



## **FIRE SAFETY**

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### ***RATIONALE***

Good management of fire safety is essential to ensure that any fire safety matters that arise are always effectively addressed. This is achieved by the COO/Premises Manager maintaining and planning fire safety in conjunction with general health and safety. It is also recognised that fire safety operates at all levels within the academy and all staff are aware of their responsibilities to ensure that the risk of fire is managed.

To comply with the regulatory reform (Fire Safety) Order 2005, the COO/Premises Manager annually reviews the Fire Safety Risk Assessment. This is signed and sent to Calderdale MBC's Health & Safety Co-Coordinator. In addition a fire register is maintained and together these two documents enable the COO/Premises Manager to demonstrate that fire precautions are being effectively managed, that employees are made aware of their duties and that the premises fire precautions are maintained to an appropriate standard that will ensure the safe and effective evacuation of the premises by all occupants.

### ***RESPONSIBILITIES***

The COO/Premises Manager must ensure employees are aware and informed of:

- The means of raising the fire alarm
- The identify of fire wardens in their work place
- The premises evacuation procedure
- Emergency exits from buildings
- The need to assist visitors to evacuate
- The procedures for assisting people with disabilities to evacuate from the premises, including the use of refuge areas (where a person with a disability may wait accompanied, for a short time, whilst arrangements are made to assist them to leave the premises).
- The location of fire action notices which details the fire evacuation procedure
- Any Personal Evacuation Emergency plans (PEEP) for individuals who may temporarily require help (e.g. a pupil on crutches).

In addition the COO/Premises Manager must ensure that each building, for which they are responsible, is provided with suitable and sufficient provision of fire fighting equipment and that whilst the premises are in use, that a suitable number of members of staff are available, who are trained and competent to use fire fighting equipment. These members of staff must be recorded in the premises fire register and they must be provided with regular appropriate training.

### ***LINKS WITH OTHER POLICIES***

Health and Safety Policy  
Gas Safety Policies – site specific  
Staff Handbook

Reviewed August 2019