

# Kingston Park Academy

## FIRE SAFETY POLICY AND PROCEDURES

Issue Number: 1

Issue Date: January 2015

Review Date: November 2014

Reference: SPTA-HS05

Approved By: ELT

Approval Date: January 2015

## INDEX

- 1.0 Introduction**
- 2.0 Policy Statement**
- 3.0 Legislation**
- 4.0 Procedures**
- 5.0 Responsibilities and Compliance**
- 6.0 Training**
- 7.0 Reference / Guidance**

## 1.0 Introduction

The objectives of this policy are:

- To ensure that staff, students, contractors and visitors on School Partnership Trust Academies (SPTA) premises are safeguarded from injury or death in the event of fire.
- To have arrangements in place for systems and procedures to minimise the risk of fire starting and fire spreading.
- To reduce the potential for fire to disrupt SPTA business, damage premises or harm the environment.
- To ensure that SPTA and its academies comply with relevant fire legislation and standards, including - The Regulatory Reform (Fire Safety) Order 2005

## 2.0 Policy Statement

- 2.1 SPTA acknowledges its responsibilities under the Regulatory Reform (Fire Safety) Order 2005, and will ensure that fire risk assessments are carried out on all its premises to determine the 'general fire precautions' /'preventative and protective measures' needed to comply with the requirements imposed under the Order. It will be responsibility of the Principal of each Academy and the CEO at SPTA head offices, to ensure that risk assessments are carried out.
- 2.2 Where directly responsible for the fire arrangements, SPTA will appoint a 'competent person' to assist with implementing the requirements of the Regulatory Reform (Fire Safety) Order 2005 including fire risk assessments. The Principal will be responsible for appointing the competent person.
- 2.3 Where not directly responsible for fire arrangements, SPTA will identify the Landlord/Leaseholder's 'competent person' responsible for implementing the requirements of the Regulatory Reform (Fire Safety) Order 2005 including fire risk assessments. The Academy will confirm this in writing with any leaseholder/Landlord.
- 2.4 SPTA will make and give effect where responsible to such appropriate organisational arrangements for the effective planning, organisation, control, monitoring and review of its preventive and protective measures. SPTA will implement such general fire precautions and will ensure, so far as reasonably practicable, the safety of its employees, students, contractors and visitors. These general fire precautions will be implemented on the basis of the following principles from Part 3, Schedule 1 of the Order:
- Avoiding risks;
  - Evaluating the risks which cannot be avoided;
  - Combating the risks at source;
  - Adapting to technical progress;
  - Replacing the dangerous by the non-dangerous or less dangerous;
  - Giving appropriate instructions to employees, and, as specified in article 4 of the Order.
  - General fire precautions will include:
    - Measures to reduce the risk of fire on the premises and the risk of the spread of fire on the premises
    - Measures in relation to the means of escape from the premises.
    - Measure for securing that, at all material times, the means of escape can be safely and effectively used.
    - Measures in relation to the means for fighting fires on the premises.
    - Measures in relation to the means for detecting fire on the premises and giving warning in case of fire on the premises.

- Measures in relation to the arrangements for action to be taken in the event of fire on the premises, including:
  - Measures relation to the instruction and training of employees and
  - Measure to mitigate the effects of the fire

### 3.0 Legislation

The Regulatory Reform (Fire Safety) Order 2005  
Management of Health and Safety at Work Regulations 1999

### 4.0 Procedures

#### 4.1 Fire Risk Assessment

- A suitable and sufficient Fire Risk Assessment will be in place for each of SPTA premises.
- The Fire Risk Assessment will follow the requirements of the Regulatory Reform (Fire Safety) Order 2005 and will be carried out by persons responsible for the Fire Arrangements of the building or a competent person appointed by them.
- The Fire Risk Assessment will be reviewed annually and a copy will be made available to the relevant staff, managers, EAB, Health and Safety Representative. **The Risk Assessment MUST also be uploaded to TES Foundation.**
- An action plan will be developed from the Risk Assessment, as required.
- Persons carrying out fire risk assessments will be competent, appropriately trained and qualified to the required standard.

#### 4.2 Fire Procedures

- Each building will have its own Fire Procedure. The fire procedure will be particular to each individual site or building, although on the whole, it will follow the same principle that all persons must evacuated the building on activation of the alarm. The Principal, assisted by the Health and Safety Coordinator will be responsible for ensuring these are produced and implemented and tested on a regular basis.
- It shall be available for all staff in each location, both electronically and in Hard Copy.
- Copies of the procedure will be displayed on notice boards and around the building.
- The procedure will form part of the fire training for each relevant site.
- The procedure will incorporate the actions required of staff, in the event of a fire.

#### 4.3 Fire Alarm System

- Where determined appropriate by the Fire Risk Assessment, premises shall be fitted with a suitable and sufficient Fire Alarm System. The Fire Risk Assessment will identify the location of the following system devices:
  - (i) Fire Panel
  - (ii) Smoke Detectors
  - (iii) Heat Detectors
  - (iv) Break Glass Call Points
- The system shall be tested and maintained under BS5839
- **These checks should be logged in the Fire Log Book and in TES Foundation.**
- In nearly all cases the Fire Alarm System in the Building will be Single Stage with a continuous Alarm indicating full evacuation.

- In some buildings the Fire Alarm may be a two stage Fire Alarm System. In the case of a two stage alarm system, the first stage allows for the cause of the fire to be investigated before the fire alarm goes into second stage full activation, triggering a full evacuation.
- Where a fixed fire alarm system is not required by the fire risk assessment, an alternative means of raising the alarm shall be provided.

#### **4.4 Fire Doors**

- Each building shall be fitted with suitable and sufficient Fire Doors
- The Fire Risk Assessment will confirm location of the Fire Doors, as per compartmentalisation and means of escape.
- These doors will be identified by signage and will be constructed to BS476 as identified in the fire risk assessment. They will be checked as part of the on-going Health and Safety inspections.
- Fire doors must be closed at all times unless fitted with a proprietary device that conforms to BS EN 1155: 1997/BS 7273-4:2007 and will close on the activation of the fire alarm.

#### **4.5 Emergency Lighting**

- Each building shall be fitted with suitable and sufficient emergency lighting
- The Fire Risk Assessment will confirm the location of the Emergency Lights.
- The lighting will be tested and checked under BS5266 by a suitable person (this may be internal or a contractor).
- These checks will be logged in the Fire Log Book and TES Foundation.

#### **4.6 Fire Fighting Equipment**

- Each building shall be fitted with suitable and sufficient Fire Fighting Equipment.
- The equipment will be maintained under an approved Schools Partnership Trust Academies contract unless the Academy is an occupant of a building where the Lease Holder or Landlord provides the equipment.
- The equipment should be checked under BS EN 3/ BS5306.
- These checks should be logged in the Fire Log Book and TES Foundation.

#### **4.7 Means of Escape**

- Each building shall have suitable and sufficient Means of Escape in case of an emergency, such as fire.
- The means of escape will be identified by the appropriate use of signage. The means of escape will be kept clear of obstructions.
- No flammable items will be stored in protected staircases.
- The means of escape will be checked as part of the on-going safety inspections and evidence of inspections will be recorded in TES Foundation.

#### **4.8 Disabled staff and students**

- Under the Equality Act where staff members or students have a mobility issue, such as those who require a wheelchair, extra control measures are needed to reduce the risks to them in a fire situation.
- If the disabled person cannot readily exit the building, such as being on a floor other than ground floor, they can make their way to a predetermined location and the Fire Marshal and Fire Services will check on them as soon as possible.
- Where installed, evacuation lifts will be used to evacuate those with mobility difficulties. At some locations, Evacuation Chairs may be provided and staff will be trained to use them.

- The Disability Rights Commission identifies under the Regulatory Reform (Fire Safety) Order 2005, the need for employers to take responsibility for ensuring that all people, including disabled people, can leave the building safely in the event of a fire. The commission recommends, where possible the use of a Personal Emergency Evacuation Plan (PEEP) for disabled staff and learners who have significant risks in relation to leaving the building in the event of a fire. The PEEP will be implemented by The Schools Partnership Trust Academies when requested by a disabled member of staff or student, or identified by the organisation.
- Those individuals who require a PEEP have a responsibility to cooperate with the Academy for their own evacuation and must co-operate with the Academy to ensure that it can be correctly implemented.
- Each Academy site will have a specific procedure for the evacuation of disabled/non ambulant staff and students.

#### **4.9 Waste Arrangements**

- Measures should be in place for the prompt removal from the building of all combustible and flammable waste.
- The storage of these materials within the building should be kept to a minimum. Particular attention should be applied to confidential waste and to cardboard produced by the delivery of goods.

#### **4.10 Security**

- Although security in the form of access control can potentially conflict with good fire evacuation procedures, security has a role to play in the reduction of unwanted persons entering a building who could potentially start a fire, both by accident or premeditated intent.
- Access systems should be effective and kept in good order, with proper arrangements for both planned and reactive maintenance, this should ensure that Access Systems work correctly in both stopping unwanted persons entering but also in respect to the system deactivating, should the Fire Alarm System be activated.

#### **4.11 Fire Assembly Points**

- All buildings will have at least one Fire Assembly Point. It will be at a safe location, far enough from the building, so as not to present a significant fire risk to persons at the point but also close enough and accessible enough so as staff can reach it without difficulty.
- It should be suitably signposted (if not in a public place). Where a Fire Assembly Point is located in a Car Park, consideration should be given to the risk of vehicles, especially fire vehicles in the vicinity.

#### **4.12 Health and Safety Inspections**

- In order to keep the Fire Risks to minimum, Health and Safety Inspections will be carried out by members of staff on a regular basis.

#### **4.13 Building Alterations**

- When any alterations are planned for a building, due consideration should be made in relation to any compromise of the Fire Control Measures, such as:
  - Fire Compartmentalisation and Fire Doors
  - Fire Alarm System
  - Fire Fighting Equipment
  - Means of Escape
  - Ventilation
  - Signage

- Security
- Disability Discrimination Act
- Hot work Permit

## **5.0 Responsibilities and Compliance**

### **5.1 Principal**

- Shall have overall responsibility for ensuring compliance with Health and Safety legislation.
- Shall ensure that this policy is reviewed regularly and in the light of any changes in working practice and/or changes in statutory legislation and/or an incident occurs that requires improvement and/or the fire risk assessments identify significant risks that are not already addressed.
- Shall ensure that adequate resources are made available to implement the policy and carry out any remedial action or amendments to this policy.

### **5.2 Academy Leadership Team**

- Shall ensure the effective implementation of the Fire Safety policy in their directorate/area of responsibility and act as a role model for best practice.
- Shall ensure that all activities and sites within their responsibility are assessed for fire risks on a regular basis.
- Shall ensure that every member of staff in their directorate engages in fire training as required.
- Shall ensure that all employees and flexible workers receive appropriate fire safety training both at induction and through regular update sessions.

### **5.3 Health and Safety Coordinator/ Facilities Managers/Site Superintendent**

- Shall liaise as necessary with contractors to ensure they provide the necessary documentation and fire safety information including method statements, risk assessments etc.
- Shall supervise contractors in relation to their fire risks and fire control measures, and control the hot work permit system.
- Shall liaise as necessary on fire safety design implications for construction and refurbishment projects with architects, building control and contractors
- Shall arrange for the maintenance of the fire alarm system, emergency lighting, fire fighting equipment and any devices provided for fire safety e.g. fire doors and door release systems, either directly or through the appropriate lease holders/landlords representatives.
- Shall arrange for the weekly testing of the fire alarm systems in each building, either directly or through the appropriate lease holders/landlords representatives/contractors.
- Shall arrange fire drills and evacuations, as directed by the Principal, either directly or through the appropriate lease holders/landlords representatives.
- The Health and Safety Coordinator will be suitably trained in fire safety.

### **5.4 Curriculum Leaders/Cluster Leaders**

- Shall ensure that they and their staff are adequately trained in fire safety and are familiar with the contents of this policy and the fire procedure.

### **5.5 Staff**

- Shall monitor their designated area, correct if possible, and report if not possible, any problems they note such as wedged open fire doors, missing fire extinguishers, defects etc.
- Shall on hearing the continuous fire alarm, follow their building's evacuation procedure. This may be to report to the Fire Marshall for further instructions, or, 'sweep' their designated area and

encourage occupants to move promptly to the nearest fire exit and direct them to the nearest assembly point.

- Shall check on disabled staff/students in regards to their safety and the relevant pre designated areas (only when safe to do so).
- Shall ensure staff members are not re-entering the building until the all clear is given by the Fire Service or Fire Marshal. Each Academy site will have particular arrangements for evacuation which shall be followed.
- Staff shall be responsible for becoming familiar with the contents of their local Fire Procedure.
- Staff shall be responsible for ensuring that they attend fire safety training.
- Staff shall be responsible for raising the alarm in the event of a fire or suspected fire.
- Staff shall be responsible for ensuring that buildings are kept clear of rubbish build up, including cardboard and paper, particularly in and around fire escape routes and exits.
- Failure to cooperate and comply with the fire policy and procedures is a disciplinary issue.

## 5.6 Students

- All students shall be responsible for becoming familiar with the contents of their local Fire Procedure.
- All students should be responsible for raising the alarm in the event of a fire or suspected fire.
- All students should be responsible for ensuring that they observe good fire safety practice.
- Failure to cooperate and comply with the fire policy and procedures is a disciplinary issue.
- All students have a responsibility to cooperate with their evacuation and must comply with the requirements of their own PEEP.

## 5.7 Contractors

- Any contractor engaged by the Academy will provide necessary information and documentation regarding fire safety as is requested by the Academy
- All contractors shall operate in line with the Fire Safety Policy and supporting procedures.

## 6.0 Training

- The Schools Partnership Trust Academies recognises that training is required for staff to acquire competence in fire safety.

### 6.1 Annual Fire Training

- Where identified as necessary by Academy Leadership teams, SPTA staff will attend Fire Training annually.
- Records will be kept of attendance.
- **Non-attendance will be reported in the regular KIT (keep in touch) meetings.**

### 6.2 Fire Drills

- A fire Drill/Evacuation will take place on a minimum of termly basis, and will be undertaken across a selection of times in line with the occupation times of the buildings.
- This will be organised collectively by the Health and Safety Coordinator and the Principal.
- In cases where the SPTA is an Occupant, the Lease Holder may arrange the Fire Drill/Evacuations themselves.
- In either case, a suitable and sufficient evaluation will be produced and be available to the relevant staff, Managers and Health and Safety Representatives.

### 6.3 Health and Safety Coordinator



- The Health and Safety Coordinator will be suitably trained in Fire Safety and/or Health and Safety to an appropriate level.

#### **6.5 Senior and Middle Leader Training**

- It is expected that Senior and Middle leaders will receive Health and Safety training that is relevant to their position, which will allow them to carry out their duty of care in relation to the Regulatory Reform (Fire Safety) Order 2005.

#### **6.6 Fire Risk Assessment Training**

- Those persons carrying out fire risk assessments for the Academy will be adequately trained to carry out the task.

#### **7.0 Reference/Guidance**

- The Regulatory Reform (Fire Safety) Order 2005 is available from The Stationery Office and can be downloaded at [www.opsi.gov.uk/si/si2005/20051541.htm](http://www.opsi.gov.uk/si/si2005/20051541.htm)
- Further guidance on the Fire Order is available at:  
<http://www.fire.gov.uk/Workplace+safety/WhatTheLawRequires/>
- Guidance on fire risk assessment in educational establishments is available from the document 'Fire Safety Risk Assessment – Educational Premises ISBN 978 85112819 8 available for download from <http://www.communities.gov.uk/publications/fire/firesafetyrisk6>
- Guidance on fire risk assessment for disabled people is available from the document 'Fire Safety Risk Assessment – Means of Escape for Disabled People (Supplementary Code) ISBN 978 85112873 7 available for download from <https://www.gov.uk/government/publications/fire-safety-risk-assessment-means-of-escape-for-disabled-people>
- BS EN 1155: 1997 - Building Hardware. Electrically powered hold-open device for swing doors.