

CAMBRIAN

Nurturing Growth - Inspiring Minds



Fire Safety Management Policy

V1.1

This document applies to all academies and operations of Cambrian Learning Trust.

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Introduction

This policy applies to all employees. It is Trust policy to protect the welfare of its employees, pupils, visitors, and contractors against the incidence of fire by complying with Fire Safety Legislation.

This document provides a framework for the Management and Employees to plan organise, control, monitor and review the protective and preventative measures in relation to Fire Safety.

The Fire Safety policy will be subject to review every 3 years.

School Specific procedures will be established for the safe evacuation from buildings and sufficient staff will be trained to implement these procedures.

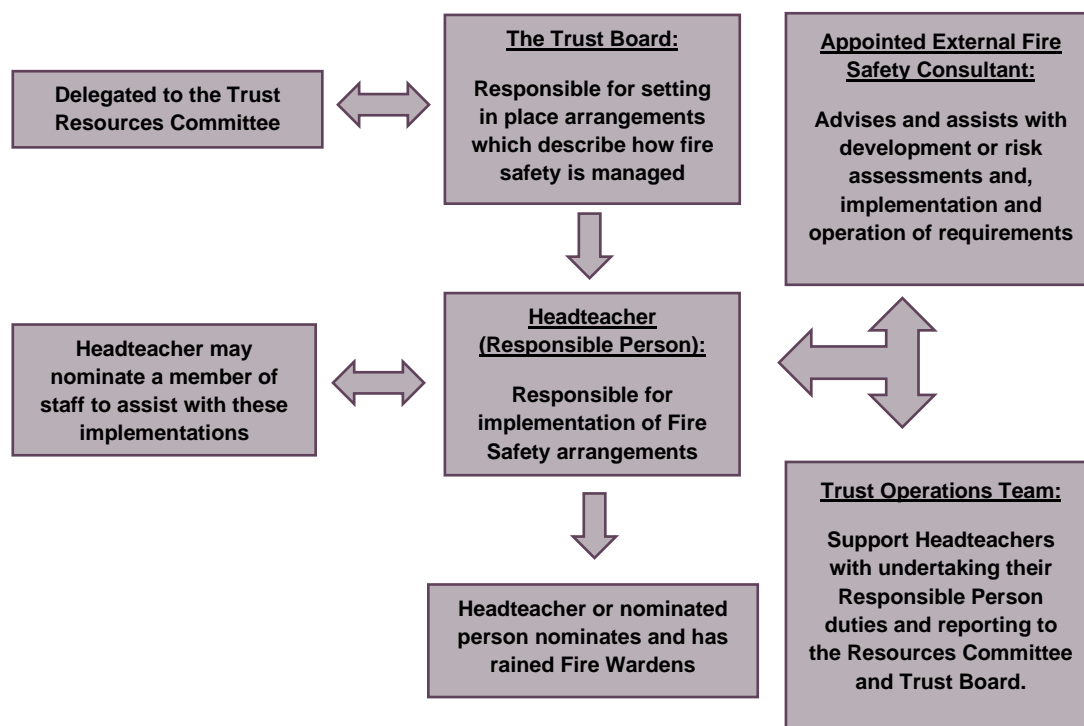
Definitions

Responsible Person	In relation to a workplace, the employer, if the workplace is to any extent under his control. In relation to any premises not falling into paragraph (a) The person who has control of the premises (as occupier or otherwise) in connection with the carrying on by him of a trade, business, or other undertaking (for profit or not) Headteachers are designated as the Responsible Persons for ensuring fire safety management arrangements are implemented within the premises under their control.
Appointed External Fire Safety Consultant(s)	Person (s) appointed to assist the employer in discharging his duties under the Order and Regulations
Fire Safety Order	Regulatory Reform (Fire Safety) Safety Order 2005 (England and Wales) (SI2006/1541)
Fire Warden	Person(s) responsible for testing fire alarms and firefighting equipment and implementing risk assessment recommendations.
Fire Marshal	Person(s) to ensure that there is a safe evacuation in the event of a fire in the workplace. This begins by ensuring that the evacuation plan in place via the Responsible Person(s) and Fire Warden(s) is effective, and that all person(s) within their workplace are familiar with it.

Fire Safety Legislation

The Regulatory Reform (Fire Safety) Order 2005

The Regulatory Reform (Fire Safety) Order 2005 came into effect on 1st October 2006. These Regulations replace all existing Fire Safety Legislation with a risk-based regime. The responsibility for the safety of the occupants and those who might be affected by a fire, rests with a defined 'Responsible Person'.



Duties of the Responsible Person

The Responsible Person must comply with Articles 8 to 22 and 38 of the Fire Safety Order and any regulations made under article 24 as relevant, to ensure fire safety throughout the premises, this includes a requirement to complete a fire risk assessment. The significant findings of this risk assessment must be recorded (Section 156 Building Safety Act 2022), including measures that have been or will be taken and any groups of persons identified by the assessment as being especially at risk.

The Responsible Person is to take such general fire precautions that are necessary to ensure the safety of employees, pupils, visitors, and other relevant persons within and in close proximity to these premises.

Examples of actions that should be taken include but are not limited to:

- Minimise the risk of a fire occurring and take steps to make sure that if a fire starts, it can't spread through the building.
- Make sure escape routes are available and that any emergency exit doors are not locked and can be quickly and easily opened without the use of a key.
- Where a door is shut for security purposes (e.g., stockroom of a shop/rear emergency exits), make sure this can be easily opened from the inside, by installing push bar devices – these exits should not be locked or obstructed.
- Make sure there is a way to detect fires and that this raises an alarm to alert everyone to evacuate – in larger premises, where fires can start undetected by a person, this should be an automatic detection and warning system (in very small premises, it is possible that this could be achieved through the shout of 'fire' but only if there is no way that a fire can develop without being identified by a person).
- Implement measures and actions to be taken in the event of a fire, by providing instruction and training of employees and measures to mitigate the effects of fire.
- Co-operate and co-ordinate with other Responsible Persons where there is more than one – ensuring that any risks don't affect other occupants.
- Check that shared escape routes are always clear.
- Carry out a Fire Risk Assessment of the school premises. This can be carried out internally or use of external contractor.
- Plan arrangements for the evacuation of those persons who are disadvantaged. PEEPS – Personal Emergency Evacuation Plan.
- Nominate a sufficient number of persons to act as Fire Wardens who will take charge of evacuation events.
- Nominate appropriate persons to manage the fire safety logbook and the records therein.
- Develop evacuation procedures for all users of their premises.
- Test evacuation procedures.
- Provide appropriate training in the fire safety arrangements for the school to all persons who are affected by those arrangements.
- Ensure that all hazardous and flammable materials are stored safely and securely.

This is not a definitive list of actions to comply with the Fire Safety Order. Further information can be obtained from the premises specific guidance for the building or contact the Trusts' Operation Team.

Appointed External Fire Safety Consultant(s)

Please note, if in doubt whether to discuss directly with the Appointed External Fire Safety Consultant, please discuss with a member of the Trust's Operation Team in the first instance.

The Trust appoints an External Fire Safety Consultant to act as the Fire Safety Competent Person for the purposes of ensuring the requirements of the relevant order and regulation, as they apply to the Trust Schools, is implemented.

In relation to the Fire Safety Order the Fire Safety Competent Person is responsible for:

- Advising and assisting Trust schools in carrying out fire risk assessments.
- Advising the Trust on the application of fire safety standards.
- Carrying out fire safety inspections.
- Advising Trust schools on fire safety standards, system, and equipment maintenance issues.
- Carrying out fire safety surveys and audits.

Where appropriate the Fire Safety Competent Person shall seek advice from such other fire safety specialists.

Trust Operations Manager

The Trust Operations Manager, or nominated member in the Trust Operations Team supports each school where required with undertaking the following arrangements:

- Fire Extinguishers
- Emergency lighting
- Fire detection systems
- Implementation of an appropriate management programme for inspection and maintenance of fire safety systems
- The appointment of contractors to carry out the design, installation and commissioning of new fire detection systems and modification of existing systems.
- Monitor the performance of appointed contractors.

Fire Wardens/Fire Marshals

Head Teachers or their nominated representatives will separate fire marshals and fire wardens who have predefined responsibilities with different day to day fire management duties, ensuring fire safety is manageable and that the business is fully compliant with fire safety regulations. Although these roles are interchangeable, and it is up to the individual schools to decide how the roles will be split. As a rule of thumb, fire wardens will usually have a more proactive role whereas a fire marshal's role tends to be more reactive. Fire Wardens shall be competent in the emergency arrangements for the school.

The amount of fire wardens necessary for a property depends on several factors: the number of floors, the number of staff, the type of workplace and the layout of the property. These factors combined will determine the level of risk in your property – low, medium, or high. For low-risk properties, you should have one warden for every 50 people. For medium and high-risk premises, you should have one warden for every 20 and 15 people respectively.

The Duties of Fire Wardens are

- If requested, co-operating with the Head Teacher in preparing the emergency arrangements,
- Maintaining a role (or register) of persons normally resident within their area (classroom) and ensure that an up-to-date copy is readily available in case of emergencies,
- Maintaining a role (or register) of persons normally resident within their area (classroom) and ensure that an up-to-date copy is readily available in case of emergencies,
- Ensuring evacuation of the school, in the event of an emergency, takes place in a controlled and safe manner, where necessary giving assistance to disadvantaged persons,
- After evacuating, check and confirm the roll call is correct or further actions required if a person(s) is not present liaising with Fire Marshals.
- Responsibility for searching the premises and ensuring that the whole building has been successfully evacuated. If safe to do so.
- Make sure that the Fire Safety Logbook records are up to date. Liaise with the Headteacher/Responsible Person if updates required.
- Make sure that Fire safety compliance are regularly checked and recorded in the Fire Safety Logbook

- Responsibility for fire risk assessments and fire drills.
- Incorporate good fire safety practices in the workplace and any necessary reporting.

Fire Marshals

Within the Trust, Fire Marshals are any member of staff other than fire wardens who are responsible for their own workplace area and making sure that all person(s) is evacuated out of the premises safely and efficiently, understand the evacuation procedures in the event of a fire and communicate with the Fire Wardens of any issues or concerns.

Fire Marshals are Teachers and/or Teaching Assistants for their classroom or learning area. Admin staff member(s) will also be required to act as Fire Marshals making sure offices, staff rooms and medical facilities have been evacuated where safe to do so, following the premises evacuation plan.

The Duties of Fire Marshals

- While a building is being evacuated, they will handle the evacuation outside the building for their section.
- Maintaining a role (or register) of persons normally resident within their area (classroom) and ensure that an up-to-date copy is readily available in case of emergencies. This is carried out daily.
- Performing the roll calls.
- Control and monitor the classroom during evacuation.
- Liaise with the Fire Warden(s)
- Undertaking some of the roles of the fire warden outlined above when required.

Employee's Responsibilities

Article 23 of the Regulatory Reform (Fire Safety) Order 2005 places a responsibility on every employee. These responsibilities are:

- To take reasonable care for the safety of themselves and others who may be affected by their acts or omissions at work.
- To co-operate with their employer in complying with Fire Safety Legislative requirements

- Inform the employer of any situation that would represent a serious and immediate danger to the safety of persons from fire and any shortcoming in the employer's protection arrangements for safety.

The school does not require persons to attempt to extinguish a fire, but extinguishing action may be taken if it is safe to do so.

Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the pre-determined assembly point.

Re-entry of the building is strictly prohibited until the fire brigade officer, or a senior person present declares it is safe to do so.

Employees are encouraged to report any concerns regarding fire procedures so the school can investigate and take remedial action if necessary.

Fire Risk Assessment

A fire risk assessment shall be carried out for all workplaces. Head Teachers, as Responsible Persons, are responsible for ensuring a fire risk assessment is prepared for their school premises, taking advice from the Trusts Appointed External Consultant/Fire Safety Competent Person where required.

All Cambrian Learning Trust schools will commission a competent 3rd party contractor to undertake a baseline Fire Risk Assessment. This assessment will then be reviewed in-house annually by the school. If there have been any structural or operational changes, further advice will be sought from a competent contractor. The Fire Risk Assessment can continue to be reviewed in this way until it is no longer fit for purpose. Suitability is decided by the school, Trust, and contractor in collaboration. Best practice is that a Fire Risk Assessment should be reviewed every year by a competent person in the school, and then by a competent 3rd party contractor every 3 years.

The key to carrying out a risk assessment is identifying the hazards that could cause harm to people. When carrying out a fire risk assessment consideration must be given to situations which could cause a fire and hence potential to harm people or property, in addition the assessor also needs to consider the workplace and the installed systems which could also cause risk if not managed correctly.

Key areas for consideration when carrying out a Fire Risk Assessment are:



Figure 1: Example of requirements for Fire Risk Assessment Review.

There are various types of risk assessments to help aid with mitigating Fire risks on the premises. Internal risk assessments provide a visual inspection of any dangers and risks that require actions and help identify any remedials required to be actioned or reviewed. The nominated Fire Warden(s) can carry these internal risk assessments.

External risk assessments provide a more detailed review of any actions and issues that need addressing that do not comply with the Fire Safety Regulatory Reform Order 2005. These assessments are carried out by a Fire Safety Competent Person via the Trust's Appointed External Contractor who has previous experience and has received technical training in both risk assessment and fire safety management. These assessments will be sent to the Responsible Person to action risks identified to make the premises comply and safe.

Reducing the Risk and Spread of Fire

Through the Fire Risk Assessment process, all fire hazards in the workplace will be identified and the risk of fire evaluated. Taking account of the control measures in place, where applicable, the Responsible Person will maintain all reasonably practical measures to eliminate or control those fire hazards.

The risk of fire is to be reduced by the education of employees in Fire Prevention, basic fire safety awareness and the Fire Risk Assessment process.

Providing a Safe Means of Escape

A safe and secure means of escape from all premises will be maintained at all times. During normal working hours all employees are to ensure that Fire Exit doors are unlockable, accessible, and available for use at all times the premises are occupied. These doors and the routes to them should be free from obstruction at all times. In addition, the doors must be able to be easily opened without the use of a key, regularly inspected, and maintained in a good state of repair. Any defects are to be reported via the Trust business management system as an issue for action to be taken. When the fire alarm has actuated, staff and visitors are to be evacuated to the designated Safe Assembly Point.

Place of Safety

The Place of Safety should be located far enough away from the building to afford protection from heat and smoke in a fire situation. Where possible it should be in an area that does not put occupants at risk from moving traffic and without the need to cross any roads. It should be in a place where persons can meet and inform emergency services of the details of the incident.

Emergency Lighting

Emergency lighting is not provided in the premises. There is sufficient natural light for persons to see the way out of the building in an emergency.

Emergency lighting is provided in the premises and tested monthly and annually by competent persons in accordance with BS 5266. The results of the tests will be recorded in the Fire Logbook.

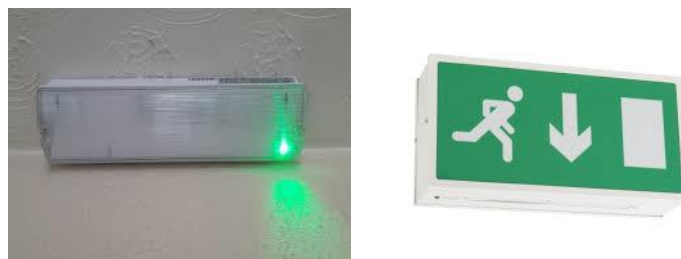


Figure 2: Examples of Emergency Lighting fixtures and fittings

Fire Safety Signs

Fire Safety signs are provided in buildings to indicate the Emergency Routes and Exits. The signs comply with the Health and Safety (Safety Signs and Signals) Regulations 1996 and BS EN ISO 7010:2012+A7:2017. All emergency exit routes are to be identified with appropriate Fire Exit signs. All Fire Exit doors display the appropriate Fire Exit sign above them. Signs that show indications of wear are to be reported via the EVERY compliance system as an Issue to be actioned.



Figure 3 - Examples of Fire Safety Signage

Fire Fighting Equipment

Portable firefighting equipment is provided and strategically sited throughout the buildings. The type, numbers and locations have been selected for the appropriate type of risk. All extinguishers are hung on wall brackets or placed on suitable stands.

In addition, all equipment is provided with appropriate signs displaying the type of extinguisher and the category of fire they can be used on. Employees are to make themselves aware of the location of the extinguishers and the information on the signs above them.

Fire blankets are usually used for putting out small fires in or around the kitchen and are particularly useful for Class F fires involving cooking oils. They can also be used for waste bin fires and to extinguish clothing fires. Fire blankets are suitable for use in the home, commercial and public environments.

There are also other Fire Fighting Equipment mechanisms that may be installed in the school's premises. The Responsible Person and Fire Wardens need to identify and provide training and procedure for any additional Fire Fighting Equipment, making sure they are maintained and serviced.

Fire Fighting Equipment are subject to routine monthly visual checks and an annual service through a Maintenance Contract. The Maintenance Contractor/Service contractor will provide reports and label equipment once serviced. In addition, all tests, defects, and replacements are to be recorded in the Fire Safety Logbook.

Fire Fighting Equipment are only to be used by persons who have specific training in their use. The main purpose of this equipment is to assist in the means of escape of a person/s from the building. If a fire is discovered the focus should be on the operation of the Fire Alarm, calling the Emergency Services and initiating the Fire Evacuation Procedure.

Fire blankets are usually used for putting out small fires in or around the kitchen and are particularly useful for Class F fires involving cooking oils. They can also be used for waste bin fires and to extinguish clothing fires. Fire blankets are suitable for use in the home, commercial and public environments.



Figure 4 - Example of Fire Extinguishers



Figure 5 - Example of Fire Blanket

Fire Detection and Warning System

The schools' premises are provided with an electrically operated Automatic fire alarm and detection system/manually operated alarm/battery operated smoke detection. The system is subject to periodic testing and maintenance in accordance with BS 5389 via the maintenance and service contractor. The results of the tests must be recorded in the Fire Logbook.



Figure 6 - Examples of Fire Detection and Warning Systems

Fire Safety Evacuation Aid Equipment

In emergency situations and evacuations, the availability and deployment of high-quality evacuation equipment is essential. With these, you evacuate person(s) with disabilities or person(s) with temporary disabilities quickly, safely, and comfortably.

Evacuation aids are available in different variants. Two main types of evacuation aids are:

- [Evacuation chairs](#)
- [Evacuation mattresses](#)

With an evacuation chair, a person can be evacuated while sitting, while an evacuation mattress and an evacuation sheet are designed to evacuate lying down. In addition, other types of evacuation aids are available that can assist in moving people, such as: Sheets, Stretchers, slide mattresses, evacuation cords, evacuation aprons, evacuation ladders and evacuation mats.

PLEASE NOTE: THE FIRE AND RESCUE SERVICE IS NOT RESPONSIBLE FOR EVACUATING PEOPLE FROM YOUR BUILDING.

Ensure that the schools general emergency evacuation plan (GEEP) and your personal emergency evacuation plan (PEEP) are up to date.

Characteristics of an Evacuation Chair

An evacuation chair can be operated by one person and is ready for use within seconds, by far the fastest way of evacuating where no one is bothered during evacuations.

Evacuation chairs are suitable for all stairs, except spiral stairs and stairs steeper than 40 degrees. Evacuation is possible with one person, but our advice is always to evacuate with two people. In addition, the evacuation chair is also available in an electrically powered version. This model is ideal when electronic support is needed for the evacuation or rescue of people on stairs, both up and down the stairs.



Figure 7: Example of an Evacuation Chair

Characteristics of an Evacuation Mattress

People prefer to be evacuated in a sitting position, but in some cases the use of an evacuation chair is just not possible. Evacuation mattresses are then a very suitable alternative. With an evacuation or drag mattress, a person is literally towed away from their immediate surroundings. Evacuation mattresses are suitable for all types of stairs. However, you must always evacuate with two people.



Figure 8 - Example of an Evacuation Mattress

Training for employees will be required for the use of these. Please discuss with the Trust's Operation Team for more information.

Personal Emergency Evacuation Plan (PEEP) and General Emergency Evacuation Plan (GEEP)

What is a Personal Emergency Evacuation Plan (PEEP)?

A PEEP is a Personal Emergency Evacuation Plan. This bespoke 'escape plan' is for individuals who may not be able to reach a point of safety unaided, or within an adequate amount of time, during an emergency.

Unlike a GEEP, a PEEP is tailor-made for an individual to secure their safety in the event of an emergency evacuation. The plan must be drawn up with the individual so that the evacuation method can be agreed upon. As well as detailing the escape routes, the PEEP will identify the people who will assist in the evacuation and training.

Similar to a GEEP, the plan should be regularly tested to ensure all staff are familiar with the procedure and have adequate training and knowledge in the building's equipment and layout. The PEEP should be distributed to everyone involved and filed accordingly.

What is a General Emergency Evacuation Plan (GEEP)?

A General Emergency Evacuation Plan is a plan that highlights a building's layout, evacuation procedures, equipment and communication devices used in an emergency. While they are useful for all visitors, GEEPs are designed to give visitors with restricted mobility, or those who can't evacuate unaided, the information they need to do so safely and effectively.

In a public building, a GEEP must be in place for all visitors to see. And everything outlined, such as the evacuation procedures, should be visible with notices for those who may need assistance. Regular drills and a system to test the methods must be in place to ensure all the staff are aware of the procedures and have adequate training and knowledge of the building's layout and equipment.

How do I know if I need a GEEP or PEEP?

As the schools/premises allows people on-site, whether it's pupils, parents, employees and /or contractors, you will need a GEEP. It's that simple.

Knowing whether you need a PEEP, however, isn't as straightforward. To ensure the right outcome, you should ask yourself, "Can the employee or regular visitor evacuate the building unaided, promptly, during an emergency?"

If the answer to that question is “no”, a PEEP is needed.

There are two types of PEEPs: permanent and temporary.

A permanent PEEP is needed for any person who has:

- Mobility impairments
- Sight impairments
- Hearing impairments
- Cognitive impairments
- Other relevant circumstances

A temporary PEEP is for anyone with:

- Short-term injuries (i.e., a broken leg)
- Temporary medical conditions
- Temporary medical conditions

Any queries or uncertainty please discuss with a member of the Trust’s Operation Team.

What should a PEEP include?

A Personal Emergency Evacuation Plan will be unique to your school and the individual, but here is a list of everything that needs to be covered when drawing up a PEEP:

- Identify everyone who may need assistance, including anyone who is temporarily impaired.
- Make the evacuation procedures visible with notices for those who need assistance.
- Carry out regular drills and put a system in place to test the methods. The person who needs assistance should be informed of their involvement and when it is needed.
- Ensure the PEEP is created with the person who will be needing assistance and everyone assisting.

PEEPs should be reviewed regularly to ensure they are still relevant and suitable.

All class 1 medical devices e.g., wheelchairs and hoists must be maintained and regularly inspected. PEEPs must be recorded and filed in the Fire Logbook.

Does everyone with a disability need a PEEP?

A PEEP isn't needed for everyone with a disability or an impairment. If the individual can leave the building unaided safely and within an acceptable period of time, they will not need a Personal Emergency Evacuation Plan. However, it's always best to speak to the individual before settling on a decision, because while they may not have a problem entering and exiting the building, they may need assistance in an emergency.

Fire Logbook

The person nominated to maintain the fire logbook for the school premises shall maintain in the logbook with the following information.

- **Section 1 – School Information Document** – includes:
 - Description of the Premises
 - Premises Boundary
 - Responsible Person,
 - Fire Wardens/Fire Marshals,
 - Emergency contacts
 - Drawings highlighting locations of infrastructure and emergency equipment.
- **Section 2 - Fire Safety evacuation procedure(s); GEEPS/PEEPS**
- **Section 3 – Fire Risk Assessments**
- **Section 4 – Maintenance and Inspection Records** – includes:
 - Fire Detection and Warning Systems
 - Means of Escape
 - Fire Fighting Equipment – Extinguishers, Blankets,
 - Fire Safety Equipment – Safety sledges,
 - Fire Drills
 - Emergency Lighting

The Fire logbook should be made available at the entrance to the premises so that it can be removed in the event of an evacuation.

Storage of Equipment/Materials

Suitable facilities shall be made available for the storage of all materials and equipment. A separate store shall be made available for the storage of highly flammable materials. This store shall conform to the requirements of the Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972 (Regulation 5).

Inventories shall be minimised to reduce the risk of fire due to the location, contents, and nature of the store.

All staff will be instructed by the Head Teachers or their nominated representatives:

- To mark any flammable materials which they use and to store carefully in the correct location to minimise any fire hazard.
- To avoid accumulating large amounts of combustible materials in areas where a fire hazard would be created.
- To ensure waste bins are emptied at least every day.
- To ensure that external bins lids are closed and locked when not in use.
- To turn off all gas appliances and similar appliances when not in use.
- To ensure that portable heating appliances are safely positioned away from combustible materials.
- To obey the requirements of fire instructions displayed in their work area
- Ensure that materials identified as highly flammable, but outside the requirements of the above regulations are stored in fire safe cabinets.

Fire Procedures

The specific actions to be taken in the event of a Fire Incident are detailed in the school specific emergency plan and procedure, however details will also be displayed on Fire Action Notices sited adjacent to every manual fire alarm call point and emergency exit. The Notices provide brief information to the occupants of the building on actions to take in the event of a fire and the location of the Assembly Point.

Special provisions are provided on how to evacuate persons who may have disabilities from the building in the event of a fire incident, in a PEEP/GEEP.

No employee must put themselves at risk. If any of the occupants are unwilling to comply with the Fire Procedures, the Fire & Rescue Service should be informed on their arrival, of any persons who remain at risk inside the building.

Fire Safety Training

All employees, pupils, visitors, and contractors must be informed about the evacuation plan and procedure and be shown the relevant escape routes.

Fire Safety Training will be arranged and conducted to comply with the current Fire Regulations. All new members of staff will receive basic training on commencement of employment as well as given access to/given a copy of the Companies written Emergency Plan and Fire safety policy. All Employees will be given Basic fire safety training via the Trust's Online Training Facility on an annual basis.

Where required, and for high-risk departments, activities and roles identified by Responsible Persons, schools will host Fire Extinguisher training once every 3 years. Schools are advised to utilise the opportunity to communicate with other schools within the Trust to link with their extinguisher service, to achieve better value training and where practical to reduce costs.

All training, including fire drills and briefing must be recorded on the business management system.

Maintenance and Inspection

All fire safety arrangements should be inspected, maintained and in some circumstance tested. It is essential for the safety of the occupants of a building that fire safety equipment (including passive fire protection provisions) is inspected frequently. Although much of the inspection can be undertaken by suitably trained personnel, a formal agreement should be made with the installer or the installer's representative to provide the regular inspection and testing described in the relevant British Standards for individual fire safety installations. Unless temporary alternative fire safety systems can be put in place, it might be appropriate for certain of the inspections carried out at three-monthly or longer intervals to be done outside normal working hours.

Fire Safety Maintenance and Testing

All fire safety maintenance and testing records will be completed on template forms provided by the Trust Operations team and on the Trust business management system. Template forms will be provided in alignment with the requirements of this policy and any future updates.

Frequency	Activity	Action	Record
Daily (when school is in use)	Daily Fire Checks	Daily Checks to be carried out: 1. All means of escape from the building are clear and accessible. Check all self-closing devices activate and that push bars and other emergency fastening devices are operational. 2. The Fire Alarm System is operative. 3. All Maintained Emergency Lighting Luminaries are lit.	Record check complete in online premises compliance software. Report any faults found and actions.
Weekly (when school is in use)	Audible Weekly Fire Alarm Check	Fire alarm audibility test conducted at a different call point tested each week in rotation. Check is alarm is audible in all areas. Check that any fire doors on automatic door closures linked to the fire alarm are closing properly and that any automatic shutters close properly. Check any doors fitted with electromagnetic locks are released	Record check complete in online premises compliance software. Record call point number (s) tested. Repair / replace defective units. Report any faults found and actions
Monthly	Fire Fighting Equipment Visual Check	Check all extinguishers, fire blankets etc are: 1. Available for use, undamaged and unobstructed. 2. Properly affixed to wall brackets or on plinths. 3. Check for any evidence of tampering. If there is evidence of tampering, steps should be taken with appropriate members of staff to address this, and site staff should increase the frequency of the visual checks until the tampering has stopped.	Record check complete in online premises compliance software. Report any faults found and actions.
Monthly	Emergency Light Flick Test	Activate the emergency lights to ensure each light illuminates.	Record check complete in online premises compliance software. Report any faults found and actions.

Frequency	Activity	Action	Record
Monthly	Internal and External Fire Door Visual Check	Check all internal and external fire doors for ease of opening, that they are a good fit, closing fully, fire door seals and self closures working correctly, and correctly signed. Check the gaps around the top and sides of the door are consistently less than 4mm when the door is closed. The gap under the door can be slightly larger up to 8mm. Check external signage is placed on the outside of the fire door. "Emergency Exit – Do Not Obstruct".	Record check complete in online premises compliance software. Report any faults found and actions.
Termly (3 times a year)	Fire Drill (Whole School)	Ensure all occupants are able to evacuate to a place of safety in a reasonable time. (3 minutes)	Record details of drill, evacuation time and any problems in online premises compliance software.
Six Monthly	Fire Alarm Component Service	For systems with battery back up a six-monthly battery check by a competent service engineer is required. This check may also include 50% of the automatic smoke/heat detectors, sounders and manually operated devices	Record service complete in online premises compliance software. Upload a copy of the engineers' report. Report any faults found and actions.
Annual	Fire Alarm Component Service	An annual test and examination of the alarm system by a competent service engineer is required. Test and examination of alarm system by competent service engineer including all automatic smoke/heat detectors, sounders and manually operated devices..	Record service complete in online premises compliance software. Upload a copy of the engineers' report. Report any faults found and actions.
Annual	3rd Party Fire Drills	External groups who hire the school buildings regularly should also run an evacuation drill at least once a year	Record details of drill, evacuation time and any problems in online premises compliance software.

Frequency	Activity	Action	Record
Annual	Fire Fighting Equipment Annual Service	Full check and test of extinguishers, fire blankets etc. by competent service engineer.	Record service complete in online premises compliance software. Upload a copy of the engineers' report. Report any faults found and actions.
Annual	Internal Fire Door Service	In secondary schools where the volume and use of internal fire doors is more intense, it is recommended that an annual service of all internal fire doors is undertaken.	Record service complete in online premises compliance software. Upload a copy of the engineers' report. Report any faults found and actions.
Annual	Emergency Lighting Full Discharge Test	Full duration (3 hours) discharge test by competent person. This should not be undertaken less than 24 hours before the school is next in occupation to allow time for the batteries to recharge i.e. Should be completed during holiday times or on a Friday.	Record test complete in online premises compliance software. Upload a copy of the engineers' report. Report any faults found and actions

References

Contacts/Information	Websites
Cambrian Learning Trust's (CLT) Facilities and Compliance Lead	Cambrian Learning Trust Website Our Team
Fire safety risk assessment: Educational Premises	https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises
Fire safety in the workplace: Who's responsible	https://www.gov.uk/workplace-fire-safety-your-responsibilities
The Regulatory Reform (Fire Safety) Order 2005.	https://www.legislation.gov.uk/ukxi/2005/1541/contents/made

HSE: Introduction to Fire Safety.	https://www.hse.gov.uk/fireandexplosion/fire-safety.htm
Oxfordshire County Council – Fire and Rescue Service	https://www.oxfordshire.gov.uk/residents/fire-and-public-safety/fire-and-rescue-service
Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972	https://www.legislation.gov.uk/ukxi/1972/917/made
British Standards Institution for Fire	https://www.bsigroup.com/en-GB/industries-and-sectors/fire/

