

The Auriga Academy Trust

FIRE SAFETY POLICY

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AURIGA Academy Trust Document Control System	
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Please note that all Trust policies are reviewed annually. Should you have any queries regards this policy, note an omission or wish to propose an amendment, please email sconnor@strathmore.richmond.sch.uk

1. Background

Whilst fires in schools may be a rare event, they do happen, and when they occur it is vital that clear procedures are followed by all concerned. Such procedures cannot be left to chance, they have to be pre-planned and practised.

Fires in buildings can spread very quickly. Delays of minutes or, in some cases, seconds in taking the correct action can lead to unnecessary spread of fire and smoke. The spread of smoke can be particularly dangerous, rapidly blocking escape routes and potentially causing loss of life by the toxic fumes.

The structural precautions in modern buildings are designed to limit the spread of smoke and fire, but simple actions such as wedging fire doors open can render such precautions useless.

The purpose of the Model Procedures is to cover the following areas which are under the control of the school. They do not cover the design of structural fire precautions.

2. Fire Risk Assessment

The Regulatory Reform Order (Fire Safety) 2005 requires organisations to undertake fire risk assessments for their workplace.

A risk assessment approach to fire safety requires schools to identify potential fire hazards and determine methods of controlling those hazards – for example with the installation of fire doors, operating procedures, training for staff, ensuring electrical wiring installations are subject to inspection and testing and organising electrical improvement work as identified in the inspection and testing.

The Trust's Health and Safety advisers ([Action>HR](#)) has produced a **School Fire Procedures Risk Assessment** template document for schools to complete on an annual basis – completing this assists schools in meeting their legal obligation to risk assess. The document is available for viewing/downloading from the [Action>HR](#) health and safety website. It is strongly recommended that schools arrange the initial completion of the Fire Procedures Risk Assessment with [Action>HR](#) and address the issues raised accordingly. Subsequent reviews may be carried out internally depending on the number of issues raised. On completion a copy of the risk assessment should be forwarded to [Action>HR](#) as advice and support can be offered in addressing safety issues where required.

3 Fire Plans

Each school is required to complete a Fire Plan for each of its sites (see Appendix 1: Fire Plan Template). The Fire Plan outlines the procedures to be followed in the event of a fire. This should be reviewed annually at the start of the academic year taking into consideration the needs of the cohort of new pupils and reviewed in light of any feedback given after a fire evacuation.

4 Fire Wardens/Emergency Controller/Fire Manager Roles

The duties of the Fire Wardens, the Emergency Controller and Fire Manager are detailed below.

4.1 Fire Wardens

The Teacher of a class will act-up as temporary Fire Warden during fire drill or evacuations. Fire Wardens will be appointed in line with the risk assessment and should

be made up of teaching and support staff. Fire evacuation must be considered for any third party letting policy/contracts. They are responsible for

- 'sweeping' either their classroom and associated rooms.
- They will give assistance to any person requiring help and those with a PEEP (Personal Emergency Evacuation Plan)

4.2 Emergency Controller

This will be a senior person on duty. Emergency Controllers are responsible for the smooth running of the evacuation procedures and fire drills. They will

- Identify self on arrival to the Fire Officers and give information as required
- They will complete the Fire Drill or Evacuation Evaluation Form (Appendix 2) immediately after the exercise and pass it to the responsible person (Head Teacher / Site Manager / School Business Manager) to process any actions.
- The Emergency Controller shall arrange for a deputy, or deputies to carry out the above duties if they have to leave the site

4.3 Fire Manager

Is the Site Manager. They are responsible for

- Appointing Fire Wardens
- Liaising with the person responsible for overseeing training to ensure Fire Wardens and all employees receive fire training
- Assume Emergency Controller duties during non-school days
- Liaising with the Contractors to ensure all fire/emergency tests, maintenance, servicing and inspections are completed
- Re-activating the Fire Control Panel

4.4 Admin Support

Is the receptionist on duty. They are responsible for

- Collecting the registers.
- Distributing registers to class teachers.
- Ensuring that visitors and anyone in reception evacuates.
- Acting as point of contact for the Emergency Controller

5. Maintenance of Fire Precautions and Systems

Unless systems and procedures are regularly checked and inspected they will deteriorate and this will not be detected or corrected. It is important that fire doors close effectively, escape doors open easily, corridors and escape routes are not obstructed, fire detection and alarm systems, fire extinguishers and emergency lighting are maintained and notices remain relevant and legible. **The Site Manager / School Business Manager has responsibility for arranging and / or ensuring that appropriate maintenance is undertaken.**

6. Detecting the Fire and Raising the Alarm

Unless the fire is promptly detected and everyone is alerted it may grow and prevent people from escaping. A clear procedure for the action to be taken when a fire is discovered, as well as when the alarm sounds, is therefore vital. **This must be detailed in the sites Fire Plan.**

7. Evacuation of the Premises

As soon as the alarm is raised the premises should be evacuated in a pre-planned way and staff and pupils should be assembled at a defined location and accounted for. Vital minutes should not be lost by staff attempting to determine whether or not the alarm is genuine. The only exception to this is in premises where there is automatic smoke detection, which, in the particular circumstances of use, is giving rise to a high incidence of false alarms. In this

case a procedure can be put in place giving a short period of time (say 60 seconds) for the cause to be investigated. If the alarm cannot be verified as false within this period, the fire brigade should be called anyway.

Where there is a high incidence of false alarms, the cause should be investigated and changes made (for example to the type and location of detectors) to avoid the incidence of false alarms. When this has been achieved, the procedure can be changed to immediately calling the fire brigade on actuation of the alarm.

8. Calling the Fire Brigade

Whilst it may sound obvious that in the event of fire the fire brigade should be called, a common factor in most fires involving loss of life is delay in calling the fire brigade. This is usually because there is not a clear procedure or because the fire is thought to be “small”. Fires in buildings behave in a very different way to fires in the open and the adage that “there is no such thing as a small fire only a big one that has just started” is worth remembering. To avoid delay the fire brigade should always be called as soon as a fire is discovered and the alarm raised.

Where a school is located on a shared campus, procedures must be established in order to determine who calls the fire brigade and where the fire brigade is directed and who coordinates on arrival of the fire brigade.

9. Tackling the Fire

Fire extinguishers or hose reels are provided in schools for the purpose of putting out a small fire in its early stages, if it is safe to do so. This contributes to the safety of everyone in the building by stopping a fire spreading to the remainder of the building. Fire extinguishers and hose reels should only be used when it is safe to do so by staff who have been trained in their use.

10. Training

Training of staff and instruction of pupils is necessary to ensure the correct procedures are followed and that precautions are not prejudiced before a fire occurs. Training for staff should include:

- The main causes of fire and how to prevent it.
- How fire is likely to spread in a building.
- How to take precautions against arson.
- The function of fire doors and the need to keep them shut.
- The action to be taken in the event of fire, in particular the method of raising the alarm.
- The location of the fire alarm call points, fire extinguishers, exits and escape routes.

- The use of fire extinguishers.
- The location of the assembly point.
- How the fire brigade will be called in the event of fire.
- Staff assisting pupils or staff with disabilities out of the building will need training in this – see point 9 below.

11. Personal Emergency Evacuation Plans (PEEPs)

It is important that schools identify any staff or pupils who need physical assistance to exit the buildings and provide a plan of evacuation for each person – known as a personal emergency evacuation plan (PEEP). The pupil/staff member will need a person or small team of staff allocated to assist him/her out of the building in an emergency.

PEEPs may be required for pupils and staff with:

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

A temporary PEEP may be required for:

- Short term injuries (i.e. broken leg)
- Temporary medical conditions
- Those in the later stages of pregnancy

The underlying question in deciding whether a PEEP is necessary is "can you evacuate the building unaided, in a prompt manner, during an emergency situation?" If the answer is "no", then it is likely that a PEEP is needed.

The PEEP should include the following information:

- name of pupil/staff member;
- names of the team members allocated to assist the pupil/staff member in emergency evacuation situations;
- a school plan identifying the evacuation route(s) available to the pupil/staff member;
- for secondary schools, pupil's/staff member's timetable and class locations;
- method of evacuation, e.g. use of an Evac chair to transfer the person from upper floor to ground level;
- locations of refuge areas if these form part of the Plan; if there are no suitable places of refuge, this should be stated in the Plan;
- communication methods and relevant information.

The PEEP should be displayed in classrooms that the pupil uses, in the staff room and corridors, next to the fire alarm call points and general emergency evacuation signs. The plan should be regularly practised, and always followed during fire evacuation practices.

APPENDIX 3 gives a Model PEEP for schools within the Trust to follow.

12. Clubs

All clubs should follow the same evacuation and emergency procedures as outlined in the Fire Safety Policy. Due to the reduced number of pupils and staff involved, summary procedures, as to who does, what are outlined in **Appendix 3**.

13. RATIFICATION

Each school is requested to review and adopt the Trust policy on Fire Safety and evidence by signing below.

Approved and ratified on behalf of

[Name of School]

Name:

Signature:

Approved and ratified on behalf of The Auriga Academy Trust

Name:

Signature:

APPENDIX 1: Fire Plan Template:

General Emergency Evacuation Plan for : [School / Campus]	
Premises address and contact number	
Plan date	/ /
Review date	/ /
Roles:	
Fire Wardens: [Position / Name] Emergency Controller: [Position / Name] Admin Support: [Position / Name] Fire Manager: [Position / Name] Detail back up arrangements in the event of an individual not being on site.	
Sound of Alarm:	
The sound of the alarm will be a continuously ringing bell.	
Raising the alarm:	
If the fire is discovered by a staff member or a visitor notifies a staff member of a fire, the alarm will be raised by: activation of the nearest call point or commencing manual warning (whistle, shout etc.) If fire is detected by automatic detectors, this will trigger the fire alarm	
Action staff should take on hearing the alarm	
The following actions will be taken upon the fire alarm being sounded/raised: <ul style="list-style-type: none"> • Emergency Controller will take charge and lead in the fire evacuation. • [Who] will Dial 999 and request attendance by the Fire Service. Staff member gives their name, name of building, building address (as detailed above), contact number and details of fire (Note – you may already have a direct link to the Fire Service but details of how/when this would activate should be determined) • [Who] will pick up the visitors signing in book/sheet from reception desk. • Staff will commence evacuation of the building – ensuring this is done in a calm and orderly manner providing assistance to those needing additional help in evacuating. • Separate ‘Personal emergency evacuation plans (PEEPs)’ are in place for staff and known visitors with additional needs as well as ‘General emergency evacuation plans (GEEPs)’ for members of public who may visit the building. Fire Wardens (class teachers) will take responsibility for pupil PEEPS. • Lifts are not to be used for evacuation . • The emergency controller will undertake a sweep of the building if safe to do so to <ul style="list-style-type: none"> • ensure all individuals remaining in the building are accounted for. • all areas are clear (including back areas). • ensure all doors are closed on the way out. • If safe to do, electrical mains and gas supplies should be switched off before leaving the building. The location of these are detailed below. 	

- [Who] will ensure nobody re-enters the building until confirmed safe to do so by the Fire Service
- [Who] will meet at assembly point and check all contractors and staff members are accounted for
- The **emergency controller** will liaise with the Fire Service upon their arrival.

Escape Routes:

The escape routes from the building are: (detail designated fire escape routes)

- 1.
- 2.

Fire assembly point

The assembly point is:

Fighting fires – Extinguisher use

Fire extinguishers will only be used where:

- Staff have received training and feel confident in their use
- Where it is deemed safe to do so i.e. there is a clear means of escape, fire is small.

Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire.

Location of key safety hazards or other fire related equipment

Fire alarm panel:

Boilers:

Gas supply shut off:

Mains water inlet:

Other:

Variations to plan

Detail instances where there may be variations to normal working arrangements. For example, e.g. late opening, events, lone working etc. and what alternative measures would be needed. If variations to normal activities are such that the plan does not adequately cover these activities, then consider whether a separate evacuation plan is needed in these instances.

APPENDIX 2: Emergency Drill Feed Back Form

This form is to be completed after each Emergency Drill with **12 hours** of completion of the drill. The form should be completed by coordinating lead of the drill. The form should be reviewed and signed off by a senior member of staff also present at the drill. All forms should then be emailed to the Strathmore Site Manager for review. All actions required need to be completed, however the responsible person may change post review.

Name		Date	
Job Title			
Line Manager			
Date of Drill			
Time of Drill			
Location of Drill			
Type of Drill			
Number of people involved (approx.)			
Time it took to evacuate (approx..)			
Assessment of Drill: <i>(For example: Drill went well all staff and pupils evacuated safely and promptly within 10 minutes of alarm sounding.)</i>			
Issues of Concern Noted <i>(For example: Pupil PEEP not effective – please give as much information as possible.)</i> 1.			
Actions Required			Responsible Person
1.			
2.			
3.			
Reviewer Name		Date	
Job Title			

APPENDIX 3: Personal Emergency Evacuation Plan (PEEP)

This form is to be completed by **the Class Teacher** on behalf of pupils. A PEEP is a **Personal Emergency Evacuation Plan**. It 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.

PERSONAL EMERGENCY EVACUATION PLAN			
Pupil / Staff Member Name:			
Class:			
Building and Floor:			
Phone Ext:			
PERSONALISED EVACUATION PROCEDURE (A step by step account beginning with the alarm). For assistance with this section, see Technical Guidance Note FS04 – PEEP Evacuation Matrix for evacuation methods.			
1	On activation of the alarm []		
2			
3			
4			
METHODS OF ASSISTANCE (Detail methods of guidance, transfer procedures etc. For example, use of Evac Chair)			
The following have been designated to give assistance and are aware of the contents of the PEEP:			
Name			
Contact Details (Building, Class and Ext)			
Name			
Contact Details (Building, Class and Ext)			
EQUIPMENT REQUIRED (including means of communication, use of evac-chairs etc)			
ADDITIONAL INFORMATION (any information that will assist in evacuating the individual)			
MONITOR AND REVIEW			
PEEP should be rehearsed to test their efficiency. Rehearsals could take place during pre-planned fire drills.			
Signed by Teacher			Date
Signed by Site Manager			Date

APPENDIX 4: Club Evacuation Summary Procedures

All clubs should follow the same evacuation and emergency procedures as outlined in the Fire Safety Policy. Depending on the number of staff supporting the Club the Emergency Controller may also be the Fire Warden.

The following procedures must be undertaken:

- 1) A designated Emergency Controller must be identified at the beginning of the Club session. This person would normally be the Club leader.
- 2) The emergency controller will also assume the role of admin support and be responsible for the taking of the register.
- 3) The emergency controller will allocate the role of 'sweep' to a responsible member of staff before the club starts.
- 4) In the event the club is located in a number of different areas of a building, each area must have a designated staff member who will ensure that all pupils in that area are evacuated and accounted for in the event of a fire.
- 5) A register of all pupils and staff attending or supporting the Club will be taken before the club starts.
- 6) In the event of a fire the standard campus fire plan should be followed, using the designated assembly points.