

Torfield and Saxon Mount Academy Trust



Federation Fire Safety Management Policy

January 2021

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FIRE SAFETY MANAGEMENT POLICY

The fire safety order specifically requires a fire risk assessment to be carried out and to be suitably reviewed. This has been completed for the premises and is reviewed annually or when there is a significant change, whichever occurs first.

In addition it is expected that the school will put in place a management system / policy and procedures to deal with fire safety and prevention.

The fire safety management policy sets out the objectives in respect of fire prevention and emphasises the school's commitment to fire safety.

The Torfield and Saxon Mount Academy Trust (The Trust) aims to have proactive liaison with the local fire and rescue service including effective arrangements for notifying the fire and rescue service of changes to the occupancy, periods of abnormal occupancy, fire growth characteristics and other relevant factors. The arrangements allow for routine meetings with the fire and rescue service and additional meetings where a change in the building or its occupancy is proposed.

FIRE SAFETY STATEMENT

The Trust schools' primary focus is for the safety of its children, employees and visitors, to that end the fire safety management of the school is based around "life safety". The school has put procedures in place to protect records but this is not the primary focus.

The Trust aims to provide to an environment which is safe and which promotes fire prevention and at all times. To suitably manage the fire risk within the school environment the management has designated responsible people with specific tasks.

The Trust Governors and Executive Headteacher are the recognised responsible people. In practice responsibility for fire safety is delegated to the Executive Headteacher who manages the school and its fire safety on a day to day basis. The Executive Headteacher has specific areas of responsibility. He has delegated defined duties to his support staff. Please see fire management responsibilities and the organisation chart for details.

FIRE MANAGEMENT SYSTEM

There is a clear fire management system in place to ensure that the Trust schools suitably manage the fire risk. The system seeks to anticipate and proactively identify the impact of any proposed changes. The management team of the school's identify any alternative protection and management measures that will be required and ensures that they are implemented.

The staffing within each school includes sufficient trained personnel to ensure that all occupants are assisted or supported, to make their way out of the building effectively in an emergency.

The training ensures that there are sufficient numbers of staff trained in all aspects of fire prevention, fire protection and evacuation procedures and able to use the appropriate extinguishing equipment (and media), so as to provide full coverage of the building, with provision for contingencies, sickness or holiday absences.

Planning

The fire risk assessment was completed in August 2019..... It was subsequently reviewed in September 2020 for each school and site.

The fire risk assessment will continue to be reviewed annually or when there is a significant change, whichever occurs first.

The implementation of corrective actions is ongoing following each risk assessment review with priority given to the highest risks. Where budget restraints delay implementation, risk management strategies will be put in place to reduce the risk.

The planning system is proactive and takes into account a wide range of possible emergencies and incidents. These are likely to include planning for logistical issues such as the provision of shelter, communications, transport, the weather, time of day, time of week, time of year (holidays, etc.) and traffic related issues, as well as scenarios such as power failures or floods.

Organisation

The Executive Headteacher is responsible for ensuring that all control measures identified in the fire risk assessment are in place or are in the process of implementation and that any further improvement actions are completed so far as is reasonably practicable.

The Executive Headteacher will assign an appropriate member of his team the responsibility to complete each improvement action.

The Site Manager has been assigned tasks such as maintenance and testing of fire safety systems. Some of these duties are contracted to suitably qualified engineers.

Fire marshals have been designated and are suitably trained in their fire evacuation duties. Fire drills are completed once every half term (Primary) or once every term (Secondary). All staff receive fire safety awareness training annually.

FIRE MANAGEMENT RESPONSIBILITIES

The school communications system is able to ensure that all of those involved, or potentially involved in an incident are informed of relevant information rapidly and effectively. In addition, the systems make use of alternative formats as necessary, with contingency plans for when systems fail.

The following are the defined responsibilities for those working within the school who have been assigned specific duties.

EXECUTIVE HEADTEACHER

The Executive Headteacher is empowered to ensure that legislative requirements are met; initiate testing, initiate maintenance or repair. Such powers are supported by the necessary, sufficient and appropriate resources, including funds.

The Executive Headteacher is responsible for ensuring:

- The school has a fire safety management policy and that such a policy is reviewed annually

- That a Fire Risk Assessment is completed and reviewed annually
- Staff are notified of the significant findings of the fire risk assessment
- Recommended actions derived from the fire risk assessment are completed
- The maintenance / testing of all firefighting systems and equipment is completed and recorded in the fire log book
- That the school emergency plan and evacuation procedures are regularly reviewed
- The school has a major incident evacuation plan which may include agreements with local providers and additional training for staff
- All pupils, employees, visitors and others who use the building are made aware of the fire safety precautions and the fire evacuation procedures
- The provision of fire awareness training to all staff
- The provision of Fire marshal training for designated staff
- That an emergency fire drill is undertaken at least every half term or term as appropriate for the primary or secondary phase of provision.
- The preparation of specific personal emergency evacuation plans for staff and/or pupils with special needs and or disability

- The provision of suitable fire safety systems i.e. fire alarm, automatic detection and emergency lighting
- The provision of suitable fire safety equipment such as fire doors, fire signs and fire fighting equipment
- Any fire prevention officer's recommendations and or enforcement notices are complied with.

Lead Fire Marshal (Due to the cross-trust school site and business team work location arrangements this may be the Site Manager or caretaker on site or the Director or Assistant Director of Finance and Resources and includes responsibilities of the Head of School at each school)

Lead Fire Marshals are responsible for:

- Collecting all of the area and classroom information from Teachers and Fire marshals
- Controlling the assembly point in liaison with the Head of School or Assistant Headteachers
- Ensuring that fire and rescue service access gates are opened
- During a practice noting escape times and general observations for improvement
- Liaising with the fire and rescue service to ensure that all relevant information is communicated effectively
- Providing the fire and rescue service with a detailed (laminated) plan of the building
- Ensuring that no one re-enters the building until deemed safe to do so by the fire and rescue service
- Liaising with the SLT in implementing the major incident site evacuation plan if required.

Site Manager

The Site Manager is responsible for controlling premises works, maintaining safety systems and maintenance. The school's work control systems have been developed proactively with clear lines of responsibility; a permit system; logging and audit processes and routine checking and supervision.

The maintenance system is one where there is dynamic monitoring of the fire safety systems, and the equipment is kept fully functional at all times when the building is in use.

The Site Manager is responsible for:

- The formal maintenance and regular testing of the fire alarm
- The formal maintenance and regular testing of the emergency lighting
- The formal maintenance and organising of testing for the automatic detection system
- The maintenance and inspection of the firefighting equipment
- The maintenance of exit/escape routes and signage
- The completion and upkeep of the school fire log
- Supervision of contractors undertaking hot work and cold work

- Ensuring that fire compartmentation is sound and that any fire engineering solutions are suitably maintained
- Reporting any hazards (which cannot be dealt with) to the Director of Finance and Resources, Head of School or Executive Headteacher.
- Ensuring that access can be gained at all times to the electric and gas shut off devices
- Ensuring that fire critical plant such as gas boilers are annually serviced in line with the schools planned preventative maintenance regime
- Ensuring that electrical equipment is suitably maintained and that fixed electrical wiring is inspected at least every five years in line with the schools planned preventative maintenance regime
- Ensuring that fire fighter equipment is maintained and accessible i.e. fire hydrants and dry risers.

Head of School/SLT

The Head of School or other designated member of the SLT on site is responsible for:

- Calling the fire and rescue service to ensure that they have been notified of the alarm
- Acting as Lead Fire Marshal in confirming all staff and pupils are present or accounted for at the assembly point/points where two points are required
- Facilitating annual staff fire risk awareness training

- Ensuring school staff receive appropriate information in relation to updated policies and processes
- Deputising for the Executive Headteacher when he is not present in the event of an emergency.

School Office staff

The School office staff are responsible for:

- Ensuring that classroom registers are always available and are taken to the assembly point in the event of an evacuation
- Ensuring that visitors and contractors are signed in the building and are notified as to the evacuation procedures
- Ensuring that the Fire Safety/Emergency incident pack is updated every day with correct registration and occupation information, contact details and site plans and taken to the assembly point.
- Where appropriate escorting visitors and contractors from the building
- Maintaining correct information such as contact details of parents

Teachers and Teaching Assistants

The Teachers and Teaching Assistants are responsible for:

- Acting as Fire marshals when evacuating their class from the school
- Following and complying with all aspects of the Fire safety and evacuation guidance issued annually to all staff at each school.
- Ensuring that their particular classrooms or in the case of TAs, areas for which they are responsible are kept free of hazards which may block escape routes or create a fire risk
- Ensuring that all electrical equipment used within the classroom have been suitably maintained and tested
- Reporting any hazards (which cannot be dealt with) to the Site Manager or Director of Finance and Resources
- Ensuring that new pupils are suitably trained in evacuation procedures
- Ensuring that pupils which attend class with a prohibitive injury are assessed and that a personal emergency evacuation plan is put in place
- Following school evacuation procedures including reporting to the head Fire marshal with the results of the register check
- Controlling their class through the school and at the assembly point, ensuring that no pupils re-enter the building until the head Fire marshal announces that the school is safe.

- If required, being aware and trained in the major incident evacuation plan which may require escorting the class away from the premises to a safe site
- Taking part in any fire safety training provided by the school.

Fire Marshals

The Fire marshals / Support Staff (given responsibility) are responsible for:

- Ensuring that their designated areas are clear before leaving the building
- Closing all fire doors (not on automatic closers) before leaving their area
- Taking an active day to day role in fire prevention and hazard spotting
- Reporting fire safety issues such as missing fire extinguishers
- Ensuring that fire escape routes/stairs and fire exits are not blocked
- Reporting any hazards (which cannot be dealt with) to the Site Manager or Director of Finance and Resources
- Reporting to the Head Fire marshal at the assembly notify them of the occupancy status of their area
- Assisting the head Fire marshal in securing the building and ensuring that no one re-enters the premises until it is deemed safe to do so by the fire and rescue service.

FIRE MANAGEMENT ORGANISATIONAL CHART

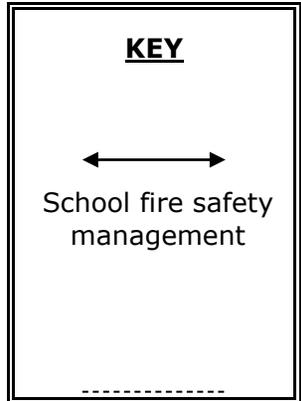
SCHOOL

Judicium Consulting Ltd
Health and Safety
Consultants

Executive Headteacher

**School Trustees and
Governors**

**Lead Fire marshal &
Heads of School, DFR**



Denotes lines of
responsibility

