

**HEALTH AND SAFETY POLICY – APPENDIX 5  
FIRE SAFETY MANAGEMENT POLICY**

**Wimborne Academy Trust**

**September 2022**

Reviewed Annually

## **1. Statement of Intent**

The Trust's primary focus is for the safety of its students, employees and visitors, to that end the fire safety management of the Trust's school is based around "life safety". To achieve this, the Trust's schools will ensure:

- Appropriate advice, competence and resources are provided to carry out the preventive and protective measures required by the Regulatory Reform (Fire Safety) Order.
- A suitable and sufficient fire risk assessment is completed annually or when significant changes occur.
- A management framework is in place to support the Headteacher to act as Responsible Person.
- Appropriate information, instruction and training is provided to all staff and to people who may be affected by the school activities.
- The school environment is safe and promotes fire prevention.

The Trust as the employer is held by strict liability under the Regulatory Reform (Fire Safety) Order where the premises are under their control.

In practice responsibility for fire safety is delegated to the Headteacher of each school.

The Headteacher is the recognised responsible person for their school and may delegate defined duties to staff.

The policy applies to all relevant school activities and is written in compliance with all current UK health and safety legislation.

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## **2. Roles and Responsibilities**

### **2.1 Introduction**

- 2.1.1 The operation of the policy and the designation of roles will be specific to the circumstances of each school and will be determined by the Headteacher. A person may hold more than one role.

### **2.2 Headteacher**

- 2.2.1. The Headteacher will ensure that legislative requirements are met; and that testing, maintenance or repairs are initiated as required and are supported by the necessary, sufficient and appropriate resources.

- 2.2.2. The Headteacher is responsible for ensuring:

- a) The school has a fire safety management policy and that such a policy is reviewed annually
- b) That a Fire Risk Assessment is completed and reviewed annually by a competent person
- c) Staff are notified of the significant findings of the fire risk assessment
- d) Recommended actions derived from the fire risk assessment are completed
- e) The maintenance/testing of all firefighting systems and equipment are completed and recorded in the fire safety logbook
- f) That the school emergency plan and evacuation procedures are regularly reviewed
- g) All pupils, employees, visitors and others who use the building are made aware of the fire safety precautions and the fire evacuation procedures
- h) The provision of fire awareness training to all staff
- i) The provision of fire warden training for designated staff
- j) That an emergency fire drill is undertaken every term
- k) The preparation of specific personal emergency evacuation plans (PEEPs) for staff and/or pupils with special needs and/or disability
- l) The provision of suitable fire safety systems e.g. fire alarm, automatic detection and emergency lighting
- m) The provision of suitable fire safety equipment such as fire doors, fire signs and fire fighting equipment
- n) Any fire prevention officer's recommendations and or enforcement notices are complied with
- o) In instances where contractors create hazardous conditions and refuse to eliminate them or take action to make them safe, the Headteacher will take such actions as are necessary to protect the safety of school staff, students and visitors
- p) All hirers and contracted users of the premises receive written details of the fire procedure as part of the hire arrangements.

### **2.3 Premises Manager**

- 2.3.1. The designated Premises Manager is responsible for:

- a) The formal maintenance and regular testing of the fire alarm system
- b) The formal maintenance and regular testing of the emergency lighting
- c) The maintenance and inspection of the fire fighting equipment
- d) The maintenance of exit/escape routes and signage
- e) The completion and upkeep of the Trust's school fire safety logbook
- f) Supervision of contractors undertaking work within the premises, including hot work
- g) Ensuring that fire compartmentation is sound and that any fire engineering solutions are suitably maintained
- h) Reporting any hazards (which cannot be dealt with) to the Headteacher
- i) Ensuring that access can be gained at all times to the electric and gas shut off devices
- j) Ensuring that fire critical plant such as gas boilers are annually serviced in line with the Trust's school's planned preventative maintenance regime
- k) Ensuring that electrical equipment is suitably maintained and that fixed electrical wiring is inspected at least every five years in line with the planned preventative maintenance regime
- l) Ensuring that firefighter equipment is maintained and accessible, e.g. fire hydrants and dry risers.
- m)

## **2.4 Head Fire Warden**

2.4.1 The designated Head Fire Warden is responsible for:

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

## **2.5 Fire Wardens**

2.5.1 The Fire Wardens are responsible for:

- a) Ensuring that their designated areas are clear before leaving the building
- b) Closing all fire doors (not on automatic closers) before leaving their area
- c) Taking an active day to day role in fire prevention and hazard spotting
- d) Reporting fire safety issues such as missing fire extinguishers
- e) Ensuring that fire escape routes/stairs and fire exits are not blocked
- f) Reporting any hazards (which cannot be dealt with) to the Premises Manager
- g) Reporting to the Head fire warden at the assembly point to notify them of the occupancy status of their area
- h) 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.

## **2.6 Teachers**

2.6.1 Teachers are responsible for:

- a) Acting as fire wardens when evacuating their class
- b) Ensuring that their particular classrooms are kept free of hazards which may block escape routes
- c) Ensuring that all electrical equipment used within the classroom have been suitably maintained
- d) Reporting any hazards (which cannot be dealt with) to the Premises Manager
- e) Ensuring that new pupils are suitably trained in evacuation procedures
- f) Ensuring that pupils who attend class with a prohibitive injury are assessed and that a personal emergency evacuation plan (PEEP) is put in place
- g) Following the school evacuation procedures
- h) Controlling their class at the assembly point, ensuring that no pupil re-enters the building until the head fire warden announces that the school is safe or leaves the school premises
- i) Taking part in any fire safety training provided by the school.

## **2.7 Pupils**

2.7.1 Pupils, in accordance with their age and aptitude, are expected to:

- a) Exercise personal responsibility for the safety of themselves and others
- b) Observe all the safety rules of the school and in particular the instructions given in an emergency
- c) Use and not wilfully misuse, neglect or interfere with equipment provided for their safety.

## **2.8 Contractors**

2.8.1 Contractors are responsible for:

- a) Identify and control any risks arising from their activities and inform the Headteacher of any risks that may affect the school staff, students and visitors
- b) Comply with the fire safety management policy and emergency procedures at all times
- c) Liaise with the premises management team and ensure any faults are reported

### **3. Arrangements**

#### **3.1 Fire Management System**

- 3.1.1. A fire risk assessment is to be carried out for each school. This is to be reviewed annually or when there is a significant change.
- 3.1.2. In addition, it is expected that each school will put in place a management system to deal with fire safety and prevention.
- 3.2.1. There is a clear fire management system in place to ensure that the school suitably manages the fire risk. The system seeks to anticipate and proactively identify the impact of any proposed changes.
- 3.2.2. The staffing level provided is specifically appropriate to the fire safety requirements of the school. 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.
- 3.2.3. 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.

#### **3.2 Planning**

- 3.2.1 The implementation of corrective actions is 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.

#### **3.3 Emergency Evacuation Plan**

- 3.3.1. Each school will ensure a suitable emergency evacuation procedure is prepared and made available to all staff.
- 3.3.2. The Headteacher will ensure the preparation of specific personal emergency evacuation plans (PEEPs) for staff and/or pupils with special needs and/or disability.
- 3.3.3. The Headteacher will ensure emergency evacuation equipment is available and suitable for the user. All staff required to assist the evacuation of staff and/or pupils with special needs and/or disability are suitably trained in the use of equipment.
- 3.3.4. The school will ensure evacuation drills are completed on a termly basis and records maintained within the fire safety logbook.
- 3.3.5. Following the completion of the evacuation drill, the Head Fire Warden will complete an evacuation drill report.

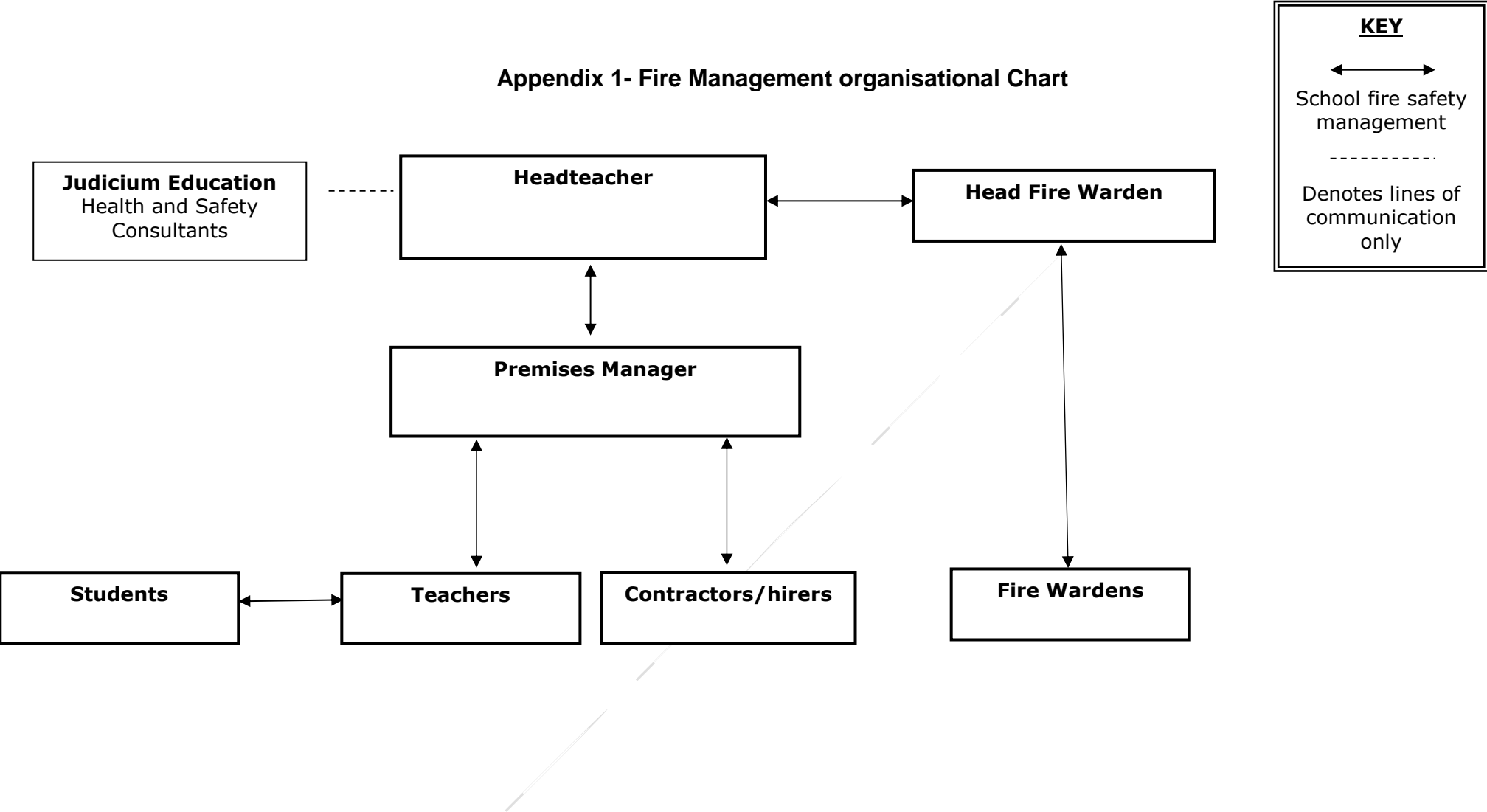
#### **3.4 Hirers and Extended School Providers**

- 3.4.1 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 persons for whom they have responsibility.

### **4. Conclusion**

- 4.1 The fire safety management policy reflects the Trust's serious intent to accept its responsibilities in all matters relating to fire safety. The clear lines of responsibility and organisation describe the arrangements which are in place to implement all aspects of this policy.

**Appendix 1- Fire Management organisational Chart**



## Appendix 2 – Model Evacuation Procedure

To be tailored for each school or use other format as determined by headteacher

### Emergency Evacuation Plan Judicium Academy Trust

<b>Academy address and contact number</b>	Judicium Academy Trust 72 Cannon Street London EC4N 6AE England T: 020 7336 8403
<b>Plan date</b>	01/01/2022
<b>Review date</b>	01/01/2023

#### Fire Alarm Information

The fire alarm panel is an addressable system located to the reception. Automatic detection is located to;

- Classrooms
- Escape routes
- School kitchen
- Staffroom
- Main plant room

The alarm sound is a continuous warning siren.

#### Raising the alarm

On discovering a fire, the alarm will be raised by activating the nearest call point.

#### Action to take on hearing the alarm

The following actions will be taken upon the fire alarm being sounded/raised:

- The Headteacher will take charge and lead in the fire evacuation. In the event of the Headteacher absent, the School Business Manager will take the lead.
- The Headteacher will dial 999 and request attendance by the Fire Service and give their name, name of the building, building address (as detailed above), contact number and details of fire
- Reception staff will pick up visitors signing in book and Evacuation Report from the reception desk
- Teaching staff will begin evacuation of the students – ensuring this is done in a calm and orderly manner providing assistance to those needing additional help in evacuating
- Separate ‘Personal emergency evacuation plans (PEEPs)’ are in place for staff and students with additional needs
- Fire wardens to sweep the areas of their responsibility to ensure all areas are clear if safe to do so and ensure all doors are closed on the way out
- If safe to do, electrical mains and gas supplies should be switched off before leaving the building. The location of these are detailed below
- The Headteacher will ensure nobody re-enters the building until confirmed safe to do so by the Fire Service
- Meet at assembly point (playing field) and check all persons are account for. Roll call will be carried out by the Headteacher.
- The Headteacher will liaise with Fire Service



### Disabled and temporarily injured persons

Any students or members of staff with a disability will have a Personal Emergency Evacuation Plan which sets out how they will be evacuated in an emergency situation. If our visitors have a disability, we will discuss evacuation with them on arrival.

### School pets and PAT-Dog

Teaching assistants are responsible for ensuring the safe evacuation of pets located within classrooms. Carry cases are located to large and heavy cages for ease of evacuation. PAT-Dog is the responsibility of the owner. The owner **MUST** ensure the PAT-Dog is put on their lead and evacuated via the nearest. The PAT-Dog and their owner will remain at the assembly point.

### Escape routes

The escape routes from the building are:

1. Main entrance
2. Hall
3. Corridor 1
4. Corridor 2
5. Corridor 3

Means of escape plans have also been attached.

### Fire assembly point

The assembly point is: Playing field

### Fighting fires – Extinguisher use

Fire extinguishers will only be used where:

Staff have received training and feel confident in their use

Where it is deemed safe to do so, e.g. there is a clear means of escape, fire is small

**Personal safety always takes priority and, if, in any doubt, staff should not attempt to extinguish a fire**

### Location of key safety hazards or other fire-related equipment

- Gas supply shut off: Gas intake
- Mains fuse box: Electrical intake
- Location of fire alarm panel: Reception

### Variations to plan

Out of house arrangement:

Upon hearing the fire alarm, evacuate via the nearest exit and make your way to the assembly point. Dial 999 for the fire brigade. Do not make your way back into the building or collect personal belongings.

School events

Should an evacuation be needed during other times (after Trust's school clubs, evening events, weekend events etc.) The adults in charge of the activity are responsible for evacuating participants safety, and the fire service is called. The fire brigade **MUST** be made aware of any missing persons.

**Hires of the building**

*If the premises are being used by an external body out of hours, it will be the responsibility of the person in charge to maintain all roles in ensuring participants are evacuated safely, and the fire service is called.*

*Evacuation procedures are made clear to the external body at the time of booking. A copy of the evacuation plan is also provided.*

**Back up arrangements**

*In the event the fire alarm system is no-operational in any way, all staff will be made aware and back up arrangement implemented. A handbell is held at the reception and will be used to inform staff of evacuation. The person locating the fire will get a message to the reception so that the handbell can be rung continuously throughout the premises (if safe to do so). All staff will ensure they inform staff/students as they evacuate the buildings.*

*Alternative arrangements will be made to cover staff absences/ leave etc. to ensure there are always a sufficient number of trained staff available on site*

<b>Responsibilities</b>	
Review emergency procedures:	Headteacher
For ensuring adequate staff are on duty to carry out the evacuation plan	Headteacher/Premises Manager/ Business Manager
For training staff on the evacuation plan and in their roles and responsibilities	Headteacher/Premises Manager/ Business Manager

### Appendix 3 - Model Evacuation Drill Report Template

(or use other format as determined by headteacher)

Date of Report:		Completed by:	
Date of Drill:		Time of drill:	
Time taken to evacuate:			
Time taken to complete roll call:			
	<b>Y/N N/A</b>	<b>Observations:</b>	
Fire wardens reported to the assembly point and performed tasks?			
Staff & students responded to fire alarm and reported to assembly point?			
All windows and doors closed during evacuation?			
Occupants exited via nearest exit?			
Visitors / contractors / students were properly directed?			
Persons with disabilities were accounted for?			
Personal emergency evacuation plans (PEEPs) followed?			
Roll call carried out and missing persons accounted?			
Exits guarded to prevent re-entry?			
Occupants did not attempt to reenter the building?			
Emergency grab bags collected (if safe to do so)?			
Student/staff and visitor registers collected?			
School pets, guide/therapy dogs evacuated?			
Communicated equipment used effectively, e.g. radios?			

Effectiveness of drill Satisfactory / Unsatisfactory	
Additional observations (Include notes that will help response, performance and management of future evacuation drills):	

**Appendix 4 – Model Fire Warden List**  
*(or use other format as determined by headteacher)*

<b>Head Fire Warden:</b>	
<b>Location:</b>	
<b>Location:</b>	
<b>Location:</b>	
<b>Location:</b>	
<b>Location:</b>	
<b>Location:</b>	
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<b>Location:</b>	
<b>Location:</b>	

## Further Guidance

Further guidance can be obtained from organisations such as the Health and Safety Executive (HSE) or Judicium Education. The following are some examples. The H&S lead in the Trust's school will keep under review to ensure links are current.

- HSE  
<https://www.hse.gov.uk/>
- Education and Skills Funding Agency – Fire Safety in new and existing Trust's school buildings  
<https://www.gov.uk/government/publications/fire-safety-in-new-and-existing-Trust's-school-buildings/fire-safety-in-new-and-existing-Trust's-school-buildings>
- National Education Union (NEU) – Fire Safety  
<https://neu.org.uk/advice/fire-safety>
- National Fire Chiefs Council (NFCC)  
<https://www.nationalfirechiefs.org.uk/>
- Local Fire and Rescue Service  
<https://www.nationalfirechiefs.org.uk/Fire-and-Rescue-Services>

## Further Resources

- HM Government Fire Safety Risk Assessment – Educational Premises  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/14887/fsra-educational-premises.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/14887/fsra-educational-premises.pdf)
- CFA (Chief Fire Officer Association) – Fire Safety in Schools  
<http://www.cfoa.org.uk/download/65172&usg=AOvVaw2fwVya49L0beZPSEmwGOQ0>