

**FIVE RIVERS Multi Academy Trust**



**Five Rivers Multi Academy Trust  
Fire Safety Policy**

Policy start date: October 2019

Reviewed: October 2021 JC – no substantive changes

Next policy review date: October 2022



## Introduction

Five Rivers Multi Academy Trust recognises the importance of having high standards regarding fire safety. It is our aim that the work and education environments we provide are as safe from fire as can reasonably be achieved, and if a fire does occur, our staff are well trained in procedures for safe evacuation and mitigation of damage.

Five Rivers Multi Academy Trust recognises and accepts its statutory responsibilities as an employer and education provider, as defined in the relevant fire safety legislation. We will take all reasonably practicable measures to secure the safety from fire of its employees and pupils, together with that of other relevant persons, by ensuring general fire precautions are in place within our academies.

This policy document covers all buildings owned, leased or managed by the Trust and is committed to complying with fire safety legislation as determined in the Regulatory Reform (Fire Safety) Order 2005.

## Policy Aims

The aims of this policy are:

- To establish and maintain consistency across all our academies in the management of fire safety and fire precautions;
- To set standards of fire safety with the aim to control the risk of fire;
- To provide information regarding each academy's arrangements for managing fire safety in the workplace.

## Responsibilities

**The Principal** within each academy has ultimate responsibility for fire safety within their respective academy.

**The Head of Estates and Facilities** is responsible for ensuring this policy is implemented within each academy and to monitor the effective working procedures, including reviewing reports of incidents, near misses or concerns raised by any member of the academy.

**The Premises team (Building Supervisors/Caretakers)** is responsible for day to day fire safety precautions within their respective academies. This includes fire prevention, maintaining adequate fire escapes, maintenance and inspection of firefighting equipment and planned evacuations.



## **Role of the Head of Estates and Facilities**

The Head of Estates and Facilities is responsible for ensuring that:

- the Fire Safety Policy is kept under regular review;
- the Fire Safety Policy is communicated to employees within the Trust;
- good practice within each academy is maintained through regular monitoring;
- regular review of all incidents, near misses or concerns takes place;
- appropriate basic fire training for all school staff is provided on an annual basis;
- records are kept of fire induction training;
- Fire Risk Assessments are regularly reviewed and updated and incorporate any alterations to the layout, systems installed, or operational use of the premises;
- certificates for installation and maintenance of fire-fighting systems and equipment are kept;
- the integrity of all fire prevention systems and equipment in place is maintained in good working order;
- this policy is monitored and reviewed on a regular basis to ensure that any new risk or alteration to the relevant regulations is addressed.

## **Role of the Premises Team**

The Building Manager is responsible for ensuring that:

- regular inspection and testing of firefighting systems take place;
- the integrity of all fire prevention systems and equipment in place is maintained in good working order;
- procedures and arrangements for emergency evacuation are regularly tested and reviewed;
- contractors working within the academy are given written documentation detailing the procedures that they should follow whilst working on site, and also informing them of the academy's procedures in an emergency situation.

## **Role of the Business Manager**

The Business Manager is responsible for ensuring that:

- all new employees receive fire safety training.



## **Role of the Receptionist**

The Receptionist is responsible for ensuring that:

- all visitors sign in;
- all visitors are aware of the fire procedures and evacuation muster point.

## **Role of the Fire Marshal**

Fire Marshals are responsible for facilitating the orderly evacuation of the school buildings and are responsible for:

- checking the Fire Control Panel on activation;
- co-ordination and management of fire evacuations, ensuring that no employees are put in any danger including the Fire Team;
- ensuring Fire sweepers are situated outside in the agreed areas to ensure no one enters the building until safe to do so;
- liaising with the Emergency Services (including informing them of any missing persons, status of the fire and any other relevant information);
- co-ordination and management of the Fire team. Ensuring that adequate Fire Team cover is maintained during holidays, sickness and absence from the building;
- permitting employees to return to the building following any building evacuation incident;
- ensuring that the necessary communication mechanisms are in place in relation to these procedures;
- regular testing and assessment of all relevant evaluation processes and procedures.

## **Role of the Fire Sweeping Team**

The Fire Sweeping team are responsible for:

- supporting building evacuations, including assisting mobility impaired employees, pupils and visitors exiting the building and reaching the assembly point;
- undertaking building and floor sweeps as directed by the Fire Marshal;
- ensuring visitors and children returning from lunch do not enter the building;
- greeting the Emergency Services on arrival (at the front gates to the school) and directing them to the Lead Fire Marshal and/or the incident itself if and where appropriate;
- ensuring all access points and driveways are cleared to allow easy access by the Emergency Services on arrival.



## **Role of Teaching Staff**

Teaching staff are responsible for escorting their pupils safely out of the building (with the support of PEEPS for those children with disabilities) and in an orderly fashion. They are responsible for conducting a head count on arrival at the muster point and for ensuring that the name of anyone who cannot be accounted for is passed immediately to the Fire Marshal.

## **Procedure in the Event of a Fire**

In the event of a fire, safety and preservation of life will override all other considerations. The safe evacuation of all pupils, staff and visitors is our priority. Buildings and property come second and no one should attempt to fight any fire at the expense of their own, or anyone else's, safety.

It is the duty of all staff to study and make themselves familiar with the academy's emergency evacuation procedures. As part of the regular review of the each academy's risk assessment, the academy's arrangements for ensuring fire safety will be under continual review.

## **Emergency Evacuation Procedures**

It is the responsibility of individual members of staff to ensure the safe evacuation of all pupils for whom they are responsible, to a previously designated muster point. It is the responsibility of the designated PEEP to ensure the safe evacuation of their designated person.

When an alarm sounds, pupils should be marshalled in an orderly fashion via the nearest escape route and, if possible, any open windows or doors should be closed.

All registers must be taken with you, this includes registers of any parents who are volunteering in your class.

Assist any visitors during alarm/emergency situations. Visitors may not be aware of exits/alternative exits and the procedures which should be followed during alarm situations.

It is important for staff to be familiar with alternative escape routes in the event that the primary route is blocked. Use of any lifts by pupils and staff to evacuate a building is strictly forbidden.

Upon exiting the building and proceeding to the assembly area, remain at least 20 feet away from the building walls and overhangs if possible. Do not block any driveways, as Fire Department personnel will need access to these areas.



Having safely exited the building you will be required to check the register to ensure all persons under your care are accounted for and have exited the building safely. In the event that any person is unaccounted for, you must inform the appropriate Fire Marshal immediately, please do not attempt to re-enter the building to search for any missing person(s).

## **Evacuation of Disabled Persons from the School Buildings**

Students and employees with a disability should be identified and a Personal Emergency Evacuation Plan (PEEP) prepared for the person concerned. Information regarding all PEEPS can be found within the classrooms of those associated and within the fire log book.

## **Fire Warning Equipment**

Each academy is equipped with fire warning devices designed to activate the academy's alarm system in the event of a fire.

The warning of a fire will be a siren, which will sound continuously. The alarm will be tested regularly, and reports of inaudibility are to be made to the Building Manager. Call buttons are located throughout each building. In the event of a fire, the call point should be operated causing the alarm to automatically sound.

All equipment will be maintained regularly.

## **Fire-fighting Equipment**

Fire-fighting equipment (commonly known as "fire extinguishers") are located throughout the academies. Different appliances are designed for different applications and conditions; this will have been taken into account with respect to their siting.

The main purpose of fire extinguishers is to clear a path to an exit. No attempt should ever be made to tackle a fire unless it is very minor and poses no significant threat to the occupants of the building.

This equipment is to be maintained regularly. It is a disciplinary offence – for pupils and staff alike – to tamper with any fire-fighting or alarm equipment.



## Evacuation Drills

An evacuation will be carried out at least once a term either in the form of an accidental or planned practice evacuation. After each evacuation, staff are required to provide information and observations on positive and negative aspects. The conditions and timings of the practice will be varied and may include blocking a major exit route to test how people cope when required to deviate from the normal route.

## Fire Prevention Measures

Staff should follow good housekeeping practices, including those listed below, which can eliminate or reduce many fire risks:

- Sources of ignition should be controlled. Heaters should not be covered up and electrical sockets should not be overloaded.
- Electrical appliances are tested by an NICEIC qualified electrical engineer.
- Catering equipment is switched off at the end of every day.
- Lightning and earthing protection is tested annually by a specialist contractor.
- All gas appliances are tested and serviced by Gas Safe Registered Engineers.
- Portable electrical equipment should be checked regularly.
- Good housekeeping should be maintained.
- Care should be taken to avoid large flammable displays along escape routes.
- Escape routes should always be kept clear and fire exit doors never blocked.
- Outside rubbish storage (bins) should always be located away from buildings.
- Safe storage areas for flammable chemicals will be used whenever necessary.
- Exit routes are regularly walked by the premises teams at all academies to ensure that they are, and remain, clear of obstruction.

## Record Keeping

All records relating to fire safety are retained in each academy and are available to view. These include:

- Gas Safety Certificates;
- PAT Testing Certificates;
- Lift Service and Statutory Inspection Reports;
- Fire Log Book which contains records of fire safety issues;
- Lightning Conductor Testing;
- Fire Fighting Appliances Service Records;
- Electrical Installation test certificates including 5 year fixed wiring test certificates.



## **Risk Assessment**

Each academy will contract its fire risk assessment activity to a health and safety specialist and work to ensure its findings and recommendations are acted upon. This is kept under review by the Head of Estates and Facilities.





## Appendix A

Fire Marshal responsibilities for Abbeyfield Primary Academy:

### ***Lead Fire Marshal***

- Helen Best

### ***Deputy Fire Marshals***

- Kate Abell
- Louisa Duck
- Sam Hobson
- Becky Baynham

### ***Fire Sweepers***

- Kate Abell
- Louisa Duck
- Sam Hobson
- Shabana Behzad
- Sarwat Begum
- Becky Baynham
- James Nunnington
- Rosie Maughan



## Appendix B

Fire Marshal responsibilities for Tinsley Meadows Primary Academy:

### ***Lead Fire Marshal***

- Kathryn Parker

### ***Deputy Fire Marshals***

- Lindsay Wills

### ***Fire Sweepers***

- Julie Mason
- Stacy Carwood
- Fazana Ghani
- Lynne Kwasnica
- Nasreen Hussain
- Craig Swift
- Shirley Olijnyk
- Rehana Khan
- Samena Khan
- Keith Ritchie