

# Fire Policy



**OUR LADY  
OF LOURDES**

CATHOLIC MULTI-ACADEMY TRUST

## FIRE POLICY SECTIONS

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<b>Audience:</b>	<b>Holy Cross Primary Catholic Voluntary Academy</b> Leen Mills Lane, Hucknall, Nottinghamshire, NG15 8BZ
<b>Approved:</b>	<b>Directors</b>
<b>Policy Owner:</b>	<b>Dave Burrough – Estates Director</b>
<b>Policy Model:</b>	<b>Compliance – all CMAT academies use this policy</b>
<b>Review:</b>	<b>Annual</b>
<b>Version Number:</b>	<b>V1.0 (December 2022)</b>

## LEGAL REQUIREMENTS

The Regulatory Reform (Fire Safety) Order 2005 (commonly referred to as the FSO) came into force on 1st October 2006. The purpose of the legislation is to place a greater emphasis on fire prevention by ensuring that all persons responsible for premises comply with their statutory duties and implement the general fire precautions which are needed to protect all persons from death or injury in the case of fire.

The objective of this policy is to:

- Safeguard all persons from death or injury in the event of fire by the effective management of fire safety;
- Minimise the risk of fire and to limit fire spread;
- Minimise the potential for fire to disrupt services, damage buildings and equipment, or harm the environment.

This Policy explains how the school complies with the Regulatory Reform (Fire Safety) Order 2005 to ensure that, where possible, fire is prevented and that any fire risks are adequately controlled. The school will deliver this policy by:

- Clearly defining roles, responsibilities, and accountabilities with regards to fire safety;
- Developing and implementing appropriate fire safety procedures and arrangements to safeguard all members of the campus community against the risks and consequences of fire and to enable them to reach, so far as is reasonably practicable, a place of reasonable or total safety in the event of an emergency;
- Ensuring that risks associated with fire are assessed and control measures are identified and implemented, in accordance with the relevant “principles of control”, to reduce these risks to a tolerable level;
- Ensuring that all aspects of our premises or plant or equipment provided to secure fire safety are maintained by a competent person in an efficient and fit state, in efficient working order and in good repair in accordance with fire risk

assessments;

- Ensuring Trust buildings and facilities are designed and constructed in accordance with relevant fire safety standards;

- Providing employees and anyone else affected with appropriate fire safety information, instruction and training;
- Cooperating and communicating with any other "Responsible Persons", as necessary, to ensure compliance with the FSO.

## 1. INTRODUCTION

The Directors of Our Lady of Lourdes Catholic Multi-Academy Trust are committed to providing and maintaining a safe and healthy workplace and to protect its employees, students, contractors and visitors against fire and the effects of fire. The school, under the management of the Responsible Person, will ensure, so far as reasonably practicable, that all staff, pupils, contractors, and visitors are protected from the risks of fire whilst on the premises.

## 2. RESPONSIBILITIES

The School Fire Safety Policy forms part of the School's Health and Safety Policy and, in common with that policy, extends through the whole school. The FSO places duties on the 'Responsible Person'. Certain day to day responsibilities can be delegated down to a 'nominated person', however. The responsibility remains with the Responsible person. A 'nominated person' has special, specific duties:

- 2.1 The Headteacher** is the Responsible Person and has the ultimate responsibility for the effective implementation of this Policy and its role within the School's Health and Safety Policy.
- 2.2 The Trust Director of Estates** carries out, or arranges to have carried out, a fire safety risk assessment on each of the school buildings to ensure that the school's facilities are compliant; identifies the risk of fire incidences by carrying out appropriate task risk assessments; provides training in conjunction with the Responsible Property Officer and the Local Health and Safety Coordinator.
- 2.3 The Trust Health and Safety Coordinator** approves the Fire Policy at each school.
- 2.4 Local Health and Safety Coordinator** manages training, manages Fire Wardens, provides, communicates and coordinates fire safety information to employees.
- 2.5 The Hays Training Superuser** assigns basic fire training to each member of staff each year and liaises with the Local Health and Safety Coordinator.
- 2.6 Line Managers** compile Personal Emergency Evacuation Plans (PEEPs) for less-able<sup>1</sup> employees.
- 2.7 The SENCO** compiles Personal Emergency Evacuation Plans (PEEPs) for less-able<sup>1</sup> students.
- 2.8 The Responsible Property Officer** manages fire safety in buildings on a day-to-day basis.
- 2.9 Fire Wardens** assist in clearing buildings in an emergency.
- 2.10 Evacuation Chair Operators** assist less-able people to escape from the buildings in an emergency.
- 2.11 All Employees** have the responsibility to cooperate and to ensure that the workplace is safe from fire and its effects and must not do anything that will place themselves or other people at risk.

<sup>1</sup> Note. Less-able means a person who may not be able to evacuate without specific assistance.

## 3. MANAGING FIRE SAFETY

- 3.1 Fire safety in the school buildings is delegated to the Responsible Property Officer. In conjunction with the Responsible Person and the Trust Health and Safety Coordinator, the Responsible Property Officer will:
  - 3.1.1 Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times; and that the means of escape have adequate emergency lighting.
  - 3.1.2 Provide and maintain in working order all fire systems, fire-fighting appliances and devices including:
    - 3.1.2.1.1 fire detection and alarm systems;
    - 3.1.2.1.2 emergency lighting systems;
    - 3.1.2.1.3 fire suppression systems and portable firefighting equipment;
    - 3.1.2.1.4 notices and signs relating to fire safety or fire procedures;
    - 3.1.2.1.5 means of escape, taking into account the needs of any disabled users.
- 3.2 Operational Fire safety in the school buildings is delegated to the Responsible Property Officer. In conjunction with the Trust Health and Safety Coordinator and the Local Health and Safety Coordinator, the Responsible Property Officer will:

- 3.2.1 Provide appropriate instruction and training for all school staff on the action to be taken to protect people and property including regular fire evacuation practices for all the school;
- 3.2.2 Ensure that all staff, students, contractors, visitors and third-party hirers are made aware of and comply with the school's fire procedures;
- 3.2.3 Identify any special risks, e.g., the storage of hazardous materials, and put in place appropriate procedures to minimise the risks;
- 3.2.4 Liaise with third parties including the emergency services to ensure that best practice for fire prevention and procedures is in place;
- 3.2.5 In coordination with the Director of Estates, monitor and review this policy on a regular basis so as to ensure that any new risk or alteration to regulations is addressed.

#### 4. MONITORING

The school utilises the services of various external agencies and contractors to carry out effective monitoring of its duties.

**4.1 The Fire Detection and Alarm System** is maintained under a Trust contract. It is connected to an alarm receiving centre who contact the fire brigade when the fire detection system is activated.

**4.2 The Fire Detection and Alarm System** operation is checked once per week. This is done by the Responsible Property Officer by activating a different call point each week and confirming that the alarm sounds and that automatic doors and shutters close.

**4.3 The Emergency Lighting** is visually inspected once per week. Responsible Property Officer checks that the LED charging light is illuminated, and any issues are reported on the Trust System.

**4.4 The Emergency Lighting** is flash tested once per month. The Responsible Property Officer checks the operation by simulating a power failure. This done by operating emergency lighting test switches throughout the buildings or by isolating power at a distribution board if no test switch is fitted. Any issues are reported on the Trust System.

**4.5 Fire Extinguishers** (portable firefighting equipment) are checked weekly by the Responsible Property Officer to ensure that they are in the correct location and have not been tampered with.

**4.6 Fire Extinguishers** (portable firefighting equipment) are serviced annually under a Trust contract.

**4.7 Final Exit Doors** are checked daily by the Responsible Property Officer to ensure that they are unlocked and/or open when required as a means of escape.

**4.8 Internal Fire Doors** are surveyed monthly by the Responsible Property Officer to ensure that they meet the correct standards and are properly maintained. The results of the checks are recorded on the Trust System.

**4.11 Fire Notices and Signage** are updated as and when required and checked annually by the Responsible Property Officer.

**4.12 Maintenance Records** are maintained on the Trust Compliance System which can be found here: <https://auth.every.education/Account/Login>. These include the inspection and testing of fire detection and alarm systems, emergency lighting systems, firefighting equipment and fire drills.

**4.13 Training Records** are maintained on the Hays Training Portal and on the Estates Portal.

**4.14 An on-site Fire Logbook** contains site plans, records of false alarms, hot work permits, building and system plans and the location of hazardous materials.

#### 5. FIRE RISK ASSESSMENT

The school has carried out a comprehensive fire risk assessment for each of its buildings. These assessments are kept on the Trust Compliance System

The fire risk assessment identifies who will be at risk if there is a fire, where people may be working and who else may be at risk, either in the premises or nearby, such as members of the public, visiting contractors, etc, and where these people are likely to be located.

The fire risk assessment will be reviewed at least annually, or if it is either no longer valid or if any changes are planned, such as:

- Any structural changes (alterations to the layout of the premises, erection of partitions, refurbishment etc) which may affect the spread of fire;

- Any change to the use of the premises which may affect the risk rating;
- Any change to work processes or work equipment which may introduce new fire hazards;
- Any change to the numbers of people using the premises to ensure that escape routes can accommodate the numbers safely.

## 6. FIRE SAFETY TRAINING

6.1 **All Staff** receive annual basic fire safety induction training annually via the Hays Training Portal.

6.2 **A Fire Drill** is carried out once per term (3 times per year) to evaluate the effectiveness of the school's evacuation procedures. The findings of the drill are reported to staff through Health and Safety Committee meetings and any conclusions and remedial actions are recorded and implemented.

6.3 **A 'nominated person'** receives more detailed and specific instruction and training.

6.4 **Pupils** are given instruction by their teachers during the first week of the Autumn term on their actions to be taken in the event of a fire.

### Appendix 1

NAMED PEOPLE WITH SPECIFIC RESPONSIBILITIES		
FIRE POLICY RESPONSIBILITY	POST	NAMED PERSON
Responsible Person	Head Teacher	Tammie McNamara
Trust Health and Safety Coordinator	Trust Director of Estates	Dave Burrough
Trust Director of Estates	Trust Director of Estates	Dave Burrough
Local Health and Safety Coordinator	Nominated Person	Neil Pascoe
Hays Training Superuser	Hays Training Superuser	Teresa Horden
Responsible Property Officer	Responsible Property Officer	Neil Pascoe
Fire Warden #1	Office Manager	Teresa Horden
Fire Warden #2	Site Manager	Neil Pascoe

### Appendix 2

## EMERGENCY PROCEDURES

### Alarms

Fire/Bomb Evacuation Signal = fire alarm bell

### Evacuation

Please leave the classroom immediately by the nearest exit door, making sure that all the children leave the building in an orderly manner. Under no circumstances should children or adults go to collect coats or bags before leaving the building. Ensure all fire doors are closed on exit.

### Assembly Point

All classes are to line up on the playground. Anyone out of their classroom when the alarm sounds should make their way to the assembly point by the nearest exit.

### Registers

These will be taken to the playground by admin staff.

### Lockdown Signal

Lockdown = 4 rings, pause, 4 rings, pause, 4 rings etc

### Dispersal Signal

Dispersal = 2 rings, pause, 2 rings, pause etc (to Leen Mills Primary next door)

### All Clear Signal

The all-clear signal for all the above is verbal instruction by the Responsible Person.

Under no circumstances whatsoever, should anyone go back into school until permission has been granted by a fire officer or the Headteacher.