



TIMU ACADEMY TRUST

Policy Document for: Fire Safety

Approved: October 2020

Due for Review: Oct 2021 or after any prior incident of fire

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 premise and is reviewed annually or when there is a significant change, whichever 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.

Employers must ensure fire precautions at the school comply with all relevant health and safety legislation. Additionally, the Regulatory Reform (Fire Safety) Order 2005 requires schools to undertake risk assessments to identify the general fire precautions needed to safeguard the safety of staff and pupils in case of fire, including their safe means of escape. At Timu Trust we ensure that procedures are in place to reduce the likelihood of fire, maintaining fire detection and alarm systems, and familiarising staff and pupils with emergency evacuation procedures. These risk assessments are updated if any significant changes to the premises or their use take place.

In Timu Trust, responsibility for health and safety and fire safety lies with Trustees.

The safety of children, staff and visitors is of paramount importance to Timu Trust and appropriate attention by leadership and management is taken to reflect this. Fire safety is also considered in the Trust's health and safety policy as drawn up with health and safety consultants. Timu aims to secure an education environment that is as safe from fire as far as can reasonably be achieved. If a fire does occur, it is imperative that all staff members are well trained in procedures for safe evacuation and mitigation of damage.

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 CEO are ultimately the recognised responsible people. In practice responsibility for fire safety is delegated to the Head of School who manages the school and its fire safety on a day to day basis. The Head of School has specific areas of responsibility and 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. This can be found in the Judicium folder for Fire Risk Assessment for each site.

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 CEO 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 CEO 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.

A summary of these points is included in the staff handbook.

FIRE MANAGEMENT RESPONSIBILITIES

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

Head of School

The Head of School 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 Head of School is responsible for ensuring:

- The Trust 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 held on the Every system.
- That the school Fire and Emergency Evacuation plans are up to date, in conjunction with the site manager
- 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, disability and temporary reduced mobility (which are completed and updated by the SENCo)
- 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 a 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 via the Every system
- 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 Head of School
- 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 school's 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.
- Ensuring, in conjunction with Head of School, that each school has an up to date Fire and Emergency Evacuation Plan
- Ensuring that corridor displays are sprayed with fire retardant spray and a sticker applied indicating the date this action was taken

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 by collaborating with the SENCo
- 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 pupils remain quiet and 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.
- Ensuring that fire doors are not propped open at any time
- Notifying the Site Manager when corridor displays have been changed and completed so that they can be sprayed with fire retardant spray

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 Site Manager
- Reporting to the Head fire warden at the assembly point to 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 Child's Play

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.

Training of staff

During the first week of term, or as soon as practically possible thereafter, all new entrants being pupils, teaching staff or support staff, will be conducted around the primary escape routes of the school. They will also receive instruction on the school fire evacuation routine. All members of staff will receive a personal copy of a floor plan and designated evacuation routes.

All members of staff will receive instruction and training appropriate to their responsibilities in the event of any emergency. Further details are contained in the staff handbook.

Fire notices

Each fire alarm point is clearly indicated 'Fire alarm' in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996 (SI 1996/341) followed by the appropriate operating instructions. A notice is displayed adjacent to the telephone or switchboard giving clear instructions for calling the fire brigade in case of fire. Every room has a fire notice.

PURPOSE OF FIRE DRILLS

Timu school fire drills are intended to promote an attitude of mind whereby persons will react rationally when confronted with a fire or other emergency at school or elsewhere. Fire drills will not assume that all escape routes are available. Fire drills ensure that, by means of training and rehearsal, in the event of fire:

- The people who may be in danger act in a calm and orderly manner.
- Those people who have designated responsibilities carry out their tasks to ensure the safety of all concerned.

- The escape routes are used in accordance with a predetermined and practised plan.
- Evacuation of the building is achieved in a speedy and orderly manner.
- Our fire drills give us the opportunity to consider the age-related needs of the students attending the school and also any special needs of the students on the school roll. Each fire drill will be started by our pre-determined signal and the whole premises checked as if an evacuation was in progress.

Fire routine

Our fire routine is based on a critical sequence of events outlined in the appendix, these being as follows.

Alarm operation

Anyone discovering an outbreak of fire must, without hesitation, sound the alarm by operating the nearest fire alarm call point.

The fire alarm systems in each building are not linked to each other. However, in the event of an alarm actuation, our procedure is for contact to be made with the other buildings on site, either by telephone or designated person. Once contact has been made it is our procedure to evacuate all buildings (by operating the fire alarm, public-address (PA) system, message or personally with each class). The aim of evacuating all buildings is to attempt to carry out a roll call.

Calling the fire brigade

All outbreaks of fire or any suspected fire, however small, should be reported immediately to the fire brigade by the quickest means available. The Site manager and Head of School must also be informed immediately.

Evacuation

On hearing the fire alarm:

- Students must be instructed to leave the building in single file and in a calm, orderly manner.
- The person in charge of each class must indicate the exit route to be used and everyone must be directed to a predetermined assembly point. Specific arrangements are established for students with physical or mental disabilities to ensure that they are assisted during evacuation.
- No running is permitted to avoid panic.
- On staircases everyone must descend in single file. Overtaking of classes or individuals is not permitted.
- Lifts must not be used.
- Anyone who is not in class when the fire alarm sounds must go immediately to the assembly point.
- No one is allowed to re-enter any building until told to do so by the fire brigade, or, in the case of a fire evacuation drill, the senior person in charge.

Assembly

Everyone must make their way to the assembly points, which are areas outside the school premises clearly designated as assembly points, easily identifiable by any person who is on the school premises as a visitor, far enough away from the school premises to afford protection from the heat and smoke in a fire situation and in positions that do not put pupils and staff at risk by emergency vehicles responding to the incident.

- Bobbing/Iwade communities: on the main playground
- Admin team: with Ocean staff (as above)
- Office team: with the Sky staff (see above)
- Cleaning staff: with the closest community and request that the Site Manager is informed of their location
- Visitors: with the community they are closest to, and request that the Site Manager is informed of their location

- Kitchen staff: with the Sky staff (see above)
- Bobbing: non class facing staff should gather together for ease of register taking

Roll call

The person in charge of each class or group has overall responsibility to ensure that a roll call is conducted in the event of evacuation of the premises so they must bring attendance registers and visitors book to the assembly point when the alarm sounds.

- On arrival at the assembly point a roll call will be made to ascertain that no one remains in the premises. Any visitors or contractors in the premises will be included.
- The count at the assembly point will be checked with the attendance registers and visitors book to verify that everyone is out of the building.
- Each person in charge of a class or group will report to the leadership team member in charge of the evacuation procedure that everyone in their charge is accounted for or inform him/her of the number of persons missing.
- The playground is marked out for each class so there is a specific place for each class to assemble. Once the roll call for each class is complete, the class teacher will raise their hand so the fire wardens are made aware

Meeting the brigade

The leadership team member in charge of the roll call will identify him/herself to the fire brigade on their arrival. In doing so, vital information can be relayed to the fire officer which will dictate the necessary actions to be carried out by the fire brigade.

The fire brigade will want to know:

- Is everyone accounted for?
- If anyone is missing: How many? What is their usual location? Where were they last seen?
- Where is the fire? What is on fire? (It may not be apparent).
- Are there any hazardous substances involved in the fire or stored in the building? (For example, chemicals, solvents, liquefied petroleum gas (LPG) or acetylene cylinders, etc.)

Fire fighting

Any attempt to fight the fire must always be secondary to life safety. Circumstances will clearly dictate whether fire-fighting should be attempted. Any attempt to fight the fire must be based upon the type and degree of training received in the use of fire-fighting equipment employed in the premises.

Any person discovering a fire must:

- Operate the nearest fire alarm.
- Call the fire brigade immediately by dialling '999' using the nearest telephone.

On hearing the fire signal:

- When in class, the order to evacuate will be given by the person in charge, who will indicate the route to be followed.
- When not in class, form single file and move by the most direct route to the place of assembly.
- At all times act quietly and calmly.
- Do not stop to collect your personal belongings.
- Do not attempt to pass others on your way to the place of assembly.

Monitoring and evaluation

At the beginning of each school year, all staff will be involved in a discussion of issues relating to all aspects of school safety, including fire safety. Regular fire drills will ensure that the evacuation procedure applying to the school premises fulfils its aim satisfactorily and will highlight any area of the procedure which needs alteration.

Reviewing

This policy will be reviewed after any incident of fire which draws attention to inadequacies in the fire procedures. In addition, the governing board will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school. The policy will also be updated in the light of developments in government policy and changes in legislation.

FIRE MANAGEMENT ORGANISATIONAL CHART

SCHOOL

