

## Fire Safety Management Policy

### Aim of the Trust

To provide an outstanding education for every child in the trust through high aspirations and the principles of quality learning using curiosity, exploration and discovery.

### Principles

This plan should be read in conjunction with the Health and Safety Policy.

We are committed to achieving the highest standards of health, safety and welfare for employees, students and visitors and to ensure that they are not exposed to hazards and are protected from risk of injury or ill health, as far as is reasonably practicable.

### Purpose

Fire is a specific hazard which can potentially affect large numbers of people in the academy very quickly, with consequential life threatening injuries. Everyone who enters the Academy must act responsibly and must know what to do in the event of an emergency. Members of staff have specific responsibilities which must be clearly understood and reviewed and practiced regularly.

### Evacuation Procedures

Evacuation instructions must take into account the need for flexibility. A fire could be located close to an exit, or smoke may quickly obscure an escape route within the Academy, or dense smoke may be blown across external escape routes and assembly points. A fire could start during lesson periods, or at break or lunch times, or during examinations. Procedures which are too prescriptive have the potential to cause confusion and lead to panic. Staff must be aware of these risks and be prepared for them. The regular fire evacuation practices will be used to simulate a range of such scenarios to allow staff and students to be familiar with evacuation from different locations within the Academy, via different escape routes and at different times in the day.

The prime aims are:

- to ensure quick and safe evacuation of the Academy
- to ensure accurate reporting to the attending Fire Officer that the Academy is completely evacuated or the location of any persons still within the Academy
- to ensure co-operation with the Fire Officer and compliance with any instructions to assist in their operations

In addition, where it is safe to do so, staff who have received appropriate training will attempt to contain or put out the fire prior to the arrival of the Fire Service.

Fire instructions will be displayed in all rooms and corridors (except stores).

Signage ( including emergency lighting, and showing exit directions and fire exit doors) and all fire related fittings and equipment is as shown in the Academy design fire strategy document where available. For older buildings, where a fire strategy document is not available, signage and all fire related fittings and equipment is as required under the appropriate building regulations and legislation.

## Fire Drills

In order to familiarise new student/pupil intakes each academic year, a fire drill will take place at the start of the academy year, after the procedures have been brought to the attention of all new staff and students. Following this, one evacuation drill will be held every term at a different time and day of the week to enable staff and students/pupils to experience fire evacuation under different circumstances. Advance notice of this may be given to all those concerned at the discretion of the Headteacher.

The frequency and observations of the fire drills will be recorded in the Fire Log Book (TLA/TLAP)/H&S File (PPPA) held by the H&S Coordinator.

## Responsibilities

### Executive Principal

The Executive Principal, as the Responsible Officer, is responsible for the oversight and management of Fire Safety across the Trust, ensuring that the Fire Safety Management Policy is fully implemented across the Trust, and the overall safety of everyone in the Trust in the event of a fire. **Headteacher**The Headteacher is responsible for all fire safety matters in the operation of his/her academy and for ensuring that the Fire Safety Management Policy is put into effect in his/her academy. The Headteacher in particular will:

- ensure the premises are free from fire risks by organising a full fire risk assessment of the premises
- ensure the safety of everyone in the academy in the event of fire
- disseminate the fire safety management policy once it has been adopted by the Governing Body
- ensure that fire practice drills are planned, executed and recorded at least once every term
- take overall management of the conduct of fire practices and emergency evacuations
- ensure the fire policy is implemented and regularly reviewed
- ensure that all staff understand their roles within the fire plan and that appropriate training is provided
- ensure that new or temporary staff receive appropriate induction
- ensure that an appropriate number of members of staff have first aid qualifications and are known to all staff, and that they understand their role in the event of an emergency
- ensure appropriate deputisation is in place to cover for primary fire wardens when they are off site
- ensure any delegation of these responsibilities is appropriate and recorded
- report and recommend to the Governing Body on the fire safety management policy
- ensure that a Head Fire Warden is appointed
- advise when it is safe to re-enter the academy, upon notification by the Fire Officer, or the Head Fire Warden in the event of a false alarm or programmed fire drill.

### Health & Safety (H&S) Coordinator

The H&S Coordinator, with the support of the Site Manager (TLA & PPPA)/ Caretaker (TLAP), is responsible for:

- the monitoring of contracts for the maintenance of all fire equipment: firefighting, fire safety, fire detection and fire alarms including:
  - Fire panels Twice a year
  - Fire smoke and heat detectors Twice a year
  - Fire call points Twice a year
  - Fire extinguishers & blankets Once a year

- Fire hydrant Once a year
  - Smoke ventilation system Once a year
  - Fire suppressant system Once a year
- the annual electrical appliance testing
- the regular inspection to ensure all fire equipment is available for use and has not been damaged or removed
- keeping records of all contracts and maintenance operations
- reporting immediately to the Finance Director & Headteacher (TLA)/Headteacher (PPPA/TLAP) of any defects, and determination of appropriate action to remedy any such problems to ensure the academy is safe for occupation
- check that regular inspections are made ensuring that all corridors and circulation spaces, stairwells and exit doors are at all times free from obstruction and housekeeping is maintained to a high standard
- ensuring that no materials are stored where they may cause a fire hazard, or impede escape routes, including voids under stair wells and outside the academy
- ensuring that the external fire escape routes are clear of obstructions and do not present trip or slip hazards
- the formal maintenance and regular testing of the emergency lighting
- ensuring that all road access is clear of vehicles or other obstruction at all times
- ensuring that all signage is in good condition and clearly visible
- ensuring that site maintenance staff are trained to be able to support the staff in discharging these responsibilities and that appropriate deputisation is in place in the absence of the senior staff
- ensuring that any contractors or others working on the premises are inducted and made aware of their responsibilities and actions in the event of fire
- ensuring that contractors have lodged an acceptable written method statement and risk assessments before being permitted on the premises
- conducting a regular weekly fire alarm test, ensuring it is audible in all areas of the building
- recording and safe storage of any hazardous (including flammable) materials held by the premises staff
- the safe storage and disposal of hazardous (including flammable) wastes
- ensuring that those responsible for users of the premises out of school hours understand the fire policy and have a written copy available
- liaising with relevant faculties/key stages to ensure Personal Emergency Evacuation Plans (PEEPs) are undertaken and revised when necessary for students who need additional assistance during an evacuation.

#### **Heads of Faculty (TLA)/H&S Coordinator (PPPA/TLAP)**

Heads of Faculty (TLA)/H&S Coordinator (PPPA/TLAP) are responsible for:

- recording and safe storage of any hazardous (including flammable) materials and substances
- safe storage and disposal of hazardous (including flammable) wastes
- ensuring that staff within their line management, or within the whole academy in the case of PPPA and TLAP, are trained where such materials are used
- inspecting and reviewing their hazardous materials and conducting and recording regular (minimum annually) risk assessments
- maintenance contracts for equipment and fittings which have been assessed as presenting a fire hazard, such as heat bays in workshops, welding equipment, ovens and kilns
- ensuring staff are trained and competent where equipment, materials and substances are in use and which have been assessed as posing a fire risk
- informing the facilities team of any hazardous materials which should be notified to the emergency services in the event of a fire

- The above applies to all senior staff, but in particular to practical subjects such as science and technology. Fire risks are an important element in all risk assessments

### **Head Fire Warden**

In the event of a fire, the Head Fire Warden is responsible for:

- ensuring the emergency services have been called, and informing them of the location and severity of the fire and advising of the Fire Brigade access point
- ensuring all visitors are registered, and either accompanied by a member of staff or are presented with, and have read, written safety instructions for the event of a fire
- ensuring all visitors and contractors who have signed in are accounted for at the assembly point, to ensure no contractors have been left on the roof or in the building
- taking the plans of the buildings and fire information file out for the fire brigade
- where registers are taken, ensuring that classroom registers are always available and are taken to the assembly point in the event of an evacuation
- collecting the area or classroom information from the Fire Wardens or teachers
- ensuring that the fire and rescue service access gates are opened
- ensuring that all buildings are cleared, subject to it being safe to do so
- liaising with the Fire Officer to ensure that all relevant information is communicated effectively
- ensuring that nobody re-enters the building until advised by the Headteacher overseeing the total evacuation, reporting to the Fire Officer, and reporting to the Headteacher (TLA only)

### **Administration Staff and the Reprographics Officer**

Administration Staff in the Administrative Office and the Reprographics Officer are respectively responsible for:

- safe storage of flammable materials and resources within the administrative offices and reprographic rooms
- appropriate recorded deputisation and any delegation of responsibilities

### **Teaching, Support and Other Staff**

All teaching, support and other staff are responsible for:

- understanding and implementing their responsibilities as outlined in the fire safety management policy
- ensuring that when the fire alarm is sounded, the students/pupils leave the academy immediately, in an orderly fashion, and are assembled correctly away from the academy in the designated areas
- accompanying classes they are teaching when the alarm sounds
- ensuring that no students/pupils delay leaving rooms to collect belongings, or return to rooms or the academy for any reason
- ensuring that students/pupils remain calm and reporting distressed or injured persons so that they may receive immediate attention
- knowing the location of the nearest call points, escape routes and fire appliances to rooms they are working in
- the safety of any visitors assigned to them
- escorting and remaining, as necessary, with any allocated pupil with PEEP support

## **Fire Wardens**

Fire Wardens are responsible for:

- ensuring that their designated area is clear, by visually checking each room and walkway in the area, if safe to do so, before leaving the building
- ensuring rooms, toilets and stores (where open) are cleared. Disabled refuge areas must be cleared, where possible, and Fire Wardens should assist anyone, if necessary, before exiting via the relevant stairs.
- closing all fire doors before leaving their area
- taking an active day to day role in fire prevention and hazard spotting
- reporting any fire safety issues such as missing fire extinguishers
- for informing the Head Fire Warden via radio (if used) or at the assembly point of the status of their designated area
- assisting the Head Fire Warden in securing the buildings and ensuring that no one re-enters the premises until it is deemed safe to do so by the fire and safety service or the Headteacher

## **Academy-specific requirements**

Specific fire safety management actions for each academy in the Trust, in the event of a fire, are as follows:

### **Parlaunt Park Primary Academy**

The Assembly Points are The KS1 playground and the KS2 playground.

Pupils will assemble with their Class Group at the appropriate assembly point. Pupil registers will be taken by the Teacher and anyone who is missing will immediately be reported to the Head Fire Warden and the most senior member of staff present.

The receptionist will co-ordinate the assembly and checking the presence of all visitors against the visitor's book, and any on site contractors. This is primarily to ensure that no contractors may be on the roof or in the building. Fire Wardens are responsible for checking that all parts of the building are cleared.

The Headteacher or Deputy Headteacher will usually act as the Head Fire Warden. If both Headteacher and Deputy Headteacher are offsite at the same time, the Headteacher will designate another member of staff to act as the Head Fire Warden in the event of a fire.

If circumstances make the evacuation and assembly procedure difficult because of the nature and location of the fire, personnel will assemble at the nearest safe point with those members of staff present managing the pupils under the direction of the Headteacher. The Fire Wardens will ensure that no persons are placed at risk by attempting to move outside the Academy to the assembly point should this prove hazardous.

### **The Langley Academy**

The Assembly Area for the main academy is in the multi-use games area (MUGA). The assembly points are clearly marked and will allow for safe and managed assembly of academy students, staff, visitors and contractors.

Students will assemble with their Tutor Group teachers at the assembly areas. Student registers will not be taken, as the primary objective will be to ensure the building is cleared of all persons. The receptionist will co-ordinate the assembly and reporting of all visitors from the visitors' book, and any on site contractors. This is primarily to ensure that no contractors may be on the roof or in the building. Fire Wardens are responsible for checking that all parts of the building are cleared.

Refuge points are located in the North and South wings for any partially abled persons on site. However, staff should always ensure that these students are brought down at the end of an evacuation, where possible, so nobody is left in the building. If staff are aware of any persons at these points during an evacuation, they must notify the Head Fire Warden, who will notify the Fire Officer.

The assembly area for Y12 students is located between the cricket nets and Green Drive Gate.

The assembly area for Y13 students and the IC/ACE students is located to the outside of the MUGA opposite the bicycle racks.

The Facilities Manager or Senior Site Manager will act as the Head Fire Warden.

If circumstances make the evacuation and assembly procedure difficult because of the nature and location of the fire, personnel will assemble at the nearest safe point with those members of staff present managing the students under the direction of the Headteacher. The Fire Wardens will ensure that no persons are placed at risk by attempting to move outside the Academy to the assembly point should this prove hazardous.

### **The Langley Academy Primary**

The Assembly Area for The Langley Academy Primary is outside the Astro-turf, opposite the South side of the building. The assembly points are clearly marked and will allow for safe and managed assembly of TLAP pupils, staff, visitors and contractors. Exit from TLAP's site is via the pedestrian gate opposite the Astro pitch.

Pupils will assemble with their classes in the designated year group assembly area, as identified on the outside of the astro-turf fencing. Pupil registers will be taken by the teacher and anyone who is missing will immediately be reported to the Head Fire Warden and the most senior member of staff present.

The receptionist will co-ordinate the assembly and reporting of all visitors from the visitor's book, and any on site contractors. This is primarily to ensure that no contractors may be on the roof or in the building. Fire Wardens are responsible for checking that all parts of the building are cleared.

Refuge points are at the top of the east and west stairs. However, staff should always ensure that these pupils are brought down at the end of an evacuation, where possible, so nobody is left in the building. If any person is using these points, staff must notify the acting Head Fire Warden who will notify the Fire Officer.

The Headteacher or Deputy Headteacher will act as the Head Fire Warden. If both Headteacher and Deputy Headteacher are offsite at the same time, the Headteacher will designate another member of staff to act as the Head Fire Warden in the event of a fire.

If circumstances make the evacuation and assembly procedure difficult because of the nature and location of the fire, personnel will assemble at the nearest safe point with those members of staff present managing the students under the direction of the Headteacher. The Fire Wardens will ensure that no persons are placed at risk by attempting to move outside the academy to the assembly point should this prove hazardous.

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**Author: Angela Cattermole**

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