



L.E.A.D. Academy Trust

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# Fire Safety Policy

# **Regatta Building**

## **POLICY DOCUMENT:            FIRE SAFETY & PREVENTION**

### **Rationale**

The prevention of fire is of vital importance. Most fires are caused by carelessness and ignorance. A high standard of fire consciousness will prevent this. It is the responsibility of all personnel to become conversant with these instructions.

Upon the outbreak of fire the saving and preservation of life takes precedence over the salvaging of property. A member of staff's first and over-riding duty is of course to look after the persons under their charge and this will mean the evacuation of the building. No attempt should be made to fight fire until their safety is assured as per fire safety training, without exposing any person to risk.

The Teaching School Hub fire officer is the administrator and she is to be informed of all fires, no matter how small. A fire is not considered extinguished until such time as it has been inspected by the fire officer.

### **Fire Risk Assessments**

The Fire Precautions Regulatory Reform (Fire Safety) Order written in 2005, ensures that employers are responsible for appropriate fire precautions which include:

1. Appropriate fire detection and fire fighting equipment that is accessible and simple to use
2. Nominated employees to implement fire-fighting measures
3. Provision of adequate training and equipment for those appointed
4. Arrange for any necessary contacts with external emergency services
5. Provide adequate emergency escape facilities

In order to do this, risk assessments will be carried out and revised annually. It should identify any person especially at risk in a case of fire, i.e. a person who is deaf, blind or disabled.

An emergency plan to evacuate the premises exists and includes how to contact the emergency services, allocating individuals who are responsible for supervising, controlling and putting into effect

the plan. Fire drills are carried out in accordance with the emergency plan and modifications made regularly. Any actions arising from the first risk assessment form part of the overall health and safety policy for the Teaching School Hub. This ensures that the management of all health and safety risks are considered together.

During the risk assessment, every room or area will be assessed, particularly any areas not often in use.

### **Strategy for Fire Prevention**

Management strategy for fire prevention will be classified as follows:

1. Everyday management and vigilance by staff to ensure that potential hazards are kept under control to prevent the occurrence of fire.
2. Alarm, evacuation and emergency action backed up by notices, drills and practice to ensure that correct action is taken in the event of an outbreak of fire.

The strategy also includes:

1. Planning for the actions to be taken in the event of fire:
  - ✓ Training of staff, including any specially delegated function
  - ✓ Provision of instruction to delegates/ participants
  - ✓ Display of appropriate fire instruction notices
2. Control of risk associated with activities or processes which may cause or adversely affect any outbreak of fire, eg process, storage, gas, electricity, contractors on site, vandalism.
3. Check on existing structural precautions, and seeking further advice where there are thought to be deficiencies
4. Monitoring the effectiveness of precautions, eg analysis of evacuation drills, annual review, by checklist

### **Issue of General Fire Notice**

The issue of general fire notices displayed in the building to staff will take place during induction. This document is issued and explained in detail to an employee in the same way as details of pay, work hours and holidays would be explained. This requirement applies to all staff.

## **Staff Training**

The fire officer (The Teaching School Hub Director) is responsible for ensuring that all staff in the premises are trained in accordance with the requirements of the Teaching School Hub. Every member of staff will receive instruction in fire precautions, during induction. This training will be recorded in the induction checklist and kept on staff, including Flick Training. Training will be appropriate to the staff members role.

## **Control of Risks: Training of Staff and Instruction of Students**

### **Employees:**

The training of all employed persons forms an essential part of the Teaching School Hubs fire precautions. The aim should be to ensure that all staff receive training in a basic appreciation of the risk of fire and the action to be taken in the event of fire, including appropriate to their responsibilities in an emergency.

Instruction and training for all staff will include:

- ✓ The action to be taken upon discovering a fire
- ✓ The action to be taken on hearing the fire alarm
- ✓ The method of raising the alarm, including location of call points, use of internal telephone system and location of external telephone
- ✓ The correct method of calling the fire brigade
- ✓ The location and use of fire fighting equipment
- ✓ Knowledge of escape routes
- ✓ Evacuation method for the building, location of assembly point and method of accounting for persons
- ✓ Appreciation of the importance of fire doors and the need to close all doors and windows at the time of hearing the alarm.

## **Control of Risks: School Based Activities**

Where a planned activity is due to take place with a member of staff entering another school, fire risk assessments and policies within the host school must be adhered to. The lead member of staff for the activity will complete a Risk Assessment Form if this is necessary for any aspects which may pose an additional risk in relation to fire safety. The policy and communication with the host school can be used for

## **Fire Drills**

Fire drills will be carried out in accordance with the occupancy agreement. Occasionally this may include an exercise will include a simulated evacuation drill with the assumption that one escape route is not available. This fire drill can be combined with the instruction given to staff. When a fire drill is held it will be recorded in the staff training record book and staff will have a debrief afterwards.

All staff must participate.

## **Testing of Fire Alarm System**

The fire alarm system will be tested weekly by the building manager. This is recorded by the property owners.

## **Emergency Exits.**

All emergency exits are to be kept clear and free from obstruction at all times.

It is the responsibility of the Teaching School Hub Director to ensure staff are full aware of the contents of these instructions and know the location of all fire exits and the assembly point in the immediate vicinity.

Visitors are to be signed in accurately and then be briefed in relation to the fire safety procedures and exits. A summary sheet will be created and handed to the facilitator on arrival.

## **Fire Alarms**

All the fire alarms in the Regatta Building are activated by a fire detection system.

## **Fire Extinguishers**

The correct type of fire extinguisher will be located at each Fire Point dependant upon the location. These should only be used if staff have been trained to use them.

There are no fire blankets as there is no cooking equipment on site.

## **Fire Instruction Notices**

Printed notices are conspicuously displayed at all fire exists stating concisely what staff and others should do if a fire is discovered or if they hear the alarm. The notices should be checked at regular intervals to ensure they are still fixed in position.

Please see **Appendix 1** for instructions if the Alarm Sounds.

### **Operations Manager Checks to Prevent Fire.**

- All electrical appliances and lighting systems to be switched off and disconnected at the end of working hours.
- Waste paper bins are to be emptied and the contents removed from the building
- All areas are checked before the Hub is closed for the day.
- Windows to be left free from obstruction and should be regularly inspected. This will facilitate detection of a fire from outside.
- Tidiness and cleanliness are essential fire prevention measures. The accumulation of rubbish and waste material is to be kept to a minimum.

### **Curtains, Furnishings, Art Displays and Decorations.**

- Displays should not be placed near escape routes.
- Furnishings and fittings should be fire retardant.

### **Procedure in the Event of Fire.**

#### **At the time of emergency:**

- If you discover a fire or one is reported to you –operate the nearest fire alarm call point by breaking the glass.**
- If you hear the fire alarm – evacuate the premises immediately. Do not stop or collect belongings.**
- Ensure that the Fire Brigade is called by dialling 999.**
- Do not re-enter the premises until advised to do so by the senior fire service officer or senior member of the Teaching School Hub present.**

### **Fire Records**

The following records are to be maintained by the building owners.

1. Persons with special responsibilities
2. Fire alarm call point locations and checks

3. Weekly fire alarm tests
4. Fire alarm fault tests
5. Fire alarm maintenance inspection
6. Emergency lighting maintenance inspection
7. Fire fighting equipment tests and maintenance by contractors
8. Training records
9. Visits/inspections by fire brigade

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## **Fire Evacuation Plan**

### **Action on discovering a fire**

- Raise the alarm by voice – shout fire, fire, fire and operate the nearest break glass call point. The fire alarm should be raised no matter how small the fire is.
- Office staff will then call the Fire and Rescue Service by telephoning 999 and stating the location of the fire- there is no automatic call to the Fire and Rescue Service during office hours. In the unlikely event of the telephone not working, anyone with a mobile phone should call the Fire and Rescue Service.
- Do not attempt to fight the fire unless the fire is blocking the exit.
- Do not put yourself into a position of danger and ensure that your exit route is clear. Leave the building via the nearest escape route, following the directional signage.

### **Action on Hearing the fire alarm**

- Stop what you are doing; at the signal all delegates will stop work and stand in his or her place until instructed to move.
- Ask visitors to leave via the nearest exit in a firm voice, quickly and quietly,
- No attempt should be made to collect coats, valuables etc. on the way out.
- Follow any Personal Emergency Evacuation Plans (PEEPs) that have been designated to you.
- If possible Donna Plant will check the toilets and close doors as they leave. The operations manager to do this with Donna.
- Make your way to the designated assembly point, in the car park. Gather as a group with others who have left the Teaching School Hub.
- Donna Plant to take the registers or if not present, the Operations Manager will do this role.
- Registers are then called and if a person is missing, the fact should be reported to the fire officers and Amanda Griffiths immediately.

### **Fire Service**

Access for emergency vehicles is via the main road

The Teaching School Hub Director (or appointed Deputy) will greet the Fire Service on their arrival and will inform them:

- Location of fire (if known)
- Anyone still in the building (and location if known)
- Location of any specific hazards (e.g. gas cylinders)
- Any keycodes

Staff and visitors may only re-enter the building once the Fire Service or the Senior Teaching School Hub team have given the all clear.