



# Carlisle & Hampton Hill Federation



## Fire Safety Guidance and Policy

This policy was reviewed:	Summer 2023
This policy was ratified by Full Governing Body (if applicable):	Not Applicable
This policy will be reviewed again:	Summer 2025
Governor committee responsibility:	Finance & Premises Committee
Statutory Policy:	No

## **Introduction:**

Each year the Fire Brigade attends nearly 300,000 fire-related incidents. Suitable fire safety management in schools helps protect pupils, staff, visitors and property.

## **Legal Requirements:**

The Regulatory Reform (Fire Safety) Order 2005 (RRO) replaces most of the previous fire safety legislation. It requires those who manage a site (the Responsible Person) to take a risk assessment approach; this involves schools identifying potential fire hazards and determining methods of controlling those hazards and reducing the risk.

## **Guidance:**

### **Who is the Responsible Person?**

The “Responsible Person” is defined in Article 3 of the Order as:

- (a) In relation to a workplace, the employer, *if* the workplace is to any extent under his control,
- (b) In relation to any premises not falling within paragraph (a)
  - i. 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); or
  - ii. The owner, where the person in control of the premises does not have control in connection with the carrying on by that person of a trade, business or other undertaking.’

Where a school is maintained the borough would be the employer, for voluntary aided, foundation and academies this is the Board of Governors and/or Academy Trust Board. However, it is unlikely that any of these parties would have day to day management control of the premises; this would fall to the Headteacher.

By definition, therefore, the “Responsible Person” (the duty holder under the Order) for the majority of schools is the Headteacher.

## **Policy**

It is the policy of Carlisle & Hampton Hill Federation to minimise the risks to pupils, staff and others, which may arise from fire.

The Headteacher has been appointed as the Responsible Person for the school and has overall responsibility for fire safety matters. At Hampton Hill, Mandy Appleyard and Caroline Wrigglesworth have been appointed as Fire Safety Coordinators to coordinate fire safety management and arrangements throughout the school. At Carlisle, the Headteacher and Deputy Headteacher take joint responsibility for coordinating fire safety management and arrangements.

The Fire Safety Coordinator manages the implementation of fire safety measures, this includes ensuring that Fire Safety Risk Assessments are carried out and reviewed, ensuring that staff and pupil training takes place and monitoring the standard of fire precautions is maintained. They ensure that fire evacuation drills are carried out, fire action notices are kept up to date and fire safety equipment is maintained etc.

**Guidance:****Who should be the Fire Safety Coordinator?**

The Fire Safety Coordinator must have sufficient knowledge of both the legal requirements of fire safety and the arrangements in place at the school in order to effectively manage those arrangements and also implement further measures as required.

They must have sufficient budgetary control or influence in order to be able to action fire safety measures. They must have suitable authority in order to ensure that fire safety measures are followed and there are sanctions for those that don't.

For the majority of schools this role is fulfilled by either the School Business Manager/Bursar, the Deputy Head or Assistant Head. This role can also be undertaken by the Site Manager, providing they have sufficient budgetary control etc.

**Fire Risk Assessment (FRA)**

The Headteacher at each school has ensured that a suitable and sufficient assessment has been carried out at Carlisle & Hampton Hill Federation to identify the fire safety hazards, the management arrangements in place, assess the fire risks and make recommendations for the reduction and elimination of those risks.

FRA carried out by an outside specialist fire safety contractor:

As a federation, we buy into the Local Authority Health & Safety SLA. This includes an annual Fire Risk assessment for each school. The report and action plan are reviewed by the finance and Premises committee.

**Guidance:****Fire Risk Assessment:**

Under the Regulatory Reform (Fire Safety) Order all non-domestic premises are required by law to have a suitable and sufficient assessment of fire safety in place. For schools this can be achieved in a number of ways.

- ❖ Use of an independent third party fire risk assessor - This is where the school directly engages the service of a consultant. This would typically involve a site visit by the consultant who would assess the site and then provide a written report. Unless specified this would not normally include any further contractor review and the school would be expected to carry this out itself.
- ❖ Assessment carried out by an Action HR Health & Safety Consultant - Depending on circumstances an Action HR Health & Safety Consultant can carry out a Fire Risk Assessment for the premises. This

involves a site visit and full cooperation with school staff to understand the fire safety arrangements and measures in place in order to produce a FRA. The assessment can then be reviewed annually, either by the school or with the assistance of the H&S Team.

- ❖ The Action HR Health & Safety Team have produced a template Fire Safety Risk Assessment that can be completed by the school. The completed assessment can then be sent to the H&S Team for review.

Schools can make use of the FSRA template either as the full fire safety risk assessment or as part of the review arrangements.

### **Fire Risk Assessment and Review:**

There is no legal requirement for a new Fire Risk Assessment to be carried out each year. However, there must be regular, (unless otherwise specified this would normally be annual) review of the fire risk assessment. The risk assessment should also be reviewed if there is a major change to the location that would affect fire safety (e.g. a change in evacuation routes), there is a significant change in the use of the location (a mainstream school becoming a SEND school) or if there is a significant fire etc.

Depending on the findings of the full FRA the review could simply involve a status update of all of the recommendations.

Schools can also choose to use the Action HR Health & Safety template as part of the review arrangements.

Where there have been any changes to either the layout/structure of the site or to any of the site arrangements procedures, this would require a more thorough review and may even necessitate a new full FRA; each school and situation would be different depending on circumstances and advice should be obtained from the Health & Safety Team.

### **Receiving the FRA and Actioning Recommendations:**

All FRA, however carried out should be provided to the Fire Safety Coordinator who would then inform the Headteacher/Responsible Person of the findings and any recommendations. The Governing Body must also be provided with a copy of the FSRA and informed of the findings.

It would then be the responsibility of the Fire Safety Coordinator to form a plan for actioning the recommendations.

It is the role and responsibility of the Fire Safety Coordinator to receive the completed FRA and to inform the Headteacher/Responsible Person of the findings and recommendations from the Fire Safety Risk Assessment. The Headteacher will then inform the Governing Body.

Using the findings from the FSRA, an action plan is put in place in order to carry out the recommendations.

### **Fire Risk Assessment Review**

It is the policy of Carlisle & Hampton Hill Federation to discuss the findings of the FRA with the Health & Safety Team and identify a suitable schedule and arrangements for review.

The review process will include at least an annual status update of the recommendations.

## **Guidance:**

### **Third Party Monitoring and Review:**

Maintained schools are required to provide a copy of the Fire Risk Assessment (or Review) to their host borough (their employer) on an annual basis. This is to allow the local authority to fulfil its legal duty in monitoring safety in schools.

All schools should also provide copies of their fire risk assessment to the Action HR Health & Safety Team, (however the FSRA was carried out) so that advice and support can be offered in addressing safety issues where required.

### **Inspection & Maintenance of Fire Safety Equipment:**

In order to ensure that all fire safety equipment provided at the school is in good working order, the school has in place a series of managed contracts as well as in house testing and inspection.

#### **Managed Contracts**

Specialist contractors are used for the inspection and maintenance of fire management equipment such as fire extinguishers, the fire alarm system and emergency lighting. In order to minimise the risk of fire throughout the school, there are also contracts in place for the inspection and maintenance of critical systems such as the gas and electrical systems.

Specialist contracts arranged and managed in house.

Inspection and maintenance contracts throughout the school are part of the remit of the School Business Manager and Site Manager.

All building management arrangements at the school are carried out in line with the standards set out in the Action HR Premises Health & Safety Guidance.

#### **In House Checks**

As well as specialist inspection and maintenance, the school has a programme of in house testing and inspection of fire safety systems in place. This involves daily site checks to ensure that escape routes are clear, fire fighting equipment is in place and fire action notices and directional signage is clear and unobscured.

In house testing and inspection is carried out by school site staff.

All in house tests and checks are carried out by the school site staff and are undertaken in line with the standards set out in the Action HR Premises Health & Safety Guidance. This includes having a procedure in place to action remedial work as required and to keep clear records.

### **Management & Monitoring of Arrangements:**

There are a number of ways in which the school ensures that the Responsible Person and the Governing Body are kept up to date and informed on fire safety matters;

- ❖ The Fire Safety Coordinator provides a termly update to the Responsible Person
- ❖ The Responsible Person, the H&S Governor, School Business Manager and the Site Manager carry out a termly site walk that includes checking of fire safety standards.
- ❖ The outcomes of the site walk form part of the Headteacher's termly report to the Governing Body.
- ❖ Regular meetings held between relevant staff.

### **Guidance:**

#### **Update to the Responsible Person:**

One of the duties of the Fire Safety Coordinator is to keep the Responsible Person up to date in fire safety matters. This could be a verbal or written report and can be part of any termly site walk/inspection. Items that should be included in the update are:

- ❖ **Fires at the School** - Provide a description of any fire incidents that took place and any lessons learnt as a result, or state there were no such incidents.
- ❖ **Activations of the Fire Alarm** - Provide a description of any malicious or false fire alarms and any action to reduce the incidence of such events or state that there were none.
- ❖ **Practice Evacuation Drill** - Give the date and time of any practice evacuation drills held, the time taken to evacuate the premises and any lessons learned for the future.
- ❖ **Staff Training** - Give details of any staff training that has been undertaken during the term and any training planned for the future.
- ❖ **Records of Equipment and Systems Inspections** - Report on the adequacy of records for equipment and systems inspections and maintenance and indicate whether these are satisfactory or whether they indicate the need for further action.
- ❖ **Any Issues or Recommendations** - Provide details of any recommendations or other matters not identified above.

There is a School Site - General Health & Safety Checklist designed to be used during termly site walks/inspections available on SLA online.

### **Management of Contractors:**

The school has a Managing and Monitoring of Contractors Policy in place and all contractors are expected to comply with this Fire Safety Policy. Where required, contractors will have a suitable fire risk assessment for their working area, risk assessments, method statements and hot work permits must be in place prior to carrying out any work with a fire risk.

Contractors that control part(s) of the school, such as a contract caterer must have their own fire risk assessment, which complies with the school's controls.

All contractors are provided with a copy of the Contractor's on School Site Code of Conduct and are expected to comply with this.

**Staff Training and Instruction:**

All new staff are briefed on the school's fire safety arrangements including the evacuation drill, local fire exit routes and their fire safety responsibilities.

Training is provided on a regular basis for all permanent full time school staff in fire safety and the school fire procedure.

Both the Responsible Person and the Fire Safety Coordinator have attended relevant management of fire safety training.

The Headteachers are responsible for ensuring that all fire safety training records are maintained and are available for inspection by any enforcement authority.

<b>Guidance:</b>	
<b>Information, Instruction and Training:</b>	
<b>Governors:</b>	<p>Training in order to understand their legal responsibilities and role in the management of fire safety.</p> <p>This should ideally be delivered via classroom based training and refreshed every three years.</p>
<b>Responsible Person/Headteacher:</b>	<p>Training in order to understand their legal responsibilities and role in the management of fire safety.</p> <p>Training to understand the legal requirements for management of fire safety across the school</p> <p>This should ideally be delivered via classroom based training and refreshed every three years.</p>
<b>School Business Manager/Bursar/Fire Safety Coordinator:</b>	<p>Training to understand the legal requirements for management of fire safety across the school, particularly in relation to statutory inspection and maintenance and managing/coordinating in house checks and activities.</p> <p>Training to raise awareness of, how fires start and how quickly they can spread. Training should include an understanding of the importance of physical fire safety measures such as detection and fire doors, also procedural measures such as regular evacuation drills.</p> <p>This should ideally be delivered via classroom based training and refreshed every three years.</p>
<b>Site Manager:</b>	<p>Understanding of the day to day building management arrangements and the legal requirements.</p>

	<p>Training to raise awareness of, how fires start and how quickly they can spread. Training should include an understanding of the importance of physical fire safety measures such as detection and fire doors, also procedural measures such as regular evacuation drills.</p> <p>This should ideally be delivered via classroom based training and refreshed every three years.</p>
<b>Caretaker/Site Staff/Any staff undertaking in house checks or tests:</b>	<p>Training to raise awareness of, how fires start and how quickly they can spread. Training should include an understanding of the importance of physical fire safety measures such as detection and fire doors, also procedural measures such as regular evacuation drills. This should ideally be delivered via classroom based training and refreshed at least every three years.</p> <p>Instruction in correct technique and frequency for undertaking in house checks.</p> <p>Instruction in the record arrangements and process for reporting issues.</p>
<b>Any staff with a defined role in the emergency plan.</b>	<p>Training to raise awareness of, how fires start and how quickly they can spread. Training should include an understanding of the importance of physical fire safety measures such as detection and fire doors, also procedural measures such as regular evacuation drills. This should ideally be delivered via classroom based training and refreshed at least every three years.</p> <p>Instruction in their role as part of the emergency plan.</p>
<b>All staff, (including contractors such as cleaners and catering staff) and pupils:</b>	<p>Participation in emergency drills and instruction in the emergency plan.</p> <p>Instruction in the importance of good fire safety management, including physical measures, such as not wedging open fire doors and procedural measures, such as taking part in evacuation drills.</p>
<b>Any staff carrying out a Personal Emergency Evacuation Plan:</b>	<p>Training in the requirements of a Personal Emergency Evacuation Plan.</p> <p>Instruction in the daily routine of the person requiring the PEEP.</p> <p>NB: There may be further training required for any “Buddies” or assistants identified. This would include training in the PEEP procedure and could include the use of an evacuation chair.</p>
Further guidance regarding training requirements and availability can be found on SLA online.	



## **Guidance:**

### **First Day Fire Safety Induction:**

All new staff must be instructed in the emergency plan, in particular:

- ❖ The identification, location and operation of the fire alarm call points.
- ❖ Use of a call point to raise the alarm is the first action upon discovery of a fire, (even a small fire)
- ❖ Description of the sound of the fire alarm and the action to be taken in when it sounds,
- ❖ The location of the Assembly Point
- ❖ Physical tour of the building/site to identify the various escape routes.
- ❖ Highlight the location of the fire fighting equipment and explanation of the different types

**NB:** staff can only use extinguishers if they have received training in their correct usage within the past three years.

### **Emergency Evacuation Drills and Personal Emergency Evacuation Plans:**

Emergency evacuation drills are held half termly. The times of day that drills take place is varied and on some occasions certain exits and escape routes are “closed off” in order to ensure that staff and pupils are familiar with all the evacuation routes.

Drills are organised by the Fire Safety Coordinator. The outcomes from drills are recorded and shared with staff. Where issues are identified this is also recorded as well as any remedial action.

There is a written Emergency Plan in place.

## **Guidance:**

### **Emergency Plan:**

The emergency plan must include:

- ❖ Actions to take if you find a fire
- ❖ How to evacuate
- ❖ Location of muster point(s)
- ❖ Communication arrangements between muster points
- ❖ Arrangements for reentering the building

There is an Emergency Plan template available on SLA online

### **Emergency Evacuation Drills:**

Evacuation drills should take place regularly and be on-going. If you need to set-up a programme of drills the following steps should assist:

1. For the initial emergency drill all members of staff should be made aware that it is going to take place, know how to exit the building and where to congregate
2. Prior to the drill it should be agreed who would be responsible for contacting the emergency services (even if there is an automated system that also does this) in the event of a real fire and who would meet them on site, (several people may need to be chosen to take account of staff working off

- site/annual leave etc).
- 3. The outcomes of the drill should be discussed and recorded.
- 4. If required a second drill should be carried out, (without prior warning to staff) within the next month.
- 5. Regular fire/emergency drills should take place at least termly, (depending on outcomes)

### **Recording Evacuations**

Any evacuations, whether as a result of a drill or false alarm should be recorded. Records should include:

- ❖ Date and time
- ❖ Time taken to evacuate, (including confirmation that the building is clear)
- ❖ Number involved
- ❖ Any issues identified
- ❖ Remedial action taken

### **Personal Emergency Evacuation Plans:**

Personal Emergency Evacuation Plans (PEEPs) are prepared for anyone who needs additional assistance to exit the buildings. This can be for permanent or temporary medical conditions.

### **Guidance:**

#### **What to include in a PEEP:**

- ❖ Name of the person;
- ❖ Names of the team members allocated to assist the person in emergency evacuation situations;
- ❖ 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.

Further advice regarding the completion of PEEPs can be found on SLA online.

The PEEP is always followed during fire evacuation practices.

The PEEP is completed with the direct assistance of the person it is designed to help (dependent on age). Parents have the opportunity to make comment on the PEEP.

### **Staff Responsibilities:**

All school employees have important roles within fire safety. Employees are responsible for:

- ❖ Complying with the school's fire procedures;
- ❖ Raising the alarm if a fire is detected;
- ❖ Evacuating their area safely and assisting those who may need help;
- ❖ Reporting any fire related concerns immediately, such as faulty electrical equipment, or blocked fire exits;

- ❖ Ensuring only electrical equipment which has been suitably maintained and inspected is used;
- ❖ Keeping evacuation routes clear;
- ❖ Taking an active part in fire evacuation drills;
- ❖ Undertaking suitable fire safety training;
- ❖ Not moving fire-fighting equipment, unless it is being used to fight a fire;
- ❖ Not bringing in equipment to the workplace without the approval of the Fire Safety Coordinator;
- ❖ Not blocking fire exits or wedging open fire doors;
- ❖ Informing their manager of any relevant medical conditions that may affect fire safety and evacuations, (this information will only be passed to relevant staff with the individual's agreement).

#### **Appointment and Responsibilities of Fire Marshals:**

All teaching staff fulfil the role of Fire Marshal specifically for the class for which they are responsible. Some of the administrative and site staff are also Fire Marshals with specific roles and functions. Further details of the role and duties of Fire Marshals can be found in the Emergency Plan.

#### **Out of Hours Events and External Lettings:**

Where events are organised outside normal school hours, or by outside organisations, it is the responsibility of the member of staff organising the event or arranging the letting to ensure that the Fire Safety Coordinator is consulted and appropriate precautions including arrangements for evacuation and calling the Fire Brigade are put in place. The Fire Safety Coordinator may impose specific restrictions on the type of letting or activity, the number of persons involved and the number and layout of any seating.

#### **Guidance:**

##### **Steps to be included in an out of hours event Emergency Plan:**

- ❖ Only areas of the school required during the performance/event to be open; consideration should be given to which toilets will be open to pupils and to parents.
- ❖ Each supervising adult should have a designated role in an emergency.
- ❖ The procedure should include which exits will be used by pupils and which by parents in order to avoid a situation whereby parents are moving against the flow of people evacuating in order to retrieve young children.
- ❖ Parents should be made aware, prior to the event/each performance of the evacuation procedure, where to congregate once outside the building and where the pupils will congregate/where to reunite with their child. Parents will be understandably concerned in the event of an emergency evacuation and as detailed above may try to retrieve their child before evacuating.
- ❖ As with a normal fire evacuation procedure there should be a designated adult to check areas of the building, such as toilets and to contact the fire brigade.
- ❖ All pupils involved in the event/production should be made aware of the evacuation procedure – a “mini” run through may be appropriate; this could be carried out as part of rehearsals.
- ❖ When booking tickets each parent should be asked if anyone attending has a disability or mobility issue; care should be taken to seat anyone with such an issue close to a fire exit. Further advice

regarding Personal Emergency Evacuation Plans for disabled people can be obtained from the Action HR Health & Safety Team as required.

**External Lettings:**

Ensure the hirer is aware of the fire safety procedure, specifically:

- ❖ How to raise the alarm in the event they discover a fire; the location of the nearest call points.
- ❖ Describe the sound of the fire alarm, (for example, continuous alarm, two tone etc.) and the action to be taken when it sounds.
- ❖ Establish who is responsible for ensuring that all of the hiring party safely evacuate.
- ❖ Describe and walk the evacuation routes from the space being hired. Highlight any push bars or exit fittings such as thumb turn locks.
- ❖ Explain that fire extinguishing equipment is only to be used if the person has been trained to do so and feels confident to do so; the primary response is to evacuate the building.
- ❖ Show the location of the external assembly area.
- ❖ Ensure the hirer knows they are responsible for calling the emergency services in the event of an alarm.
- ❖ Establish the arrangements for contacting a school representative and pass on emergency contact details.

<b>Title:</b>	<b>Print Name:</b>	<b>Signed:</b>	<b>Date:</b>
<b>Responsible Person:</b>			
<b>Fire Safety Coordinator:</b>			