Five Spires Academy
Fire Safety Policy

Audience:	REAch2 Central Team School staff Contractors Visitors
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Other related policies:	REAch2 Health and Safety Policy School Health and Safety Policy REAch2 Risk Assessment Policy
Policy owner:	Nic Carstens – Head of Health, Safety & Wellbeing
Review frequency:	Annually by FSO and Headteacher

Fire Safety Policy



At REAch2, our actions and our intentions as school leaders are guided by our Touchstones.

Integrity	We recognise that we lead by example and if we want children to grow up to behave appropriately and with integrity then we must model this behaviour
Responsibility	We act judiciously with sensitivity and care. We don't make excuses, but mindfully answer for actions and continually seek to make improvements
Inclusion	We acknowledge and celebrate that all people are different and can play a role in the REAch2 family whatever their background or learning style
Enjoyment	Providing learning that is relevant, motivating and engaging releases a child's curiosity and fun, so that a task can be tackled and their goals achieved
Inspiration	Inspiration breathes life into our schools. Introducing children to influential experiences of people and place, motivates them to live their lives to the full
Learning	Children and adults will flourish in their learning and through learning discover a future that is worth pursuing
Leadership	REAch2 aspires for high quality leadership by seeking out talent, developing potential and spotting the possible in people as well as the actual

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Statement of Intent

Five Spires Academy is committed to protecting and preserving the health and safety of all our pupils, staff members and visitors – this includes our dedication to mitigating the risk of fires. We will achieve this by educating our pupils, training our staff and ensuring the school's fire safety measures are checked regularly and in full working order.

In the event that a fire breaks out, **Five Spires Academy** has put in place procedures to ensure all risk is minimised and the premises can be evacuated quickly.

The school's designated **fire safety officer** (FSO) and **headteacher** are responsible for overseeing the review of this policy, as well as other relevant fire safety information, e.g. risk assessments and evacuation procedures.

Policy Overview

Overarching Principles

This policy contains detail on the school arrangements for the management of fire safety, including inspection, maintenance and training. It is supported by the schools Health & Safety Policy.

National Guidance and Statutory Requirements

This policy has due regard to statutory legislation and government guidance, including, but not limited to, the following:

- The Regulatory Reform (Fire Safety) Order 2005
- Department for Communities and Local Government (2006) 'Fire Safety Risk Assessment – Educational Premises'
- DfE (2015) 'Supporting Pupils at School with Medical Conditions'
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999 (as amended)

This policy also has due regard to school documents including, but not limited to, the following:

- Health and Safety Policy
- Fire Safety Training Policy
- Fire Safety Risk Assessment
- Fire Evacuation Record
- Fire Evacuation Plan (FEP)
- ~~Invacuation, Lockdown and Evacuation Policy~~ Lockdown Policy

Roles and Responsibilities

Responsibilities of the governing body

The **governing body**, in consultation with the **headteacher**, will:

- Ensure personal and whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school, including but not limited to, fire safety.
- Ensure there is a detailed and enforceable policy for fire safety, and that the policy is implemented by all.
- Help to put in place measures to identify risks relating to possible accidents and injuries, suggesting reasonable adjustments to prevent them occurring.

The governing body endeavours to provide:

- A safe place for all users of the site, including staff, pupils and visitors.
- Safe means of entry and exit for all site users.
- Equipment, grounds and systems of work which are safe.
- Safe arrangements for the handling, storage and transportation of any articles and substances.
- Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.

- Supervision, training and instruction, so that all staff can perform their duties in a healthy and safe manner.
- Where necessary, protective equipment and clothing, along with any necessary guidance and instruction.
- Adequate funds to ensure the training of the **Fire Safety Officer** and all other staff.

Responsibilities of the headteacher

The **headteacher** will:

- Oversee the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Take reasonably practicable steps to ensure the Fire Safety Policy is implemented by all members of staff across the school.
- Employ or designate a **Fire Safety Officer** to be responsible for the day-to-day implementation of the Fire Safety Policy. This person will also be the designated contact with the **Trust** and the HSE where necessary.
- Take steps to ensure all members of staff, pupils and visitors are familiar with the Fire Safety Policy.
- Work with the **FSO** to review and update this policy accordingly, every **year**.
- Identify risks relating to possible accidents and injuries and make reasonable adjustments and suggestions to prevent them occurring.
- To ensure that the Trusts Parago compliance module is up to date and that relevant fire safety inspection records are maintained.
- To complete an Estates Project Consent application for any works that have the potential to impact on fire safety within the school.

Responsibilities of the fire safety officer (FSO)

FSO will:

- The FSO Role is split between the School Business Manager with a nominated deputy of the Site Manager
- Take responsibility for the school's fire safety matters, in collaboration with the **headteacher**.
- Coordinate the implementation of all fire safety measures, ensure staff and pupil training takes place, and monitor the standard of the school's fire detection and protection equipment in conjunction with the estates team.
- Sporadically throughout the school year, but at least **once** per **term**, undertake a whole-school fire evacuation drill – to ensure the school's staff members, pupils and visitors know what to do in the event of a real fire. Schools may chose to, based on the outcome of school risk assessments, carry out fire evacuation drills more frequently than once per term.
- Review relevant and updated legislation to ensure the school is working within the parameters of the law and as safely as possible.
- Ensure new and existing staff members undertake training sessions at least **once** per **year**, in accordance with the recommendations outlined in the training matrix.
- Communicate relevant correspondence regarding fire safety to all members of staff and, where necessary, the governing board and the estates team.
- Review and, if necessary, update the school's **Fire Safety Training** requirements and other relevant procedures **once** per **year**.

- Conduct local risk assessments and ensure necessary procedures are in place to mitigate the risks of fires i.e. use of flammable substances and maintenance activities that may increase the risk of fire.
- Draw up a plan of the school, including the locations of all fire extinguishers and fire exits etc.
- Create personal emergency evacuation plans (PEEPs) for people who will require assistance during fire drills.
- Contact the emergency services in the event of a fire.
- Use fire extinguishers where necessary.
- Work with the **headteacher** to nominate a temporary **FSO** in their absence.
- Take steps to ensure the appropriate precautions, including the communication of this policy, are put in place where events are organised outside of normal school hours, or by third party organisations.
- Review activities to ensure specific restrictions on events, such as setting capacities and limiting the types of activity.
- To be accountable for the regular update of the Trusts Parago compliance module, to include logging of relevant fire safety checks and inspections.

Responsibilities of staff members

Staff members will:

- Take reasonable care of their health and safety.
- Cooperate with their colleagues, the **FSO** and **headteacher** on all fire safety matters.
- Carry out their work in accordance with fire safety training and instructions.
- Inform the **FSO** of any work situation representing serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with all their responsibilities as set out in the Fire Safety Policy, and aspects of their work relating to potential fire hazards.
- Avoid any conduct which puts themselves or others at risk.
- Follow, and help to carry out, relevant risk assessments to ensure the safety of themselves and other staff members, pupils and visitors.
- Ensure that all staff, pupils and visitors are applying fire safety regulations and adhering to all rules, routines and procedures in place.
- Ensure all equipment is in good working order and safe to use.
- Use the correct equipment and tools for their work and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities using the school defect reporting process.
- Take an interest in fire safety matters, and suggest any changes they think are appropriate.
- Make suggestions as to how the school can reduce the risk of fires.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

Responsibilities of visitors and contractors

All visitors and contractors will:

- Never adapt, close or conduct works that will impact on fire safety without prior consent of the school and with clear written procedures.
- Familiarise themselves with all health and safety policies and procedures including, but not limited to, the Fire Safety Policy.
- Be aware of the school's evacuation procedure and fire assembly points.
- Respond to the instruction given by staff members in an emergency.
- Put a principal person in charge, who will take responsibility for safe practice, in the event the school is used for purposes not under the direction of the headteacher, e.g. building works.
- Inform the **headteacher** of all potential risks to staff, pupils and visitors.
- Assist the **headteacher** and **FSO** in carrying out relevant risk assessments, suggesting ways to mitigate potential risks, before any work is carried out.
- Report any defects in equipment or facilities using the school defect reporting process
- Discuss any concerns regarding fire safety with the **headteacher** or **FSO**.

Responsibilities of the REAch2 Estates Team

The Estates Team will:

- Ensure that a centrally managed fire alarm maintenance contract is provided and monitored to ensure it is effective. The contract will cover the maintenance and inspection (where applicable) of:
  - Sprinkler systems and emergency lighting
  - Fire extinguishers
  - Refuge call alarms / intercoms
  - Fire alarm panels and other associated fire systems
- Ensure that other centrally managed contracts that may impact on Fire Safety are provided and monitored to ensure that they are effective. These contracts will cover the maintenance and inspection (where applicable) of:
  - Fixed electrical systems (on a 5-year programme unless otherwise directed by a competent contractor)
  - Portable appliance testing
  - Lightning protection systems, where installed.
- Ensure that:
  - Head Teachers are advised of any remedial actions and defects
  - Head Teachers are advised of any in year budget allowance for fire safety remedial works
  - A centrally managed programme of works, SCA or otherwise, is managed
  - Significant risk associated with fire safety are raised to the Trust
  - All contractors appointed by the Trust are competent, and that suitable measures have been put in place to verify both quality and competency

Policy in Detail

Fire risk assessments

The Trust will work with schools to ensure that an up-to-date fire risk assessment is undertaken for the school premises, by a competent contactor. The school will work with the Estates Team to ensure that full access is provided to all relevant areas. All fire safety actions will be reviewed by the FSO and Head Teacher and acted upon within the specified timelines. The school will ensure that the Trusts Asset & Compliance system is updated accordingly with progress against any actions and will raise, via the risk management process and concerns related to the achieving of any outstanding actions.

The school will undertake an annual internal review of fire safety, ensuring that the actions within the fire safety risk assessment are monitored and that any changes to the use of the premises, activities or alterations that may impact on the validity of the assessment are flagged to the Estates Team.

Preventative measures

Fire hazards, such as hot surfaces, naked flames, electrical equipment and flammable liquids, are identified by the **FSO** and measures are put in place to ensure these risks are mitigated and controlled.

Hot surfaces, such as electrical heaters, are kept uncovered and clear at all time.

All flammable materials and fuels, such as paper, cardboard and solvents are securely disposed of.

Where possible, naked flames and radiant heaters are replaced by fixed convector heaters or central heating systems.

Stocks of flammable liquids, materials and gases are kept to a minimum and, where possible, outside, to ensure the risk of fires can be mitigated. If storing materials outside is viable or possible, they should be kept locked in secure cupboards, away from pupils.

Flammable liquids, materials and gases are kept separate from each other in storage.

All curtains, upholstered furniture and other soft furnishings are fire retardant, or have been treated to ensure their safety.

Educating pupils

At least **one** PSHE lesson, per **year group/class**, **per academic year** is dedicated to fire safety and mitigating the risk of a fire.

The **FSO** will invite the local fire service to perform a presentation to pupils **once per year or where reasonably practicable**.

Pupils will be reminded to remain vigilant to fire and fire hazards, including flammable materials, during fire drills and other times where there is a heightened risk of fire, e.g. cooking lessons and science experiments.

The school's zero-tolerance approach to pupils unnecessarily tampering with fire alarms will be communicated during PSHE lessons.

Any updates relevant to pupils, such as changes in responsibilities in the Fire Safety Policy, will be communicated to parents and pupils.

Measures for people with disabilities

The **FSO** and **headteacher** will be notified of anyone who may be unable to evacuate the school unassisted – this person will be subject to a **PEEP**.

To avoid serious injury, extra measures, such as editing timetables and moving classes, will be taken to ensure disabled pupils, members of staff or visitors don't attend lessons up flights of stairs, unless reasonable provisions e.g. lifts are in place.

Staff are taught to modify evacuation routes for people with disabilities as part of their **annual** training.

As a minimum expectation, schools would be expected to ensure (where appropriate) that:

The school has no identified Refuge Areas

Visual alarms, such as flashing lights and beacons are located in all corridors throughout the school to ensure those with hearing difficulties are aware should a fire break out.

Other local level reasonable adjustments will be identified as an outcome of the accessibility audit and prioritised in the accessibility plan going forward.

Cooking facilities

To ensure potential fire hazards are mitigated whilst cooking, as part of the curriculum and in the school canteen, extra measures will be taken to ensure the safety of staff members, pupils, visitors and contractors.

The school canteen will be thoroughly cleaned at the end of each day, to ensure potential fire hazards, such as excess grease, are mitigated e.g. annual kitchen extract duct cleaning.

The school's additional cooking rooms, e.g. for food technology lessons, will be cleaned after each lesson, by the **school's cleaners** and **site staff** will undertake a thorough clean **weekly**.

The Trusts appointed electrical contractor will check all electrical equipment in the school canteen and classrooms based on the HSE inspection frequency , to ensure their usability and safety.

Food waste, including paper food wrappers, will be properly disposed of, and bins emptied **daily** to mitigate fire risks.

Staff members, including lunchtime supervisors, will report any defective equipment to the **site manager**, **FSO** or **headteacher** as soon as possible.

Fire hazards

Relevant risk assessments will be conducted to ensure areas for concern are identified and addressed.

Waste paper bins are emptied **daily** to mitigate risks.

To minimise the risk of a fire, outdoor waste containers and refuse bins will be kept at least **five** metres from the school building at all times.

Lighters, matches and other sources of ignition are kept in a locked store cupboard, away from pupils and can only be accessed after gaining permission from the **FSO**.

Fire Safety Assembly Points

The school must ensure that suitable fire assembly points are designated and subject to annual review, taking into account any adaptations or alternations to the school building/site. These should also be away from the access points for emergency vehicles.
The school must also ensure that assembly points are of suitable distance from the school building.

The designated assembly point is: The Muga, located at the rear of the school.

The full site evacuation point is:

Detection Equipment

Detection provision within the school is identified within the fire risk assessment and will be tested by the Trusts appointed fire safety contractor**.**
The school's budget is adjusted to ensure the upkeep of fire detection equipment.

Protection Equipment

- Fire protection equipment is available and easily accessible all around the school.
- Fire blankets are available in all school kitchens.
- All fire protection equipment, including but not limited to fire extinguishers, hosepipes and fire blankets are checked by the FSO termly.
- The school's budget is adjusted to ensure the upkeep of fire protection equipment.
- The **Trust** will keep records via its asset management system of all service by dates on fire extinguishers, to ensure they're not kept beyond their shelf life.
- Emergency lighting is installed; in the event that normal lights fail during a fire these emergency lights will illuminate exit routes and help people escape if visibility is poor.
- Emergency lighting will be tested by the Truss centrally managed contractor in line with the recommended test frequency.
- Sprinklers, where fitted, are checked **quarterly** by a trained professional to ensure they remain in full working order.
- Protective clothing, such as lab coats and goggles, will be provided and funds will be made available to replace or purchase additional equipment from the school's budget.

Fire Drills

- The **FSO** will carry out a fire drill at least every term, with certain drills agreed to be random in nature.
- All staff members, pupils, visitors and contractors will be expected to take part in the drill.
- Pupils will go to their class's designated evacuation point for a registration call.
- Class teachers and pupils will only be allowed to return to their lessons/activities once all registers have been called.
- Non-teaching staff members, e.g. the school business manager, visitors and contractors, will be allowed to return to their work once the **headteacher** has finished the registers.
- Depending on the success of the fire drill, e.g. how long the evacuation took; the **FSO** may make suggestions based on how the school can ensure the safe and quick evacuation of the school. Any improvements will be noted in the school's **Fire Evacuation Record**.
- During the fire drill, teachers will take a zero-tolerance approach to pupils misbehaving or running.
- Pupils will be expected to behave vigilantly, as they would in the event of a real fire.

- The **FSO** will make notes based on the evacuation, e.g. speed and organisation, in the school's **Fire Evacuation Record**.

Staff Training

Staff will undergo mandatory fire safety training after joining the school. This will be led by the **FSO** and include details about the fire precautions in the workplace and emergency procedures, in accordance with The Regulatory Reform (Fire Safety) Order 2005 (as amended). This is supported by the provision of e-learning training which fire safety awareness will form a core element of staff induction.

Refresher training will be undertaken at least annually and in accordance with the school's **Fire Safety Training Matrix**, to ensure staff members are reminded of the procedures in place and know what to in the event of a fire. Refresher training can be completed via a staff meeting or inset day session.

All updates to the Fire Safety Policy and other relevant school documents, such as risk assessments and procedures, will be communicated to all staff members.

The **FSO** will undergo **annual** training from fire safety professionals, to ensure they are capable of carrying out their role.

To help ensure staff members are knowledgeable about fire safety, the **FSO** will communicate regular updates and correspondence.

Monitoring Review and Audit

This policy will be reviewed **annually** by the **FSO** and the **headteacher**, and after any changes to relevant legislation or statutory guidance. In addition, the fire safety policy template for schools will be reviewed by the REAch2 Risk and Audit Committee every 3 years.

Any changes made to this policy will be communicated to all members of staff.

Changes pertaining to pupils, e.g. their responsibilities, will be communicated to parents and pupils.

Schools are provided with a compliance support visit (as a minimum every two years) to assess fire safety arrangements undertaken by the Trusts Estates Team, supported by a three-year full management audit by the Trusts central Health & Safety Team. In addition, schools are required to provide annual assurance to the Trust on its fire safety management arrangements.