



TIMU
ACADEMY
TRUST

Policy Document for: Fire Safety

Approved: Oct 2018

Due for Review: Oct 2019

INTRODUCTION

The fire safety order specifically requires a fire risk assessment to be carried out and to be suitably reviewed. This has been completed for each premises and is reviewed annually or when there is a significant change, which ever occurs first.

In addition it is expected that each school in the Trust will put in place a management system / policy and procedures to deal with fire safety and prevention.

The fire safety management policy sets out the objectives in respect of fire prevention and emphasises the trust's commitment to fire safety.

FIRE SAFETY STATEMENT

The trust's primary focus is for the safety of its children, employees and visitors, to that end the fire safety management of the school is based around "life safety". The school has put procedures in place to protect records but this is not the primary focus.

The trust aims to provide an environment which is safe and which promotes fire prevention at all times. To suitably manage the fire risk within the school environment the management has designated responsible people with specific tasks.

The Trust Directors and Executive Principal are ultimately the recognised responsible people. In practice responsibility for fire safety is delegated to the School Principal who manages the school and its fire safety on a day to day basis. The School Principal has specific areas of responsibility. She has delegated defined duties to support staff. Please see fire management responsibilities and the organisation chart for details.

FIRE MANAGEMENT SYSTEM

There is a clear fire management system in place to ensure that the schools suitably manage the fire risk. The system seeks to anticipate and proactively identify the impact of any proposed changes. The management of the school identify any alternative protection and management measures that will be required as a result and ensures that they are implemented.

The staffing level provided is specifically appropriate to the fire safety requirements of a primary school. It includes sufficient trained personnel to ensure that all occupants are assisted or supported, to make their way out of the building effectively in an emergency.

The training ensures that there are sufficient numbers of staff trained in all aspects of fire prevention, fire protection and evacuation procedures and able to use the appropriate extinguishing equipment (and media), so as to provide full coverage of the building, with provision for contingencies, sickness or holiday absences.

Planning

The original fire risk assessment was completed in June 2017 and is reviewed annually. The fire risk assessment will continue to be reviewed annually or when there is a significant change, whichever occurs first.

The implementation of corrective actions is ongoing following each risk assessment review with priority given to the highest risks. Where budget restraints delay implementation, risk management strategies will be put in place to reduce the risk.

The planning system is proactive and takes into account a wide range of possible emergencies and incidents. These are likely to include planning for logistical issues such as the provision of shelter, communications, transport, the weather, time of day, time of week, time of year (holidays, etc.) and traffic related issues, as well as scenarios such as power failures or floods.

Organisation

The Executive Principal is responsible for ensuring that all control measures identified in the fire risk assessment are in place and that further improvement actions are completed so far as is reasonably practicable.

The Executive Principal will assign an appropriate member of her team the responsibility to complete each improvement action.

The Site manager has been assigned tasks such as maintenance and testing of fire safety systems. Some of these duties are contracted to suitably qualified engineers.

Fire wardens have been designated and are suitably trained in their fire evacuation duties. Fire drills are completed once every half term. All staff receive fire safety awareness training annually.

FIRE MANAGEMENT RESPONSIBILITIES

The following are the defined responsibilities for those working within the school who have been assigned specific duties.

SCHOOL PRINCIPAL

The School Principal is empowered to ensure that legislative requirements are met; initiate testing, initiate maintenance or repair. Such powers are supported by the necessary, sufficient and appropriate resources, including funds.

The School Principal is responsible for ensuring:

- The school has a fire safety management policy and that such a policy is reviewed annually
- That a Fire Risk Assessment is completed and reviewed annually
- Staff are notified of the significant findings of the fire risk assessment
- Recommended actions derived from the fire risk assessment are completed
- The maintenance / testing of all fire fighting systems and equipment is completed and recorded in the fire log book
- That the school emergency plan and evacuation procedures are regularly reviewed
- The school has a major incident evacuation plan which may include agreements with local providers and additional training for staff
- All pupils, employees, visitors and others who use the building are made aware of the fire safety precautions and the fire evacuation procedures
- The provision of fire awareness training to all staff
- The provision of fire warden training for designated staff
- That an emergency fire drill is undertaken every term
- The preparation of specific personal emergency evacuation plans for staff and/or pupils with special needs and or disability
- The provision of suitably fire safety systems i.e. fire alarm, automatic detection and emergency lighting

- The provision of suitably fire safety equipment such as fire doors, fire signs and fire fighting equipment
- Any fire prevention officer's recommendations and or enforcement notices are complied with.

HEAD FIRE WARDEN

- Head Fire Warden (Site Manager or designated warden) is responsible for:
- Collecting all of the area and classroom information from Teachers and Fire Wardens
- Controlling the assembly point
- Ensuring that fire and rescue service access gates are opened
- During a practice noting escape times and general observations for improvement
- Liaising with the fire and rescue service to ensure that all relevant information is communicated effectively
- Providing the fire and rescue service with a detailed (laminated) plan of the building
- Ensuring that no one re-enters the building until deemed safe to do so by the fire and rescue service
- Implementing the major incident site evacuation plan if required.

SITE MANAGER

The Site Manager is responsible for controlling work, maintaining safety systems and maintenance. The school work control system has been developed proactively with clear lines of responsibility; a permit system; logging and audit processes and routine checking and supervision.

The maintenance system is one where there is dynamic monitoring of the fire safety systems, and the equipment is kept fully functional at all times when the building is in use.

The Site Manager is responsible for:

- The formal maintenance and regular testing of the fire alarm
- The formal maintenance and regular testing of the emergency lighting
- The formal maintenance and organising of testing for the automatic detection system
- The maintenance and inspection of the fire fighting equipment
- The maintenance of exit/escape routes and signage
- The completion and upkeep of the school fire log
- Supervision of contractors undertaking hot work and cold work
- Ensuring that fire compartmentation is sound and that any fire engineering solutions are suitably maintained
- Reporting any hazards (which can not be dealt with) to the School Principal
- Ensuring that access can be gained at all times to the electric and gas shut off devices
- Ensuring that fire critical plant such as gas boilers are annually serviced in line with the schools planned preventative maintenance regime
- Ensuring that electrical equipment is suitably maintained and that fixed electrical wiring is inspected at least every five years in line with the schools planned preventative maintenance regime
- Ensuring that fire fighter equipment is maintained and accessible i.e. fire hydrants and dry risers.

OFFICE MANAGER

The Office Manager is responsible for:

- Calling the fire and rescue service to ensure that they have been notified of the alarm
- Ensuring that classroom registers are always available and are taken to the assembly point in the event of an evacuation
- Ensuring that visitors and contractors are signed in the building and are notified as to the evacuation procedures
- Where appropriate escorting visitors and contractors from the building
- Collecting information such as contact details of parents
- Taking such information to the assembly point for use in a major incident / site evacuation.

TEACHERS

The Teachers are responsible for:

- Acting as fire wardens when evacuating their class from the school
- Ensuring that their particular classrooms are kept free of hazards which may block escape routes
- Ensuring that all electrical equipment used within the classroom have been suitably maintained
- Reporting any hazards (which can not be dealt with) to the Premises Manager
- Ensuring that new pupils are suitably trained in evacuation procedures
- Ensuring that pupils which attend class with a prohibitive injury are assessed and that a personal emergency evacuation plan is put in place
- Following school evacuation procedures including reporting to the head fire warden with the results of the register check
- Controlling their class at the assembly point, ensuring that no pupils re-enters the building until the head fire warden announces that the school is safe
- If required, being aware and trained in the major incident evacuation plan which may require escorting the class away from the premises to a safe site
- Taking part in any fire safety training provided by the school.

FIRE WARDENS

The Fire Wardens / Support Staff (given responsibility) are responsible for:

- Ensuring that their designated areas are clear before leaving the building
- Closing all fire doors (not on automatic closers) before leaving their area
- Taking an active day to day role in fire prevention and hazard spotting
- Reporting fire safety issues such as missing fire extinguishers
- Ensuring that fire escape routes/stairs and fire exits are not blocked
- Reporting any hazards (which can not be dealt with) to the Premises Manager
- Reporting to the Head fire warden at the assembly notify them of the occupancy status of their area
- Assisting the head fire warden in securing the building and ensuring that no one re-enters the premises until it is deemed safe to do so by the fire and rescue service.

HIRERS and EXTENDED SCHOOL PROVIDERS

All hirers and contracted users of school premises will receive written details of the fire procedure as part of the hire arrangements. Hirers of the building are required to adhere to the fire procedures at all times and take such measures as are necessary to ensure the safety of those children/persons for whom they have responsibility.

FIRE MANAGEMENT ORGANISATIONAL CHART
SCHOOL

