FIRE SAFETY MANAGEMENT POLICY

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Type of Policy	Tick ✓
DCAT Statutory Policy	✓
DCAT Non-statutory Policy	
DCAT Model Optional Policy	
Academy Policy	
Local Authority Policy	

DCAT
DIOCESE OF CHICHESTER ACADEMY TRUST

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Introduction

Our **vision** for our Trust is we exist to:

Help every child achieve their God-given potential

Our **aims** are clear. We aim to be a Trust in which:

Developing the whole child means pupils achieve and maximise their potential

Continued development of staff is valued and improves education for young people

All schools are improving and perform above national expectations

The distinct Christian identity of each academy develops and is celebrated

Our work as a Trust is underpinned by shared **values**. They are taken from the Church of England's vision for Education and guide the work of Trust Centre team. They are:

Aspiration
I can do all things through Christ who strengthens me
(Philippians 4 vs 13).

Wisdom
Listen to advice and accept discipline, and at the end you will be counted among the wise
(Proverbs 19 vs 20)

Respect
So in everything do to others what you would have them do to you
(Matthew 7 vs 12)

Our vision of helping every child achieve their God-given potential is aligned with the Church of England's vision for education and is underpinned by the Bible verse from John: *I have come that they may have life, and have it to the full*.

Sedlescombe Church of England Primary School

School Vision and Values

Motto:

Learning, Loving and Growing Together with God

Values:

Aspiration	**Honesty**	**Forgiveness**
Courage	**Thankfulness**	**Kindness**

Vision:

Our school is a family where curiosity is the seed of all growth, and everyone is nurtured and challenged to learn and grow as a unique individual. Where enquiring minds are developed in a safe, loving environment where everyone belongs and is loved by God.

Statement of Intent

It is our policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees, pupils and all persons likely to be affected by our activities including the public where appropriate. We will co-operate and co-ordinate with partnerships, contractors, sub-contractors, employers and the occupiers and owners of premises and land where we are commissioned to work to pursue our Health and Safety Policy aims.

Our aims are to:

- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons
- Maintain control of health and safety risks arising from our activities
- Comply with statutory requirements as a minimum standard of safety
- Consult with all staff on matters affecting their health, safety and welfare
- Provide and maintain safe systems, equipment and machinery
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for everyone
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements
- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters

Our health and safety management system has been developed to ensure that the above commitments can be met. All staff and local governors will be instrumental in its implementation.

Policy Aims

The Diocese of Chichester Academy Trust (DCAT) understand and accept the legal obligations in respect of fire safety and in accordance with Regulatory Reform (Fire Safety) Order 2005 article 3.

They will provide, so far is as reasonably practicable, an environment safe from fire for staff, students, clients and others who may be in or near the building. In this respect suitable, sufficient and risk appropriate "Fire Precautions" and "Management Systems" will be provided and maintained to facilitate safe evacuation from the premises and mitigate the effects of fire should this occur.

We recognise the need to take precautions to maintain the safety of all staff, students, visitors and contractors to the premises against the threat of fire or any other emergencies.

In the event of fire, the life safety of staff, children, visitor's, contractors and the emergency services will be our highest priority; secondary priorities such as extinguishing the fire and saving property will only be conducted if it is safe to do so.

DCAT, the Local Governing Board (LGB) and the Headteacher of Sedlescombe CE Primary Schol will, in consultation with staff and their representatives:

- Ensure that a Fire Risk Assessment is conducted and regularly reviewed.
- Ensure that sufficient arrangements are made to warn persons on the premises of a fire situation.
- Ensure that sufficient and suitable exits are maintained within the building.
- Ensure all staff receive suitable training commensurate with their role and the duties they may be required to perform during a fire.
- Ensure all staff and children are aware of the arrangements for the evacuation of the building, the location of the assembly point(s) and the action to be taken in the event of either discovering a fire or upon hearing the fire alarm.
- Ensure that any persons who are on the premises, who are not employees of Sedlescombe CE Primary school or children attending the School (contractors and visitors) are made aware of the action they need to take if the fire alarm sounds or they discover a fire.
- Ensure that our arrangements are reviewed following any "near miss" or fire.
- Ensure suitable liaison, as necessary, takes place with the Local Authority Fire & Rescue Service.

1. Management

The Headteacher, acting on behalf of the Trust as the fire safety coordinator, is the "Responsible Manager" under article 5 of the fire safety order for the purposes of the bringing into effect in theses premises the fire safety requirements and any other fire safety related issues that may have effect now or in the future.

The general daily management of this is delegated to the Headteacher who is also the Fire Safety Coordinator as acting responsible person (RP) for the building.

2. Site Fire Safety Specification

Sedlescombe CE Primary School has a total of one main building for teaching use and 3 temporary buildings (2 x Shepherd's Huts and one prefab hut) presented as follows:

Main building containing:

- 7 classrooms
- Staffroom with kitchen and staff toilets
- Conservatory off the Year 1 classroom used for teaching purposes

- A dedicated SEND room (Discovery Den)
- 3 office spaces
- Hall
- Main kitchen for cooking school dinners
- Two toilet areas

Temporary Buildings

- Mobile classroom situated on the playground away from the main school building:
    - Used for first aid, meetings, small group teaching, music lessons and eating packed lunches.
    - It contains a sink, cupboard, and toilets
- Two Shepherds Huts located in the sensory garden away from the main building:
        - One is used for drumming lessons
        - One is used for small group interventions

Fire Alarm Provision

The building has an L2 wireless electrical fire alarm system with 3 repeater panels, manual call points at each exit. There is also automatic fire detection connected to the fire alarm throughout.

Emergency Escape Lighting to comply with BB100 Section 2.5.4 for schools

Emergency escape lighting (BS EN1838/BS 5266: Part 7: 1999 Lighting applications: emergency lighting) is required to fulfil the following functions:

1. Clearly indicate and illuminate escape routes and exit signs, including escape routes which are external to the building.
2. Ensure that changes of level and direction are indicated in accordance with Approved Document M of the Building Regulations.
3. Ensure that fire alarm call points and firefighting equipment can be easily located. Detailed guidance is given in section 4.5.5.5.

In most cases it will be sufficient to have a system of 'non-maintained' emergency lighting, i.e., where the luminaires are only illuminated if the normal lighting fails. If areas are to be used for activities which might require some form of licensing, e.g., public entertainments licensing, then a system of 'maintained lighting' would be required in these areas. With a 'maintained' system the emergency luminaires are always illuminated. You must also ensure that if you sublet the building, a 3-hour discharge is completed by a competent person. If you do not sublet the building, an hour discharge is required and must be carried out annually.

A monthly flick test of all Emergency lighting should be carried out in house and recorded in a fire logbook. The maintenance of emergency lighting is specific to each building and is documented in the fire logbook for each site, all in accordance with BS 5266.

Appropriate signage is provided and maintained throughout the premises and is in accordance with BS 5499. Arrangements are managed by school procedures. These

are included within the school fire safety logbook, and an understanding of signage is the subject of regular staff training. This will be reviewed on an annual basis by the Site Manager, who will check fire signage and confirmed by the regular Fire Risk Assessment visit and report by the Appointed Competent Person,
Dylan Williams, Regional Estates and Facilities Coordinator.

Portable Fire Fighting Equipment

19 fire extinguishers of various types are strategically located throughout the school building.

There are also 3 fire blankets located in key places (the staffroom kitchen and main school kitchen).

NB: The location of the Fire Fighting equipment is identified on the map at Section Eleven of the Fire Log. Staff are not to use firefighting equipment unless trained to do so.

Fire Doors and Escape Routes

Several fire doors are provided throughout the building which will give a minimum of 30 minutes fire protection to both the building and escape routes.

NB: All escape routes in the building are clearly indicated by suitable escape route signs to BS499 part 1.

Sections 10, 11 and 12 of the Fire Logbook give details of the testing, inspection and maintenance of the above systems and equipment. *A fire door survey should be commissioned annually and internal inspections carried out in house monthly.*

Carbon Monoxide
Carbon monoxide is a colourless, odourless, tasteless and toxic gas produced as a by-product of combustion. Any fuel burning appliance has the potential to produce carbon monoxide gas.

As a result, a carbon monoxide detector will be in the vicinity of all fuel appliances in Sedlescombe CE Primary School such as:

- Our boiler.

Any carbon monoxide detector will conform to the standards set out in BS EN 50291.

4. Risk Assessment

DCAT will arrange for a suitably qualified individual to undertake a fire risk assessment every 3 years or after any major refurbishment works. The actions will be uploaded to the Handsam portal, and the school must ensure the actions are completed in a timely manner, seeking advice from the Regional Estates and Facilities Coordinator if needed. The Headteacher, as the Responsible Manager, must monitor and review

the fire risk assessment when changes occur or annually whichever is sooner. A copy of the risk assessment will be kept in the Estates and Facilities folders.

5. Emergency Plan- PEEPS-GEEPS

An emergency plan will be produced and reviewed by the Fire Safety Coordinator (Headteacher/Site Manager) indicating the arrangements for the safe evacuation of anyone in the premises. This will be reviewed when changes occur or annually whichever is sooner.

This process will be monitored by the Headteacher as the Responsible Manager, and the plan will be kept in the fire log.

Fire Safety Strategic Objective (Full Evacuation)
The strategy is to provide safety for all occupants of the premises under any reasonably foreseeable circumstances in the event of a fire, in or adjacent to the building.

The strategy recognises that employees in the main are familiar with the premises although new employees, pupils and visitors must be accompanied until familiar with the buildings on site. This is fully acknowledged in the formulation of the Emergency Evacuation Plan (below).

Fire safety provision to achieve the above strategic objective is based on a combination of the requirement for early fire detection and warning for pupils and employees. Key elements of compartmentation in the building and sufficient protection of designated escape routes allow for the safe egress of all occupants, once alerted, to a place of ultimate safety with the assistance of teachers acting as Fire Marshalls.

Structural Protection/Means of Escape

Means of Escape: General
Satisfactory means of escape is provided by means of designated protected routes from all areas of the buildings (detailed on the plans located in building fire logs) to dedicated fire exits direct to outside at ground floor level. Ultimate safety is achieved by the provision of several alternative assembly points in selected safe areas outside the premises as indicated on the plans for each building. This allows for the selection and use of the most suitable, depending on the location and severity of the fire at the time of the evacuation.

Provision of means of escape is in compliance with the guidance issued by the Department for Communities and Local Government: *Fire Risk Assessment: Educational Premises*.

Means of Escape: Horizontal
Provided by protected corridor routes linking all rooms and any protected staircases. All doors opening onto such circulation spaces are maintained to an FD30S standard. Corridors are managed to avoid the build-up of combustible materials and prevent their use for unsafe processes such as locating of electrical machinery (such as

photocopiers) and are subdivided as necessary by self-closing doors to a FD30S standard to prevent the spread of products of combustion along their length.

Escape from within rooms is provided by appropriate provision of sufficient exit doors in accordance with government guidance standards.

6. Fire Safety Training

Staff will receive fire safety training as part of their induction training and repeated annually.

Nominated staff will receive training as fire wardens and this may include the safe selection and use of portable extinguishers and the safe sweeping of specified areas.

Kitchen staff will be trained separately, if employed by the school. For kitchen staff not employed by the school, their employer will be kept informed of all details for any fire related training or changes at the school.

All training will be recorded on Handsam.

7. Fire Drills

The Responsible Manager will arrange for a monitored fire evacuation drill to take place at a minimum of 3 times a year. A staff debriefing can point out the lessons to be learnt and the areas where improvements can be made, and any changes actioned. Details of fire drills must be recorded on the Handsam system and should include (but not limited to):

- date
- duration
- name of instructors/observers
- type of drill (e.g. full evacuation or only part of the school)
- the results

All participants in fire drills should be encouraged to report any potential improvements in evacuation arrangements observed during the evacuation.

Records of when drills occur, the findings and actions will be recorded in Handsam. These arrangements will be monitored by the responsible manager.

8. Fire Precautions

All fire resisting doors will be maintained self-closing or locked shut as appropriate. If fire doors are required to be maintained in the open position, they will not be left unattended other than for short periods of time and for specific reasons. If fire doors are required to be maintained in the open position, other than for short periods of time

for specific reasons, this will be achieved by means of suitable hold open devices that will automatically release the door on operation of the fire alarm.

Staircases and fire escape routes will be always maintained clear of combustible materials and be unobstructed.

Fire exit doors will be maintained unobstructed and immediately available to enable people to exit, without using a key, fob, and pass card or code.

Internal refuse containers will be emptied when necessary and at the end of each day to ensure no undue build-up of flammable or combustible materials occurs within the premises. External refuse containers will be located to minimise the risk to premises should they be set alight to minimise the general threat to the building of an arson attack.

Quick Guide F05 Managing Fire Risk Arson Risk Audit is available within the Handsam System to support schools in assessing the risk. The Site Manager will ensure the storage of easily ignitable materials in the bin areas is kept to a minimum particularly during holiday periods when the building is unoccupied for longer periods. Bins will be kept locked using the key provided. An alarm system is in place with an intruder alarm fitted throughout the building.

Combustible materials will be kept in a safe store (COSHH Store). All combustible materials (paper, cardboard, etc) should be held in suitable storage.

The storage of flammable materials will be in accordance with health and safety guidance and when used only the minimum necessary will be freely available for that use.

Where portable heaters are used, the following safeguards will apply:

- Only one heater per fixed socket.
- Only convectors or oil filled heaters will be used.
- Heaters will not be positioned too close to combustible materials; a clear separation of 2 metres must be maintained.
- Nothing will be placed or stored on top of a portable heater.
- All heaters shall be visually inspected prior to use.

9. Maintenance Arrangements

The fire alarm will be tested weekly by site manager (using a different manual call point in rotation) and serviced annually by competent contractors. These arrangements will be monitored by the Headteacher and reviewed annually. Records will be recorded in Handsam.

All provided fire-fighting equipment will be visually checked monthly by the Site manager and serviced by competent contractors annually. These checks will be recorded in Handsam.

The Site manager will check fire-resisting doors and final exits monthly to ensure they are in good order and working correctly. Regular checks will also be made of escape routes to ensure they are clear of any obstructions and/or slip and trip hazards etc.

This will be monitored by the Headteacher. Any repairs and/or maintenance will be undertaken by a suitably competent/skilled person. Records of the checks, findings and necessary actions will be maintained and recorded on Handsam.

10. Monitoring and Reviews

Records will be held which will include:

- Details of repairs/replacement to fire equipment and fire related building defects.
- All defects and fire safety concerns will be reported to the HT as and when they arise either verbally or in the defects book.

If necessary, concerns will be brought to the attention of the Headteacher as soon as possible so that remedial action can be taken.

Monitoring of fire safety issues will form part of the termly health and safety premises inspection conducted by the Headteacher and Site Manager, any concerns will be brought to the attention of the Diocese of Chichester Academy Trust.

11. Records

A full record of all equipment testing, inspection and maintenance will be kept and recorded in Handsam, which will be available for audit by the Diocese of Chichester Academy Trust.

Copies of any certificates, issued by contractors for work conducted on fire safety equipment and systems, including gas safety, electrical installation/PAT will also be maintained within the Handsam system.

Other associated records together with previous manual records will be kept separately for a period of at least seven years.

12. Links to other Policies

- Health and Safety Policy