



Title	Fire Safety Policy
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Associated Policies	Health & Safety Policy Emergency Evacuation Policy
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Approved	

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FIRE SAFETY POLICY AND PROCEDURES

1.0 Introduction

The Board of Directors recognises its responsibilities to assess and manage all risks relating to fire safety within all Hatton Academies Trust premises in accordance with:-

- The Department for Education Guidance “Fire safety in new and existing school buildings” published on 11th March 2014.
- the Regulatory Reform (Fire Safety) Order 2005 (RRO)
- the HM Government publication “Fire Safety Risk Assessment: Educational Premises” issued in 2006

This policy should be read in conjunction with the Trust’s Health and Safety Policy which outlines clearly respective responsibilities at all levels for fire safety precautions.

2.0 General Policy Statements

2.1 Overview of the Fire Safety Policy

As part of the high-level of commitment to fire precautions, this Fire Safety Policy will be kept under review on a regular basis by the Board of Directors, who will facilitate co-ordination, consultation and monitoring within all Academies to ensure its effectiveness and harmonisation with other Trust Policies.

2.2 No Smoking Policy

The Trust Board has adopted a No Smoking Policy for all its premises, and this has been supported further by the Smoke-free Law which was introduced in England on 1 July 2007.

2.3 Arson Prevention

Arson is one of the major risks associated with (and causes of) fire. Although security arrangements are not specific to fire safety, security is important in combating the arsonist. Fire safety needs to be considered in conjunction with security as the issue of arson is too extensive to be covered entirely by a fire safety policy.

2.4 Physical Precautions in Premises / Fire Risk Assessment

The Trust will appoint a Fire Safety Adviser who is able to provide technical expertise to assist the Fire Safety Manager to fulfil and implement their duties effectively. The Trust will engage the external services of a suitably qualified Fire Safety Adviser as and when required.

There shall be at all times, and in all premises, a fire risk assessment prepared in consultation with the Academy Trust’s competent person for Health and Safety for installing and maintaining an adequate level of physical fire precautions designed to:

- Prevent the occurrence of fire.
- Ensure detection and warning of fire.
- Stop the spread of fire.
- Facilitate safe evacuation of all occupants.

2.5 Operational Precautions

There shall be at all times and in all premises fire safety instructions, which include operational plans and procedures for:

- Raising the alarm in case of fire.
- Fire-fighting.
- Evacuation of students, staff and all other site visitors in case of fire.

2.6 Consideration of Disabled People

It is recognised that special attention in all circumstances should be given to the needs of the disabled. Staff should be aware that panic and alarm can be more acute in those with disability who may not be able to fully appreciate what is going on around them by virtue of impaired sight, hearing, difficulty in communication, and physical or mental ability.

Where necessary, Personal Emergency Evacuation Plans (PEEP's) will be developed for occupants with known disabilities which could affect their ability to evacuate the premises safely.

In accordance with the relevant PEEP's, staff should ensure that students, visitors and other members of staff who are disabled are assisted as required in the event of evacuation due to fire, recognising always that staff will be aware of the condition of their students, visitors and co-workers.

The Fire Safety Officer in conjunction with the Academy Trust's Health and Safety Advisor must include this awareness in all training sessions, develop risk assessments and advise on fire evacuation procedures

2.7 Reporting Procedures

There shall be systems in place for recording and reporting:

- All fire incidents.
- All staff training on fire safety.

3.0 Staff Responsibilities

The Trust places the following responsibilities upon staff and co-operation from those who enter Trust premises.

3.1 The CEO

The Executive Principal will continue to undertake Trust Board Level responsibility for fire safety in all Trust premises including the requirement to implement a fire safety policy, ensure programmes of work are in place to improve and maintain fire precautions.

3.2 Lead Manager with Delegated Responsibility for Fire Safety

The Director of Finance and Operations has delegated responsibility for fire safety within the Trust and will assume the role of Lead Manager with Delegated Responsibility for Fire.

The Lead Manager is responsible for the organisational management of fire precautions, review of policy and procedures every two years and producing an annual report for presentation to the Trust Board on Fire Safety in Hatton Academies Trust.

Supported by the Academy Principals, the Lead Manager shall be responsible for:

- Having an awareness of all fire safety features and their purpose.
- Fire safety risks, particularly to the individual Academy.
- Advising Trust and Academy management on technical fire matters.
- Attending fires and preparing reports on all incidents and false alarms including reporting major incidents to Trust Management.
- Requirements for disabled staff and students (related to fire procedures, PEEP's).
- Ensure appropriate levels of management are always available to ensure decisions can be made regardless of the time of day.
- Compliance with legislation.
- Development and implementation of the Trust's Fire Safety Policy.
- Development of fire safety and arson prevention strategy.
- Develop, issue and ensure that Fire Safety Log Books are maintained.
- Development and delivery of an effective training programme in all aspects of fire safety, including, planning and giving lectures to all staff on fire precautions, organising fire drills and exercises, ensuring outcomes in line with paragraph 3.8 and 4.0 of this Policy.
- Co-operation between other employers where two or more share the premises.
- The reporting of fire incidents.
- Monitoring and mitigation of unwanted fire incidents.
- Liaison with enforcing authorities, including liaison with Northamptonshire Fire Service on all Statutory Fire requirements.
- Liaison with other managers.
- Monitoring of inspection and maintenance of fire safety systems.
- Provide technical expertise to enable duties to be fulfilled effectively.
- Recommending procedures and action for all areas of the Trust in the event of a fire incident for approval.

- Monitoring the condition of the fire precautions by continual risk assessment, identifying necessary capital and revenue works to maintain standards of fire safety in the Trust.
- Advising on fire precautions on all plans for capital/revenue developments, assisted by the Academy Trust's competent person for Health and Safety.
- The preparation of Fire Safety Instructions for all premises.
- Inspecting and maintaining a current audit of all premises to ensure that fire precautions are being maintained, especially equipment.
- Reviewing all proposed changes of use of rooms or areas in departments of managed areas within the Foundation Trust and undertake a risk assessment.
- Maintaining a standard agenda for a regular review (quarterly), with the Lead Manager with Delegated Responsibility for Fire on fire safety, including incidents to be recorded.
- Maintaining records of all fire precaution works agreed with Statutory Authorities.
- Maintaining a file recording;
 - The names of current responsible staff
 - procedures for all areas of the Trust
 - fire incident reports
 - register of training sessions and attendance levels
 - premises inspection reports
 - fire safety instructions for all premises.

3.3 Academy Principals / Senior Leadership Teams / Heads of Department

It is the responsibility of the Academy Principal supported by Senior Leadership Team members and Heads of Department to ensure compliance with the requirements of the (RRO) within their area.

It is the Academy Principal's responsibility to ensure that the fire log book is in place and that all fire related records are maintained, including registers of staff and students to support fire evacuations and drills.

3.4 Fire Marshalls

An appropriate number of Fire Marshalls will be appointed for each Department / Premises by the Fire Safety Manager to ensure continuity of this role at all times. Their role is to carry out the following within their appointed area:

- Act as the focal point on fire safety issues.
- Organise and assist in the fire safety regime.
- Raise issues regarding fire safety.
- Assist with co-ordination of the response to an incident.
- Be responsible for roll-call during an incident.
- Be trained to tackle fire with first aid fire-fighting apparatus where appropriate.
- Support Duty Managers on fire safety issues.

3.5 Managers

For all staff under their direction, Managers are responsible for:

- Agreeing with the Fire Safety Manager their geographical and managerial area of responsibility.
- Ensuring that all individual members of staff under their control are aware of the Trust's Fire Safety Policy and Procedures and comply with the requirements of paragraphs 3.8 and 4.0.
- Ensuring awareness of the requirements of the Trust Fire Safety Policy within their area of responsibility.
- Ensuring awareness of Fire Safety Instructions within their area of responsibility.
- Ensuring awareness of the Fire Safety Log Book within their area of responsibility.
- Ensuring attendance at fire safety lectures and training sessions within their area of responsibility.
- Inform the Trust's Fire Safety Manager of any change of use of any area under their control for the purposes of a risk assessment of fire safety.

3.6 Site Staff

Site Staff will support the Academy Principal with:

- The testing and maintaining of all fire alarms and fire prevention equipment.
- Maintaining water and electricity supply as necessary to all fire prevention equipment.
- The maintenance of all emergency lighting.
- The maintenance and integrity of fire doors and escape routes, fire compartments and fire notices.
- Establishing and maintaining approved programmes of physical fire precautions in all premises, and implementation of works of fire safety.
- All Individual Members of Staff.

All members of staff are required to:

- Be familiar with Trust Fire Safety Policy and Procedures.
- Practice and promote fire safety and fire prevention.
- Be aware of what action is required of them in the event of a fire.
- Sign in and out of the premises when working out of normal working hours.
- Raise the alarm on reasonable suspicion of fire.
- Receive and co-operate with training in fire precautions as arranged by the Trust.
- Support the role of Fire Marshall within their Department.
- Be familiar with the positions of manual fire alarms, actuation points and the location of fire-fighting appliances and their varying uses, as appropriate to their work.
- Be aware of means of escape to a safe area and delegated assembly point.
- Report to their nominated Fire Marshall any obstructions to landings, doors, staircases, corridors and other escape routes, or any other departures from Fire Safety Instructions.
- Be familiar with fire alarm tones and correctly respond to them.

- Understand the character of fire, smoke and toxic fumes.
- Know the fire hazards involved in their working environment.
- Comply and uphold Trust's No Smoking Policy and Smoke free Law.

4.0 Training

Fire safety training is essential for all staff and is a legal requirement. All staff need to have an understanding of fire risks and know what to do in the event of a fire so that fire safety procedures can be applied effectively.

The Lead Manager (Fire Safety) is responsible for fire safety training across the whole Trust and Heads of School have delegated responsibility monitoring fire safety training within their Academy.

The Fire Safety Manager is responsible for the development, delivery and review of the training programme.

All staff will receive fire safety training as part of the induction process.

Where staff are working in areas where there are specific risks or hazards, the induction training will be supplemented by job-specific instructions as soon as their employment commences.

Specific training will be delivered on a regular basis to support the roles of Fire Marshalls and those members of staff who have a key role in responding to reportable fire incidents.

All staff will receive regular, updated training and instruction. No member of staff should go without a training session for a period longer than two years.

Training records will be maintained by the Principal in each Academy.

5.0 Procurement

All staff should ensure that any furnishings or fabrics purchased comply with BS 5438: 1989 to ensure they meet fire retardant standards.

6.0 Policy Review

This Policy will be retained on the Trust website and will be updated and reviewed every two years or in the event that DfE, industry best practice guidance or legislation is amended.

This policy will remain effective until any updated/reviewed policy has been approved and disseminated throughout the organisation.

7.0 Implementation and Monitoring of Policy

This policy will be implemented as detailed within Sections 3, 4 and 5. Effectiveness of this policy will be carried out through implementation of a fire safety audit to review the appropriateness of fire safety management, policies, procedures and levels of compliance within the organisation.