Health and Safety Policy

Fire Safety

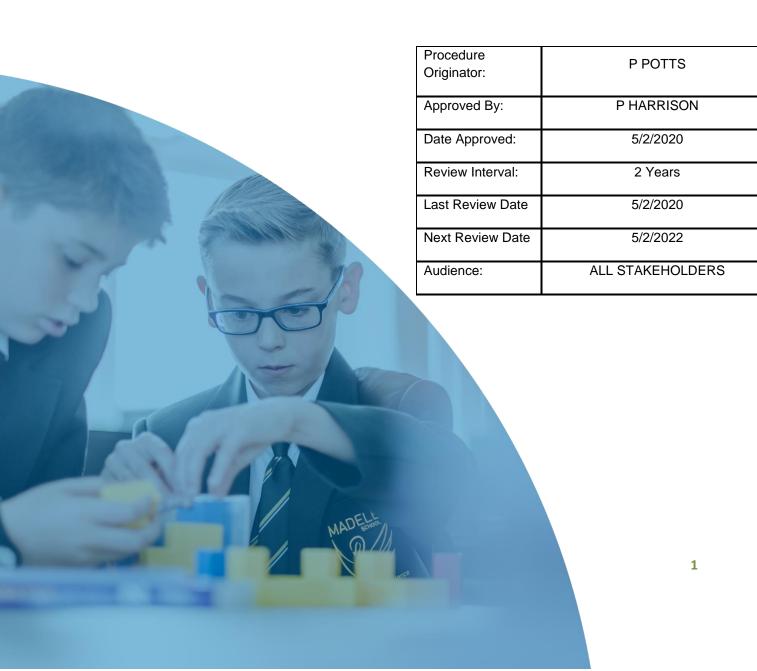|	
Procedure Originator:	P POTTS
Approved By:	P HARRISON
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Last Review Date	5/2/2020
Next Review Date	5/2/2022
Audience:	ALL STAKEHOLDERS

1. Success Indicators

The following indicators will demonstrate success in this area:

a. A Fire Risk Assessment has been completed for each premise and is reviewed at 2 yearly intervals or when significant change occurs e.g. change of use.

b. A Fire Emergency Plan is in place and has been communicated to occupants, visitors and contractors.

c. Fire Evacuation notices are in place and fire drills are undertaken and recorded as identified by the risk assessment.

d. Personal Emergency Evacuation Plans (PEEPs) been developed for individuals as required.

e. Premises managers ensure that any equipment provided for fire-fighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance by a competent person to ensure they are in good working order.

f. Premises managers complete and record regular checks on fire safety control measures / precautions in accordance with the Fire Log Book.

g. A Responsible Person and Fire Marshals and key staff have been identified and received suitable information, instruction and training.

h. The risks of fire from contractor activities are identified and managed effectively.

2. Overview

It is a legal duty to assess the risks of fire in any premises to identify suitable fire precautions and establish arrangements to manage these risks.

3. Management Arrangements

These arrangements will apply to the management of buildings owned, leased or managed by the Shaw Education Trust.

3.1 Fire Safety Responsibilities

Responsible Person
At each premise one or more competent person must be appointed ("Responsible Person") to carry out the preventative and protective measures required by these management arrangements. This would normally be the premises manager/person in control of the premises.

Fire Marshals
The Responsible Person should appoint fire marshals to assist them and their duties include:

- Familiarity with exit points in the building.

- Implementing the evacuation procedure including any actions assigned in the procedure.
- Reporting to the chief fire marshal/person in charge and confirming their actions.
- Not allowing persons to re-enter the building and taking responsibility for re-occupation when safe to do so.
- Supporting the responsible person during the evacuation.
- Participating in debriefs.

The Shaw Education Trust

The role of the Trust is to:
- Retain and update key information about premises which may relate to fire safety management.
- Ensure that premises leased by the Trust have in place suitable fire precautions, inspections and maintenance arrangements.
- Share information regarding fire risk with premises managers in order that an adequate fire risk assessment and precautions can be implemented.
- Act on any new information from premises managers or other sources that may negatively impact upon fire safety in premises.

Employee Responsibilities

All employees have a duty to follow all fire instructions and precautions and have a duty not to interfere with or misuse any equipment or precaution put in place to control fire risk.

3.2 Fire Precautions

Each premise must have suitable fire precautions in place to adequately manage risks and to enable safe evacuation. Some precautions will also protect the premises. Premises managers must be aware of all the fire precautions in place within the buildings for which they are responsible, in order that they can ensure effective monitoring and maintenance. Some of these precautions may not be visible and the premises manager may need to seek clarification from their Entrust Property Surveyor to enable their effective management.

Precautions fall into two main groups:

Management Measures (for example):
- Maintenance, inspection and testing of equipment.
- Control of contractor's operations on premises.
- Good housekeeping.
- Adequate security measures/prevention of arson.
- Development and communication of fire procedures.

- Suitable and sufficient information, instruction and training.
- Cooperation and coordination in shared workplaces.

Physical Measures (for example):
- Detection and alarm systems.
- Building compartmentation and fire-resistant structures.
- Fire doors and emergency lighting.
- Sprinkler systems.
- Lightning protection.
- Dry/Wet Risers.
- Fire Extinguishers.

Fire Extinguishers and Fire Fighting Equipment

Sufficient firefighting equipment of the correct type must be provided throughout the premises; the number and type are determined by the fire risk assessment.
Fire extinguishers should only be used to enable escape if an escape route is blocked.
Employees should only attempt to tackle a fire using fire extinguisher if the fire is small (waste paper basket size), they are trained to use an extinguisher and they feel confident to do so.

3.3 Fire Risk Assessment

The Director of Estates, Health, Safety and Compliance has commissioned Staffordshire Health, Safety and Wellbeing Service to carry out a fire risk assessment of all academies annually.
The aim of the risk assessment is:
- To identify the fire hazards
- To reduce the risk of those hazards
- To decide what physical precaution and management arrangements are necessary to ensure the safety of people and premises.

Premises managers must facilitate the fire risk assessment process and ensure the fire risk assessment is reviewed annually or where any change occurs.

3.4 Fire Emergency Plans

Premises managers must develop a Fire Emergency Plan, the plan should include:
- The action to be taken when the fire alarm sounds or on discovering a fire.
- How to summon the Fire and Rescue Service.
- A plan of the premises including marked fire exit points, the location of firefighting equipment and the routes to be followed in an evacuation.
- Arrangements for testing the evacuation procedures (Fire Drills).

- A list of those (and their deputies) that have specific roles in the Fire Emergency Plan.
- Arrangements for communication with pupils, visitors and contractors.
- Arrangements for co-operation with other building occupants in a shared workplace.
- Schedule for the testing of fire alarm sounders.
- Consideration of the requirement for any individuals who may need assistance in an evacuation either due to temporary or long-term mobility issues (development of a Personal Emergency Evacuation Plan).

A template Fire Emergency Plan is available which includes details of issues to be considered when developing a plan. The plan should be reviewed annually and where significant changes occur, following a review of the premises fire risk assessment.
All employees must be aware of the Fire Emergency Plan and the actions they must take in an emergency, or the role they must take as part of the plan.

3.5 Inspection and testing of fire precautions and equipment

Fire drills must be undertaken at appropriate intervals (termly for education settings) considering the nature of the occupants and the use of the building. Buildings with more vulnerable occupants or higher risk activities will require more frequent fire drills.

Premises managers should ensure equipment provided for fire-fighting, fire detection and warning, or emergency routes and exits are tested, inspected and maintained in line with the table below. Premises managers may designate individuals or contractors to carry out checks on their behalf.

Equipment /Process	Frequency of testing	Action / Additional comments
Fire detection and fire warning systems including fire alarm call points, self-contained smoke alarms and manually operated devices. Including any battery back-up systems. Repair or replace defective units where necessary.	Weekly	Checks and tests the operation of all systems. A different fire alarm call-point to be tested each week.
	6 monthly	Smoke alarms –manual test
	Risk based approach applied to owned premises:- • Residential premises and Premises that have vulnerable occupants or where an occupancy risk has been identified will receive a full check and test every 3 months.	Full check and test of system by competent service engineer. Clean manual (self-contained) smoke alarms and change batteries.

	All other premises to receive full check and test every 6 months.	
Emergency lighting equipment including self-contained units and torches	Monthly	Check all systems, units and torches for state of repair and apparent working order.
	Annually	Full check and test of systems and units by competent service engineer. Replace batteries in torches
Fire-fighting equipment including hose reels.	Monthly (Residential establishments weekly)	Visual check that all extinguishers are in place.
	Annually	Full check and test by competent service engineer
Sprinkler systems	Weekly testing as required by the manufacturers guidelines 6 monthly (additional checks may be required by Insurers)	Full check and test by competent service engineer
Dry/Wet risers	6 monthly plus annual pressure test	Full check and test by competent service engineer
Suppressant systems	3 monthly plus annual room integrity test	Full check and test by competent service engineer
Fire doors linked to the fire alarm system	3 or 6 monthly	Completed as part of the Automatic Fire Alarm testing by competent contractor.
Fire refuge points communication systems Repair or replace defective units where necessary.	Monthly	Check system functioning
	3 or 6 monthly	Full check and test by competent service engineer for hard wired systems
Door devices where installed as holdback to fire doors and release on sounding of alarm.	Weekly (plus when changes to the fabric of building e.g. new carpets/flooring)	Self-test of all devices to ensure working correctly
	Monthly	Cleaning of equipment microphones and base plate
	6 monthly	Inspection for damage to device.
	Annually	Replacement of batteries
Emergency escape ladders	6 monthly	Visual inspections
Lightning protection Effective working in all ground conditions	11 months	Full check and test by competent service engineer
Evacuation Chairs	Quarterly	Practice safe use including visual inspection.
	Annual	Full check and test by competent service engineer
External stairs and escape routes	Weekly (plus when changes to the fabric of building e.g. new carpets/flooring)	Visual check that all routes are clear and in a safe condition. Check that keys/push bars are available and effective. Check

		that final exit is clear from the outside.
Fire hydrants (where these exist on a premises they are the responsibility of Premises Manager)	Annual	Maintenance and testing service can be carried out by the Fire and Rescue Service (Annual fee).
Fire Door operation	Annual	Visual check that doors are functioning including the integrity intumescent strips and functioning of closing devices.

Fire Log Book

All the above checks and any other checks completed by the Premises Manager, other site staff, Service or Maintenance Contractors should be recorded in the Fire Log Book.

3.6 Contractor management

All premises managers must ensure that the hazard exchange process takes place with any contractor working on their premises. This hazard exchange process will identify any fire hazards likely to be present or brought to site during the work of the contractor. Hazards could include: use of flammable substances, poor housekeeping or waste disposal and blocking of exit routes. The hazards and the activities of the contractor may affect the fire safety of the site and therefore premises managers must review their fire safety arrangements alongside any contractor management arrangements. Contractors must be made aware of all Fire Emergency plans for the site prior to commencing work. Contractors working on the premises outside normal working hours (e.g. at night or at weekends), must have adequate fire evacuation arrangements in place.

Any hot work being carried out by contractors must be subject to a hot work permit process.

4. Training and Information

Fire safety training and information should consider the findings of the fire risk assessment and the fire emergency plans for the building.

On induction or transfer to a new work area, all employees must receive information about the premises fire evacuation procedures and any other essential information that forms part of the fire emergency plan.

Premises Managers or the person undertaking a fire risk assessment must have completed suitable Fire Risk Assessment training. Persons who have specific duties relating to fire safety must be provided with suitable information, instruction and training.

The effectiveness of training/information provided to staff will be evaluated using fire drills.

5. Monitoring and reviewing these arrangements

Premises managers should review their fire safety arrangements (including the fire risk assessment) on an annual basis or when a change occurs. Premises managers are asked to confirm that an annual review of the Fire Risk Assessment has taken place in the Audit and Evaluation process. Premises Managers are expected to include fire safety as part of their regular premises checks. Where activities have been delegated to others, these should be monitored for completion and effectiveness. Non-performance of contracted activities that may affect fire safety arrangements must be actioned and reported to the commissioner of the contract.

Premises managers should report to the Principal, any defects or issues that may affect fire safety arrangements that they are not able to resolve.

Records of training, maintenance and inspection must be kept in line with The Trust's retention schedule and be available for inspection in a fire log book.

6. Record Keeping

Fire risk assessments and fire log book must be kept in line with the Shaw Education Trust Retention Schedules.

7. Health and Safety – Further Information

Fire safety risk assessment: educational premises
https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises

Fire risk assessment guidance and template forms available to the academies from Staffordshire Health, Safety and Wellbeing SLN Site.