

Ormiston Academies Trust

## Ormiston SWB Academy Fire Safety Policy

### Policy version control

|                        |   |
|------------------------|---|
| Policy type            | Mandatory                                       |
| Author                 | Keith Burgess (Health and Safety Consultant)    |
| Reviewed by            | Sara McDermott, October 2018                    |
| Approved by            | James Miller, October 2018                      |
| Release date           | November 2018                                   |
| Next release date      | November 2021                                   |
| Description of changes | Separated procedure and appendices from policy. |

## Contents

|  |   |
|--|---|
| 1. Introduction and Context  | 3 |
| 2. Scope   | 3 |
| 3. Definitions   | 3 |
| 4. Responsibilities  | 3 |
| 4.1 Responsibilities of the Principal                                      | 3 |
| 4.2 Responsibilities of the Fire Safety Officer (FSO)                      | 4 |
| 4.3 Responsibilities of Reception staff                                    | 4 |
| 4.3 Responsibilities of all other staff                                    | 4 |
| 4.4 Responsibilities of Students   | 5 |
| 4.5 Responsibilities of Contractors  | 5 |
| 4.5 Responsibilities of Visitors   | 5 |
| 4.6 Responsibilities of the Ormiston Academy Trust Health & Safety Officer | 5 |
| 5. Procedure   | 5 |
| 6. Related documents   | 6 |
| 7. Monitoring and review   | 6 |

## 1. Introduction and Context

The main aim of this policy is to ensure that the academy has arrangements in place to protect and preserve the health and safety of all our students, staff members and visitors – this includes our dedication to mitigating the risk of fires. We will achieve this by educating our students, training our staff and ensuring the academy’s fire safety measures are checked regularly and 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.

## 2. Scope

This policy is applicable to all full-time, part-time and supply staff, students, contractors, volunteers and work placement students and to all OAT academies.

## 3. 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.”

## 4. Responsibilities

### 4.1 Responsibilities of the Principal

The Principal 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 Principal 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 the Local Authority and the Health and Safety Executive (HSE) where necessary
- Take steps to ensure all members of staff, students and visitors are familiar with the Fire Safety Policy.

## 4.2 Responsibilities of the Fire Safety Officer (FSO)

The FSO will:

- Take responsibility for the academy's fire safety matters, in collaboration with the Principal
- Co-ordinate the implementation of all fire safety measures, ensure staff and student 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, students 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 governing board
- 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.
- Reviewed the FRA 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.

## 4.3 Responsibilities of Reception staff

Reception staff will:

- Ensure that all visitors and contractors are made aware of the emergency evacuation procedure as soon as possible after entering the academy.

## 4.4 Responsibilities of all other Staff

All other staff members will:

- Co-operate with their colleagues, the FSO and Principal 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, students and visitors

- Ensure that all staff, students 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

#### 4.5 Responsibilities of Students

All Students 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 students' health and safety
- Report any defects in equipment or facilities to their teacher as soon as possible.

#### 4.6 Responsibilities of 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 Principal of all potential risks to staff, students 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 Principal or FSO.

#### 4.7 Responsibilities of 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

#### 4.8 Responsibilities of the OAT Health and Safety Officer (H&SO)

The Health and Safety Officer will:

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

## 5. Procedure

Measures, such as multiple fire escapes and exits will be put in place to ensure all staff members, students 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 Principal once per year, to ensure it is accurate and relevant and a copy should be kept in every classroom.

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

## 6. Related documents

This policy has due regard to 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

This policy also has due regard to school documents including, but not limited to, the following:

- Health and Safety Policy
- Fire Evacuation Procedure
- Guidance – Fire Prevention
- Guidance - PEEP

## 7. Monitoring and review

This policy is reviewed every 3 years by OAT head office, any changes made to this policy will be communicated to all members of staff.

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