

Academy logo

## Fire Safety Policy

Version and Date		Action/Notes: To be reviewed every 2 years. 01.06.2021
v.1	01.06.2019	Agreed by Trustees

Elevate Multi Academy Trust (Elevate) has agreed this Policy and as such, it applies to all Academies within the Trust.

References to 'the Head teacher' includes the Executive Head teacher, Head teacher or acting Head teacher as appropriate.

**All members of staff are required to familiarise themselves with this policy as part of their induction programme.**

### **Introduction:**

The main aim of this policy is to ensure that Elevate and its Academies has arrangements in place to protect and preserve the health and safety of all the children, staff and visitors – this includes the Trust's dedication to mitigating the risk of fires. This will be achieved by educating the children, training staff and ensuring each Academy's fire safety measures are checked regularly and are in full working order.

In the event that a fire breaks out, procedures have been put into place to ensure all risk is minimised and the premises can be evacuated quickly.

### **Statutory Legislation and Government Guidance:**

including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999 (as amended)
- The Regulatory Reform (Fire Safety) Order 2005

### **Linked to the Following Policies:**

- Health and Safety policy
- Risk Assessment policy
- Fire Evacuation Procedure
- Business Continuity Plan

### **Scope:**

This policy is applicable to all full-time, part-time and supply staff, children, contractors, volunteers and work placement students and to all Elevate's Academies.

### **Definitions:**

**Fire Risk Assessment:** "is a physical inspection of a building to review the adequacy of the existing fire precautions and identify any fire hazards or risks in the premises. This enables an informed decision to be made as to whether these risks are acceptable or whether further action is required to reduce or control those risks"

**Fire Drill:** "is a method of practicing how a building would be evacuated in the event of a fire or other emergencies."

**Personal Emergency Escape Plan (PEEP):** "is a bespoke 'escape plan' for individuals who may not be able to reach an ultimate place of safety unaided or within a satisfactory period of time in the event of any emergency."

## Responsibilities:

### Head teacher:

References to 'the Head teacher' includes the Executive Head teacher, Head teacher or acting Head teacher as appropriate.

The Head teacher has the overall responsibility to ensure that hazards are identified, risks are assessed and that suitable and sufficient control measures are implemented to reduce the risks as low as is reasonably practicable. This includes ensuring that sufficient time and resources are allocated to enable this to happen.

### In addition, the Head teacher will also:

- Take reasonably practicable steps to ensure the Fire Safety Policy is implemented by all members of staff across the Academy;
- Designate a Fire Safety Officer (FSO) (and deputy) to be responsible for the day-to-day implementation of the Fire Safety Policy. This person will also be the designated contact with Elevate's Premises Manager, the Local Authority and the Health and Safety Executive (HSE) where necessary;
- Take steps to ensure all members of staff, children and visitors are familiar with the Fire Safety Policy.

### Fire Safety Officer (FSO):

The FSO will:

- Take responsibility for the Academy's fire safety matters, in collaboration with the Head teacher;
- Co-ordinate the implementation of all fire safety measures, ensure staff and children training takes place, and monitor the standard of the Academy's fire detection and protection equipment;
- At least once per half-term, undertake a whole-Academy fire evacuation drill to ensure the Academy's staff members, children and visitors know what to do in the event of a real fire;
- Review relevant and updated legislation to ensure the Academy is working within the parameters of the law and as safely as possible;
- Ensure new and existing staff members undertake training sessions at least once per year;
- Ensure all fire detection and protection equipment, e.g. smoke alarms and fire extinguishers, are maintained and are in working order;
- Communicate relevant correspondence regarding fire safety to all members of staff and, where necessary, the local governing body;
- Where necessary, conduct risk assessments and ensure necessary procedures are in place to mitigate the risks of fires;
- Draw up a plan of the Academy, including the locations of all fire extinguishers and fire exits;
- Assist with the preparation of personal emergency evacuation plans (PEEPs) for people who will require assistance during an evacuation;
- Contact the emergency services in the event of a fire;
- Ensure that actions identified in the fire risk assessment are addressed;

- Take steps to ensure the appropriate precautions, including the communication of this policy, are put in place where events are organised outside of normal Academy hours, or by third party organisations;
- Review activities to ensure specific restrictions on events, such as setting capacities and limiting the types of activity;
- Review the FRA (fire risk assessment) and, where necessary, amended after:
  - Any structural changes, e.g. alterations to the layout of the premises or refurbishment, have taken place;
  - Any change to the use of the Academy grounds which may affect the risk rating;
  - Any change to work processes or equipment which may introduce new fire hazards;
  - Any change to the number of people using the Academy, to ensure that fire escapes and fire assembly points can accommodate the numbers safely.

#### Office Staff:

Will ensure that all visitors and contractors are made aware of the emergency evacuation procedure as soon as possible after entering the Academy and hand them a safeguarding and fire safety leaflet.

#### All Other Staff:

All other staff members will:

- Co-operate with their colleagues, the FSO and Head teacher on all fire safety matters;
- Carry out their work in accordance with fire safety training and instructions;
- Inform the FSO of any work situation representing serious and immediate danger, so that remedial action can be taken;
- Familiarise themselves with all their responsibilities as set out in the Fire Safety Policy, and aspects of their work relating to potential fire hazards;
- Follow, and help to carry out, relevant risk assessments to ensure the safety of themselves and other staff members, children and visitors;
- Ensure that all staff, children and visitors are applying fire safety regulations and adhering to all rules, routines and procedures in place;
- Ensure any flammable substances are used correctly, and stored and labelled as appropriate;
- Report any defects in equipment or facilities to the designated FSO and/or the designated health and safety officer;
- Make suggestions as to how the Academy can reduce the risk of fires;
- Exercise good standards of housekeeping and cleanliness;

#### Children:

All children will:

- Respond to the instruction given by staff members in an emergency, e.g. evacuation procedures;
- Not misuse, neglect or interfere with items supplied for their, and other children's health and safety;
- Report any defects in equipment or facilities to their teacher as soon as possible.

### Contractors:

All contractors will:

- Familiarise themselves with all health and safety policies and procedures including, but not limited to, the Fire Safety Policy;
- Be aware of the Academy's evacuation procedure and fire assembly points;
- Respond to the instruction given by staff members in an emergency;
- Inform the Head teacher of all potential risks to staff, children and visitors;
- Report any defects in equipment or facilities to the FSO and/or the designated health and safety officer or, failing this, the nearest member of staff;
- Discuss any concerns regarding fire safety with the Head teacher or FSO.

### Visitors:

All visitors will:

- Be aware of the Academy's evacuation procedure and fire assembly points;
- Respond to the instruction given by staff members in an emergency;
- Report any defects in equipment or facilities to the FSO and/or the designated health and safety officer or, failing this, the nearest member of staff.

### Elevate's Premises Manager:

- Will arrange for a formal Fire Risk Assessment to be carried out when required and reviewed as necessary;
- Will provide advice, guidance and training, where necessary, on fire safety.

### Procedure:

Measures, such as multiple fire escapes and exits will be put in place to ensure all staff members, children and visitors can escape and the Academy will have a relevant and up-to-date Fire Evacuation Plan (FEP) in place.

Details of the Academy's fire evacuation points will be recorded in the FEP.

The FEP will be reviewed by the FSO and Head teacher once per year, to ensure it is accurate and relevant and a copy should be kept in every classroom. A copy will be sent to Elevate's Premises Manager.

As part of their training, all staff members will familiarise themselves with the FEP.

