area
- Taking an active day to day role in fire prevention and hazard spotting
- Reporting fire safety issues such as missing fire extinguishers
- Ensuring that fire escape routes/stairs and fire exits are not blocked
- Reporting any hazards (which cannot be dealt with) to the Business Manager
- Reporting to the Head fire warden at the assembly point to notify them of the occupancy status of their area
- Assisting the head fire warden in securing the building and ensuring that no one re-enters the premises until it is deemed safe to do so by the fire and rescue service.

#### 4.7 Hirers and extended Academy providers

All hirers and contracted users of the premises will receive written details of the fire procedure as part of the hire arrangements. Hirers of the building are required to adhere to the fire procedures at all times and take such measures as are necessary to ensure the safety of those children/persons for whom they have responsibility.



## 5. Fire Management Organisation Chart



### **FIRE SAFETY MANAGEMENT POLICY**

## 6. Member of Staff Acknowledgement

All members of staff with fire safety responsibilities (all staff) should be issued a copy of the policy and be required to sign the staff acknowledgement slip.

I have read the Academy Fire Safety Management policy and agree to follow the procedures outlined in the policy.

**Employees Position:** \_\_\_\_\_

**Employees Name:** \_\_\_\_\_

**Employees Signature:** \_\_\_\_\_

**Date of Signature:** \_\_\_\_\_