



Archbishop Holgate's School

A Church of England Academy

Fire Policy

This policy explains how the school will react in regard to notification of Fire

| | |
|------------------------------|---------------------------------------|
| Approval Date: | March 2022 |
| Next Review Date: | March 2023 |
| Member of staff responsible: | Katie Robinson and Sam Willsden (SBM) |
| Governing sub-committee: | Finance and Facilities |

Archbishop Holgate's School is committed to developing to the full, the potential of each member of the school community, within the context set by its mission, its strategic aims, and its Christian values as a Church of England Academy.

1. Introduction

The Regulatory Reform (Fire Safety) Order 2005 (FSO) places duties on “responsible persons” within Archbishop Holgate’s School to:

- Assess the risks posed by fire to the health and safety of staff and pupils and to anyone else who may be affected by their activities
- Eliminate those risks, so far as reasonably practicable, or to otherwise reduce those risks to a tolerable level.

In Archbishop Holgate’s School the “responsible person”, as defined by the FSO, will be the Head Teacher, the Local Governing Body and Pathfinder Multi Academy Trust. On a day-to-day basis, the responsibility for ensuring that these duties are undertaken will be delegated to individuals within the School.

2. Policy Statement

Archbishop Holgate’s School recognises and acknowledges its responsibility to take general precautions to protect the safety, so far as reasonably practicable, of its staff and pupils and anyone else potentially affected by its undertaking, against fire, dangerous substances which could give rise to fire and the effects of fire.

3. Policy Objectives

The objectives of this policy are to ensure, so far as reasonably practicable, that:

- Roles, responsibilities and accountabilities are clearly defined and understood in order to secure fire safety and compliance with relevant legislation
- One or more competent persons is appointed to provide fire safety advice
- Risks from fire, or from dangerous substances which could lead to a fire, are assessed and control measures are implemented to either eliminate risk or to reduce residual risk to a tolerable level
- Measures are devised and implemented to ensure that satisfactory procedures are in place to reduce risks to persons in the event of a fire and that all persons affected are able to reach a place of safety in the event of an emergency
- Any aspect of the school premises and any equipment provided in connection with assuring fire safety is maintained, by a competent person, in a fit and efficient state, in efficient working order and in good repair
- All members of staff, including contractors and visitors, are provided with clear and relevant information regarding fire risks and measures taken to prevent fires occurring or to mitigate against the consequences of fire
- Staff are provided with appropriate information, instruction and training at appropriate intervals about the fire precautions in place at the School
- The School will liaise with relevant statutory authorities as required by the FSO and any other relevant statutory provisions.

4. Organisational Responsibilities

The Governing Body will ensure that:

- Adequate resources are made available to enable the School to fulfil their duties under the FSO
- The fire safety policy and statutory requirements are monitored and reviewed on an annual basis.

The Head Teacher will ensure that:

- Fire risk assessments are undertaken on an annual basis and that significant findings are properly addressed and suitable control measures implemented in accordance with the principles of control defined in the FSO.
- All premises features (e.g. structural components, fire doors, partitions etc.) and equipment provided in connection with assuring fire safety is maintained, by a competent person, in a fit and efficient state, in efficient working order and in good repair
- All new and refurbished areas are so designed to ensure compliance with this policy and the requirements of any relevant fire-safety legislation
- Proper liaison takes place, as applicable, with other responsible persons, e.g. contractors, to ensure that they are aware of the School's fire safety policy and procedures
- Where relevant, construction contractors engaged undertake a fire risk assessment before commencing works on site
- Relevant statutory bodies are consulted on matters of fire safety as and when necessary
- Appropriate fire safety information, instruction and training is made available to all staff falling under their control
- Sufficient numbers of people are appointed as fire wardens for all areas occupied by the school

The nominated fire wardens are:

The senior leadership team

The site team

School Business Managers

Heads PA

Any available trained member of staff

- All staff, visitors and contractors falling under their control comply with the requirements of the fire safety policy.

Teaching and non-teaching staff will be responsible for ensuring that:

- Staff and visitors sign out of the building when leaving during the school day

- All activities and processes falling under their control are assessed for fire safety and suitable control measures implemented in accordance with the principles of control defined in the FSO
- All adults falling under their control are given training and instruction in fire safety matters commensurate with their activities
- All staff, visitors and contractors falling under their control comply with the requirements of the fire safety policy
- They observe all instructions, information and training intended to secure fire safety
- They co-operate with the school on matters of fire safety
- They do not interfere with any building fabric or equipment provided in connection with assuring fire safety
- They report any obvious defects or short-comings in school fire safety arrangements or procedures either verbally or using the EVERY computer software system.

The Site Manager will be responsible for ensuring that:

- All testing of fire safety equipment is carried out within the appropriate timescales and results of that testing is recorded in the appropriate section of the fire safety log book.

Contractors are required to:

- Sign in at reception, before commencing work on the premises, and sign out as they leave the premises
- Assess the fire safety risks arising from their works / activities and implement control measures in accordance with the principles of control defined in the FSO
- Co-operate with the School on all matters of fire safety
- Ensure that they and all staff falling under their control have received appropriate information, instruction and training to enable them to comply with this policy and the School's evacuation arrangements.
- Obey all instructions relating to fire safety given by authorised members of the School.

NB. Failure to comply with the requirements of this policy could result in the contractor being asked to leave site and removal from the list of approved suppliers / contractors.

External organisations that use the school are required to:

- Assess the fire safety risks arising from their works / activities and implement control measures in accordance with the principles of control defined in the FSO
- Ensure that they and all staff falling under their control have received appropriate information, instruction and training to enable them to comply with this policy and the School's evacuation arrangements.

5. Health and Safety File and Fire Log Book – now Every Compliance.

The Health and Safety File and Fire Log Book contains sections detailing inspections, testing and maintenance of all fire safety measures as well as the fire safety training programme. It also provides detailed plans of the school and the position of relevant fire safety measures.

The Health and Safety File is kept in the Site Manager's office. The file may be removed from the office at any time but must be returned immediately after the purpose for which it was removed has ceased.

The Health and Safety Log Book contains historic information recorded before the implementation of the Every Compliance System.

6. Inspection, Maintenance, Testing and Training Requirements

Training of Staff

All staff should receive fire awareness training including the catering staff on an annual basis during the training days in September of each academic year.

The training will include the following information:

- The location of escape routes, exit doors and the method of opening these
- The method of raising the alarm
- Actions to be taken on hearing the alarm
- Evacuation Procedure
- Fire hazards posed by sources of heat
- The correct storage of combustible materials and flammable liquids
- Staff responsibilities defined within the Fire Safety Policy.

The fire wardens have been trained to operate the fire extinguishers which are provided within the building.

Copies of training certificates issued to staff are kept in the staff files.

Fire Drill

A fire drill will be conducted at least every term. The date and results of each fire drill are entered on to the Every system.

Fire Safety Inspections

A full Fire Safety Inspection is to be carried out each term by the Trust Estate Manager, Site Manager and School Business Manager. This inspection includes a visual inspection to ensure that all electrical equipment, cooking equipment and other sources of ignition appear to be in a satisfactory condition and free from hazard.

The dates and details of these inspections are entered on to the Every system

Fire Alarm Testing

The fire alarm is tested on a weekly basis using a different call point on a rotational basis. The date and results of each test are entered on to the Every system.

Door Release

Emergency door release testing is carried out weekly and recorded.

Emergency Lighting

The emergency lighting is tested on a monthly basis by simulating a local lighting circuit failure. At least each year one of these tests will be carried out during the hours of darkness to ensure that all means of escape routes are suitably illuminated. The date and results of each test are entered on to the Every system.

Appendix 1 – Plan of School fire zones



Appendix 2

Evacuation Procedure

The overall aim is to save life, therefore evacuation is of paramount importance. Staff are not expected to fight fire nor should they go back into the building.

Anyone discovering fire or smoke should raise the alarm by breaking the glass at the nearest alarm call point.

On hearing the alarm:

Teaching Staff will direct children to move quietly to the nearest exit and then walk in single file to the assembly points on the rear field.

Teaching Staff will accompany their classes to the assembly points on the back field

Teaching staff will visually sweep all toilets, communal areas and other blind spots when vacating the building

Children will line up in their tutor groups at the assembly point and form tutors will join them – Form tutors to take registers and notify of anyone missing.

Fire Wardens will sweep the corridors, toilets and communal areas to ensure that the building is empty before leaving

Everyone on site, children and adults, must leave by the nearest exit.

The fire service is called automatically

The Site Team notes the location of the alarm and meets the fire service

All staff with visitors in school are responsible for ensuring that they evacuate with them.

Any staff who believes an individual may still be in the building must report to Jacqui Sisson, Head's PA.

Building fire wardens will report to nominated the Head's PA, or nominated representative when absent, to confirm that their building/zone is clear.

Classes and adults should stand still and quiet until asked to re-enter the building.

If any visitors are present, in school, the adult they are working with should ensure that they have signed in and know what to do in the event of an evacuation.

Staff responsible for a visitor should let the Head's PA know if they do not muster

Appendix 3

Lunchtime Evacuation

On hearing the alarm:

Children walk quietly to the nearest exit and then walk quietly in single file to the assembly points on the field.

Children will line up in tutor groups – Form tutors to take registers and notify of anyone missing.

Everyone on site, children and adults, must leave by the nearest exit.

Fire Wardens will sweep the corridors, toilets and communal areas to ensure that the building is empty before leaving

The fire service is called automatically

The Site Team notes the location of the alarm and meets the fire service.

Building fire wardens will report to nominated the Head's PA, or nominated representative when absent, to confirm that their building/zone is clear.

Classes and adults should stand still and quiet until asked to re-enter the building.

If any visitors are present, in school, the adult they are working with should ensure that they have signed in and know what to do in the event of an evacuation.

Staff responsible for a visitor should let the Head's PA know if they do not muster

Appendix 4

Disabled Persons

All members of staff, pupils or visitors who will have difficulty evacuating the school unaided must be identified upon first arriving at the school in order that specific plans can be made in advance for their safe evacuation in an emergency.

All persons identified should be assigned a nominated 'companion' to assist them from the building to the Assembly Point.

On hearing the alarm, the identified disabled person should:

Be ready to evacuate.

Wait for a nominated 'companion' or an adult to assist them to the nearest fire exit and assembly point.

If the nominated companion is not working in the same space as the identified disabled person, the nearest adult should assist.

Appendix 5

Fire Safety Order Principles of Control (General):

The Fire Safety Order defines the principles of control, in order of preference, as being

- (a) Avoiding risks;
- (b) Evaluating the risks which cannot be avoided;
- (c) Combating the risks at source;
- (d) Adapting to technical progress;
- (e) Replacing the dangerous by the non-dangerous or less dangerous;
- (f) Developing a coherent overall prevention policy which covers technology, organisation of work and the influence of factors relating to the working environment;
- (g) Giving collective protective measures priority over individual protective measures;
- (h) Giving appropriate instructions to employees.