



## **The Boston Witham Academies Federation**

### **Fire Policy**

The purpose of this procedure is to identify the responsibilities for fire safety at work, in accordance with the Regulatory Reform Order (Fire Safety) 2005, such that any fire risks are identified, evaluated, removed or reduced to ensure persons are protected, so far as is as reasonably practicable.

Responsibility for complying with the Order rests with the 'responsible person'. In a workplace, this is the employer and any other person who may have control of any part of the premises, e.g. the occupier or owner, or persons in control of the premises who are responsible for fire precautions. Relevant persons include employees, visitors, contractors and members of the public.

At BWAFF we actively believe and encourage an 'open door teaching policy' where classroom doors are open during lesson time. This is considered within our fire strategies, and to ensure additional oxygen is not added to any fire situation, all our staff are required to close any open doors as they evacuate the building with the pupils. E.g. close the door behind you as you leave the classroom.

#### **Chief Financial Officer is responsible for:**

- Ensuring that required fire strategies are in place for each Academy to detail requirements for fire doors, systems etc.
- Ensuring that Building work complies with the fire safety requirements of the Building Regulations by consultation with Building Control.
- There are up to date schematic drawings of all premises showing fire safety arrangements, and that these are made available to relevant contractors.
- There are adequate means of detection, alarm, escape, firefighting (including water for the Fire and Rescue Service), and access for the Fire and Rescue Service, emergency lighting and signs on all School premises. These arrangements are to be inspected, maintained, upgraded and tested in accordance with the requirements of the Trust's insurers, best practice and the relevant Standards.
- Reviewing and selecting contractors who are appropriately qualified, experienced and competent for the works by way of the 'contractor selection questionnaire' to satisfy themselves that the contractor can do the job safely and without risk to health of themselves or others who may be affected by their actions, or omissions.
- Competent contractors are engaged for activities required e.g. fire risk assessments, fire extinguisher checks etc. and are approved prior to their use.
- Including all approved contractors are made available for use, which is made available to all Academies and premises as necessary.

- Appointing competent persons to undertake a documented fire risk assessment for each academy within their region, and ensuring that this is reviewed annually or sooner following any significant change.
- Providing oversight to ensure that each Head of Academy is undertaking their responsibilities and that site specific fire risk assessments and evacuation procedures are documented, and reviewed in accordance with the Trusts policies and Procedures, and that procedures are cascaded to relevant persons.
- Liaising with the Estates Management Team to appoint competent contractors from the approved contractor list to undertake testing and maintenance of fire detection and warning systems, emergency lighting systems, and fire-fighting equipment at the required intervals.
- Monitor all fire test records to ensure they are completed correctly and on time.

**Heads of Academy are responsible for:**

- Documenting a premises specific fire evacuation procedure for the Academy and ensuring that it is reviewed annually.
- Liaising with, and gaining the involvement of, the Academy's SLT and Site Supervisor / Site Manager in this undertaking.
- Providing a copy of the fire evacuation procedure to the Academy staff.
- Ensuring that fire evacuation procedures are reviewed in accordance with the Trusts Policies and Procedures.
- Ensuring that fire evacuation procedures are practiced termly to ensure they remain suitable and sufficient.
- Providing relevant fire training to Site Supervisors / Site Managers commensurate with their role.
- Satisfying themselves that the fire risk assessments have been completed, reviewed as necessary or advised by a competent person and that any actions raised from the fire risk assessments have been closed out with documented evidence to demonstrate works completed e.g. completion of the action plan, holding works invoices/reports etc.
- Ensuring that significant findings of the fire risk assessments are cascaded to persons on site, to either comply with requirements or to improve practise on site.
- Being satisfied that the required in-house checks are being undertaken correctly and fully documented.
- Ensure that General Emergency Evacuation Plans (GEEPS) detail how persons will be evacuated and Personal Emergency Evacuation Plans (PEEPS) are provided for those with short or longer term requirements for assistance in the event on an emergency to cover occasions where for example the lifts may be out of use.
- Ensuring that fire evacuation procedures are communicated to staff as part of the induction process, and a copy of the procedure is displayed in each classroom.
- Liaising with the CFO, to document premises specific fire evacuation procedures.
- Supporting and encouraging staff and pupils to participate in the fire drills / emergency action plan drills for the Academy.

### **Health and Safety and Facilities Manager is responsible for:**

- Reporting defects/shortcomings in fire safety arrangements to the CFO immediately.
- Supporting the fire risk assessment process, and liaising with the fire risk assessor whilst on site.
- Ensuring that the site fire safety precautions and evacuation procedures are communicated to contractors.
- Liaising with the Head of Academy and Site Manager to ensure that termly fire evacuation practices are carried out and the outcome is evaluated, with any comments recorded on the debrief sheet; with a copy kept in the Fire Log Book.
- Inspecting fire doors and frames for correct fitment and signs of damage, at least annually, and that these checks are recorded in the Fire Log Book.
- Undertaking and supporting the Site Managers on any required in-house checks are ensuring these checks are fully documented (See Site Managers responsibilities).

### **Site Managers are responsible for:**

- Undertaking fire alarm testing on a weekly basis using the call points in rotation.
- Undertaking a visual check of the condition of fire extinguishers and signs at monthly intervals.
- Undertaking monthly functionality checks of the emergency lighting system.
- Recording all of the above checks in the Fire Log Book.
- Undertaking daily checks of exit routes and final exit doors for correct function, and to ensure there are no obstructions.
- Ensuring that all fire extinguishers and fire blankets are in the correct place.
- Ensuring that all fire exits are unlocked during school hours.
- Reporting to the H & S and Site Facilities Manager/ CFO any areas of concern, including observed defective fire safety equipment and obstructed fire exits / escape routes.
- Supporting the fire risk assessment process, and liaising with the fire risk assessor.
- Liaising with the Head of Academy and H & S and Site Facilities Manager to ensure that termly fire evacuation practices are carried out.

### **Fire Marshal/Fire Wardens on site:**

- Assist the Head of Academy with implementing and improving emergency procedures for the site.
- Help reduce the likelihood of emergencies occurring with monitoring of fire risk control measures.
- Raise awareness with colleagues for fire hazards within the workplace, and encourage good practise.
- Instruct and support colleagues with 'how to respond' in an emergency.
- Support and help to lead drills and evacuation procedures.
- During drill or live event ensure that colleagues and pupils are accounted for during evacuations.
- Assist the completion of GEEPs and PEEPs as requested by the CFO, ensuring that they remain adequate at all times, and to review or support the review of such document at any time it is reasonable to believe circumstances have changed. E.g. during renovation works, if pupil has broken leg in the short term etc.

## **All Employees are responsible for:**

- Ensuring that fire exits and escape routes are kept clear and accessible at all times.
- Ensuring that fire doors are closed, and are not left wedged open.
- Ensuring that fire extinguishers and manual call points are not obstructed and are readily accessible.
- Closing any doors which are left open during an emergency evacuation. E.g. closing classroom doors as you leave the classroom, due to 'open door teaching policy'.

## **Fire Precautions**

In the event of a fire occurring, there should be suitable measures in place to detect a fire, give warning of fire and that mitigate the spread of smoke and fire.

- Fire detection and warning systems should be installed to the requirements of BS5839
- Emergency lighting should be installed to the requirements of BS5266
- Firefighting equipment (fire extinguishers) should be installed to the requirements of BS5306
- Fire signs, notices and plans should be fitted to the requirements of BS5499
- Fire doors should be fitted in accordance with good practice and well maintained

All fire related equipment must be maintained in accordance with legislative requirements and good practice.

- Portable Fire Fighting Equipment: All portable fire fighting equipment must be checked by a competent person on an annual basis (e.g. extinguishers, fire blankets and hoses).
- Fire Detection and Warning Systems (alarms): Fire alarm tests need to be carried out in accordance with BS 5839 Part 1. This requires weekly tests of the audible fire alarm system. On a six monthly and annual basis tests of all devices, heat and smoke detectors, call points and sounders should also be carried out by a competent person.
- Emergency Lighting: Emergency lighting should be tested on a monthly basis normally by the Site Supervisor / Site Manager and on an annual basis by a specialist contractor, in accordance with BS 5266 Part 1.

## **Means of Escape**

The ability of the occupants of a building to evacuate in the case of fire is a fundamental aspect of fire safety. In the case of a fire, or indeed any other emergency, people should be able to turn away from the hazard and escape to the open air or other place of safety.

**Escape routes should be inspected regularly to check they are not obstructed and that fire exit doors are unlocked.**

## **Fire Emergency Planning**

When a fire situation is detected, it is vital that establishments have in place appropriate procedures. All establishments need to prepare a fire emergency plan. Further information is contained in the Emergency Action Plan & Critical Incident Plan Procedure.

It is vital that the emergency plan is tested so as to ensure that all staff and pupils are aware of the procedures to be followed in the event of a fire.

This can be achieved by undertaking a desk-top exercise, and also by completing regular fire drills (at least once every term).

### **Personal Emergency Evacuation Plans**

There may be occasions when pupils, staff or visitors are present in the premises who require assistance when there is a need to evacuate the premises.

Where a person may be more vulnerable or have mobility issues, it is important that they are identified and that an individual Personal Emergency Evacuation Plan is prepared for that person.

A template to enable appropriate PEEP's to be developed can be found at Appendix 1.

### **Information and Training**

During the first week of term or as soon as practically possible thereafter, all new entrants being pupils or staff should be conducted around the primary escape routes of the school / premises. They should also receive instruction on the school / premises fire evacuation routine.

**All members of staff** should receive instruction and training appropriate to their responsibilities. This training should:

- take account of the findings of the fire risk assessment
- explain the emergency procedures
- take account of the work activities and explain the duties and responsibilities of staff
- take place during normal working hours and be repeated periodically where appropriate
- be easily understood by staff and other people who may be present
- be tested by fire drills

**Heads of Academy, H & S and Site Facilities Manager and Site Managers** should receive fire awareness training either via attending a training course or via e-learning.

**Fire Marshals** should receive additional training appropriate to their responsibilities.

Each premises should have sufficient fire marshals to ensure at least one marshal is on site at any time. Therefore sufficient numbers should be available to cover illness, holidays etc.

**Site Managers and persons working in high risk areas such as D&T, Laboratories etc. should receive** fire awareness training as a formal classroom session. Once these personnel have been trained, they can work with Head of Academy's, Site Managers and staff members to support them in their role and with any queries.

A record of the training and instructions given should be maintained

Further Information -

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/14887/fsra-educational-premises.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14887/fsra-educational-premises.pdf)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/422192/9281\\_Sleeping\\_Accommodation\\_v2.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/422192/9281_Sleeping_Accommodation_v2.pdf)

## Appendix 1 – Personal Emergency Evacuation Plans

This form should be completed for anyone who requires assistance with any aspect of emergency evacuation. Once developed, the PEEP will describe the pupil's / employees intended means of escape in the event of emergency, including drills. The PEEP will specify what type of assistance is agreed and how it is to be maintained to ensure the pupil's continued safety and should include assistance required from the point of raising the alarm to passing through the final exit of the building.

A completed form should be held:

- In the Pupil's personal records
- By the Head of Academy (Responsible Person for Fire Safety)
- By the Class teacher
- In the Fire Log Book

**Note:** This plan must be reviewed on an annual basis (at least) and when a significant change in circumstances (of the building or pupil) is anticipated or identified.

<b>Pupil's / Employees Name:</b>			
<b>Class Room Number or Name, or usual work location:</b>			
<b>Location of classroom / usual place of work in building:</b>			
<b>Teacher's / Managers Name:</b>		<b>Tel: Ext No:</b>	
<b>Date Completed:</b>		<b>Reviewed:</b>	
<b>Reviewed:</b>		<b>Reviewed:</b>	

<b>Name of Person who Completed this Form:</b>	
<b>Date Completed:</b>	

<b>Date of Next Review:</b>	
-----------------------------	--

**Points to consider:** In preparation for completing details in this form, consider the following; discuss with the parents/guardian and, if appropriate, the pupil.

Question	Answer	Comments
Does the pupil / employee change classrooms during the course of the day, which takes them to more than one location within the building and other buildings?		
Do they have difficulties reading and		

identifying signs that mark the emergency exits and evacuation routes to emergency exits?		
Do they have any difficulties hearing the fire alarm?		
Are they likely to experience problems independently travelling to the nearest emergency exit?		
Do they find stairs difficult to use?		
Are they dependent on a wheelchair or other walking aid for mobility?		
If the pupil / employee uses a wheelchair would they have problems transferring from the wheelchair without assistance?		

**A: Alarm System.**

1. The pupil / employee is able / unable to raise the alarm (delete as appropriate).

If the pupil / employee is unable to raise the alarm independently, please detail alternative procedures agreed. If able give brief description of how.

**2. The pupil / employee has been informed of an emergency evacuation by:**

existing alarm system:	<input type="checkbox"/>	vibrating pager device:	<input type="checkbox"/>
visual alarm system:	<input type="checkbox"/>	other: (please specify)	<input type="checkbox"/>

**Give Details:**

**B: Exit Route Procedure (progress starting from when the alarm is raised and finishing on final exit).**

**C: Designated Assistance (details of all persons designated to assist in the evacuation plan and the nature of assistance to be provided by each).**

**D: Method of Assistance (e.g. transfer procedures, methods of guidance)**

**E: Equipment Provided (details of all equipment needed to execute the plan and its location).**



--

**F: Training on use of equipment:**

Date	Comments

**G: Safe route(s) (description of all the safe routes that can be used).**

--

**N.B. A copy of the building plan with routes clearly marked may be useful.**

	Yes	No
Have the route(s) been travelled by the pupil / employee and responsible person?	<input type="checkbox"/>	<input type="checkbox"/>
Has a copy of the exit route on plan been attached?	<input type="checkbox"/>	<input type="checkbox"/>
Has the equipment detailed above been tried and tested?	<input type="checkbox"/>	<input type="checkbox"/>
Have all issues been completed to full satisfaction?	<input type="checkbox"/>	<input type="checkbox"/>
Has a copy of this form been sent to the person responsible for the fire evacuation?	<input type="checkbox"/>	<input type="checkbox"/>

Has the fire safety competent person informed all relevant staff of these arrangements? i.e. Class teacher, support assistant, manager.	<input type="checkbox"/>	<input type="checkbox"/>
---	--------------------------	--------------------------

Record the length of time of practice evacuation. \_\_\_\_\_ 

_____ minutes
---------------

**If No to any of the above please explain:**

**I (pupil/parent/guardian/employee) am / are aware of the emergency evacuation procedures and believe them to be appropriate to the needs identified above, (a parent is to sign this off on behalf of a minor):**

Pupil / Employee Signature:		Date:	
Pupil / Employee Name:			
Parent Signature: (If appropriate)		Date:	
Parent Name: (If appropriate)			
Head of Academy / Manager Signature:		Date:	
Head of Academy / Manager Name:			

<b>List of people who have received a copy of this completed document:</b>