



FIRE SAFETY POLICY

VERSION 1

25/01/2018

Fire Safety

We believe this policy should be a working document that is fit for purpose, represents the academy ethos, enables consistency and quality across the Trust and is related to the following legislation:

- Health and Safety at Work, etc Act 1974
- Regulatory Reform (Fire Safety) Order 2005
- Electricity at Work Regulations 1989
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Education (School Premises) Regulations 1999
- Management of Health and Safety at Work Regulations 1999
- Health and Safety (Miscellaneous Amendments) Regulations 2002
- Equality Act 2010
- Fire Safety (England) (Employee's Capability) Regulations 2010
- Education Act 2011
- School Premises (England) Regulations 2012

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)

We believe we comply with the Regulatory Reform (Fire Safety) Order 2005 as we act responsibly and take our fire safety duties seriously in order to protect students, academy personnel and visitors to school.

We believe it is essential to have in place an effective policy for the evacuation of the academies and Trust buildings in the event of a fire or any other emergency. We believe that it is the responsibility of individual members of the academy personnel, with support and guidance as required, to make themselves familiar with this policy and procedures to ensure the safe evacuation of all students.

We will ensure that regular fire risk assessments are undertaken, that fire equipment is maintained to a high standard, that all personnel are aware of the evacuation procedures in order that no life is put in danger in the event of a fire.

We will ensure that an annual fire safety check is undertaken and coordinated by a nominated member of staff within each academy.

Aims

- To have in place precautions and procedures in order to minimise the effects of an outbreak of fire
- To have in place a programme of regular evacuation procedures
- To have in place personal evacuation plans for any disabled student or member of the academy personnel
- To ensure that appropriate fire precaution systems are in place and followed
- To ensure that relevant academy personnel undertake regular fire safety training
- To ensure compliance with all relevant legislation connected to this policy

Responsibilities

The **Trust Board** has:

- delegated powers and responsibilities to the Headteachers to ensure all academy personnel and stakeholders are aware of and comply with this policy
- responsibility for ensuring that the academy complies with all equalities legislation
- responsibility for ensuring funding is in place to support this policy
- responsibility for ensuring this policy and all policies are maintained and updated regularly

The **Headteachers** will:

- ensure all academy personnel, students, parents and visitors are aware of and comply with this policy
- ensure that up to date risk assessments, evacuation procedures and fire precaution systems are in place
- ensure that announced and unannounced fire evacuation drills are undertaken at least termly
- report any accidents or dangerous occurrences to the Audit, Compliance and Health & Safety Committee
- ensure that new academy personnel undertake appropriate induction training
- ensure that established academy personnel receive training when required

The **Site Manager** will:

- have in place a robust and up to date evacuation plan
- keep up to date risk assessments that address:
 - sources of ignition
 - sources of fuel
 - sources of oxygen
 - structure of the building(s)
 - location of including those with special educational needs and/or disabilities
 - procedures and escape routes for evacuation
 - fire-fighting equipment
- address fire safety issues identified within internal and external fire risk assessments
- have in place personal evacuation plans for students and academy personnel with disabilities
- conduct fire evacuation drills
- be responsible for fire safety training
- make periodic inspections of fire equipment
- make periodic checks of the audible fire alarm equipment
- maintain fire equipment
- ensure fire signs and notices are in place:
 - on all exits

- in classrooms
- in corridors
- next to fire alarm call points
- on fire equipment
- on fire assembly points

- ensure that all fire exit routes and doors are clear of obstructions
- ensure that fire detection and protection systems are tested and maintained
- keep records of fire drills, training and maintenance of equipment
- undertake periodic training in all fire safety procedures
- be responsible for maintaining a high standard of fire precautions in areas under their control or influence such as:

- not covering heaters
- not overloading electrical sockets
- not leaving rubbish lying around
- securing recyclable waste in a secure area away from the school building
- not having large flammable displays along escape routes
- periodic checks to portable electrical equipment

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any student and it helps to promote equality within this trust.

Approval Date	25.01.18	Review Date	24.01.19
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