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Ormiston Academies Trust

# City of Norwich School

## Fire Safety Policy

### Policy version control

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Review	Policies will be reviewed in line with OAT's internal policy schedule and/or updated when new legislation comes into force
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## Contents

1. Introduction and context.....	3
2. Scope/Roles and Responsibilities.....	3
3. Policy Statement.....	5
3.1. Fire Safety Precautions.....	5
3.2. Fire Risk Assessment Arrangements.....	5
3.3. Fire Incident Plan .....	5
3.4. Enforcement.....	6
3.5. Fire Evacuations .....	6
3.6. Record Keeping .....	6
3.7. Staff Training.....	7
4. Monitoring and Review.....	7

## 1. Introduction and context

- 1.1. The management of fire safety in any working environment is of critical importance to minimise risk to employees, pupils, and others. Within the academy and surrounding environment, the particular risk is those who are unable to immediately and quickly evacuate in the event of a fire.
- 1.2. For the reasons listed above, the maintenance and effectiveness of precautions such as fire doors, fire stopping, and fire compartmentation is important in all premises. To ensure fires are prevented and the correct response is adopted to fires which do occur, effective staff training in fire safety matters, emergency procedures and evacuation arrangements are implemented.
- 1.3. The Fire Safety Policy defines Ormiston Academies Trusts standards and procedures for management of fire safety and requirements specified are mandatory unless stated otherwise. Employee cooperation in maintaining an effective fire safety environment is essential and queries on matters arising, as a result of local implementation of the Fire Safety Policy, should be referred to Academy Safety Officers at the academy or the Ormiston Academies Trust Health & Safety Officer.
- 1.4. The outcome of the Fire Safety Policy is that adequate arrangements are made to protect pupils, employees, and others working on, or visiting the premises, by minimising the risk of a fire occurring, and having physical safeguards to control the spread of fire and smoke, along with emergency procedures to ensure, that in the event of a fire, the relevant building/facility can be safely evacuated.
- 1.5. The Regulatory Reform (Fire Safety Order) 2005 applies to England and Wales.
- 1.6. The Regulatory Reform (Fire Safety Order) 2005 contains specific duty to prevent fires as well as to ensure there are adequate precautions should a fire occur. It is, therefore, normal practice following a fire that fire authorities will investigate not only whether the fire procedures and precautions were adequate in relation to means of escape and response to the fire but will also investigate whether the fire could have reasonably been prevented in the first place.
- 1.7. Smoke-Free (Signs) Regulations 2012 requires a no smoking sign to be displayed in smoke free premises and vehicles. No-smoking signs should be displayed in a prominent position at every entrance point.

## 2. Scope/Roles and Responsibilities

- 2.1. The policy applies to all premises within Ormiston Academies Trust and all employees, volunteers, pupils, contractors, and visitors
- 2.2. The First Safety Policy should be read in conjunction with the following associated documents/guidance/procedures - located in the *Premises Handbook – Fire and Explosion*

2.2.1 *Preparing a Fire incident Plan/Procedure*

2.2.2 *Person Emergency Evacuation Template*

2.2.3 *Fire alarm Activation Report Flow Chart*

*2.2.4 Annual Fire Safety Review*

*2.2.5 Fire Enforcement procedure*

*2.2.6 Fire Safety in new and existing school building Guidance*

2.3. The overall responsibility for employees, visitors and pupils is with the principal of the academy. Therefore, the Principal has the responsibility to:

2.3.1. Ensure that the requirements detailed in this document are implemented within the academy.

2.3.2. Ensure that an effective signing in and out process is adopted.

2.3.3. Ensure that the relevant fire safety risk assessment is undertaken including when premises alterations and extensions are implemented.

2.3.4. Work with the Head Office Estates team initiating physical works to the premises (including installation of any IT, electrical, pipework or other services) to ensure such work does not penetrate existing fire separation or where it is necessary for such penetration to occur, that work includes planned remedial fire stopping and reinstatement works. Such remedial works must only be undertaken by a third-party accredited fire stopping contractor and relevant certificates must be produced and retained for the premises required under the Construction (Design and Management) Regulations 2015.

2.3.5. Work with the head office estates team, when changes of premises and the equipment and finishes within them are made, ensuring that adequate account is taken of fire safety matters and the requirements of this policy to ensure fire safety standards are not compromised. This must meet the Building Regulations 2010.

2.3.6. Ensure that an effective Fire Safety Plan is created, implemented, and trained across all employees within the academy. This includes highlighted the actions of members of staff who would support in the safe evacuation of other staff members, pupils, visitors and contractors.

2.3.7. Ensure that a deputy is appointed to provide support in implementation of the Fire Safety Policy, procedures and day to day fire safety matters which may arise.

2.3.8. Ensure that any member of staff involved in the fire evacuation plan are fully aware of their responsibilities and are trained. This will include responsibility for the safe evacuation of pupils, visitors, contractors, vulnerable persons, and those meeting the fire brigade.

2.4. The First Safety Policy should be read in conjunction with the following associated documents/guidance/procedures - located in the *Premises Handbook – Fire and Explosion*

## 3. Policy Statement

### 3.1. Fire Safety Precautions

3.1.1. It is Ormiston Academies Trust policy to ensure that all premises for which it is responsible for conforms to government guidance in respect of fire safety and are provided with appropriate means of, raising the alarm in case of a fire, emergency lighting, fixed fire suppression system over cooking areas, fire resistant compartmentation, adequate escape routes and firefighting equipment.

3.1.2. Fire precautions must be reviewed on an annual basis using the '*Annual Fire Safety Review*'.

### 3.2. Fire Risk Assessment Arrangements

3.2.1. To meet legal requirement, a suitable and sufficient written fire safety risk assessment (FRA) is produced for the premises concerned. These must be updated every three years, or when there is a significant change, whichever is earlier.

3.2.2. A Fire Risk Assessment must be an organised and methodical look at the premises, identify the activities carried out there and the likelihood that a fire could start and cause harm to those on and around the premises.

3.2.3. Considerations must be made for buildings under the ownership of the academy e.g., outdoor centers.

3.2.4. All actions required following the fire safety risk assessment must be dealt with as a matter of priority and within reasonable timescales as detailed within the FRA. An action plan must be created to highlight the non-conformity or observation, with details of when actions were performed and the status of that action. FRA review will be completed on an agreed frequency with support from the Head Office Health & Safety Team and Estates Team.

### 3.3. Fire Incident Plan

3.3.1. It is the responsibility of the principal to prepare a Fire Incident Plan for the premises. The '*Preparing a Fire Incident Plan/Template*' should be used to record the local fire incident plan.

3.3.2. The Fire Evacuation Plan must include:

- Academy Information
- Responsibilities
- Action and procedures
- Key Contact Information
- Areas containing hazardous substances, materials, and cylinder
- Building Plans with key information
- Actions to take post incident

3.3.3. Personal Emergency Evacuation Plans for any disabled persons must be developed, taking account of how an evacuation can take place, having regard to the non-availability of lifts

(other than fire lifts). This must be implemented into the Fire Evacuation Plan. The '*Personal Emergency Evacuation Plan Template*' should be used.

3.3.4. All employees are required to familiarise themselves with this policy as part of their health and safety induction.

### 3.4. Enforcement

3.4.1. The local fire and rescue authority under The Regulatory Reform (Fire Safety Order) 2005, as the enforcing authority will have the power to inspect the premises to check Ormiston Academies Trust are complying with the duties under the order (if and as required). They will look for evidence that a suitable risk assessment has been conducted and that all significant findings have been acted upon. The '*Fire Enforcement Procedure*' should be followed if local fire and rescue attend premises.

3.4.2. The enforcement authority can request copies of information listed under record keeping.

### 3.5. Fire Evacuations

3.5.1. Planned fire evacuations should be performed as a twice per year per year. Where there is a significant change to staffing or building layout additional fire evacuations should be planned.

3.5.2. A post fire evacuation review should take place with key stakeholders. This is an opportunity to highlight any issues during the evacuation and actions to take. The information should be collated on a H&S action plan document.

3.5.3. Pre-planned fire evacuations do not need to be reported through OAT incident, accident and near misses reporting platform.

3.5.4. Un-planned fire evacuations which require a full evacuation must be reported through OAT incident, accident and near miss reporting platform. This form must be completed as soon after the incident as possible.

### 3.6. Record Keeping

3.6.1. Fire Safety information should be stored and readily available for inspection at the premises and contain the following information. This can be held digitally or in folders locally at the academy.

- Fire Risk Assessment and action plan
- Annual review of fire safety
- Employee training records for current year and previous year
- Fire drill records for current year and previous year
- Location of maintenance and inspection records for:
  - Fire alarm activations
  - Record of any statutory authorities' visits

### 3.7. Staff Training

- 3.7.1. All employees must be trained in the procedures of the fire safety plan, actions to take on discovering a fire.
- 3.7.2. Fire Evacuation Training must be performed at least annually or more regular when there are concerns highlighted.
- 3.7.3. Any planned Fire Evacuations must be recorded and any observations or findings must be recorded on an action plan.
- 3.7.4. Any unplanned fire evacuations must be reported through the Accident, Incident and Near Misses reporting platform.
- 3.7.5. All employees must complete Fire Safety Training via the National College training platform as part of their induction period.
- 3.7.6. All employees are required to familiarise themselves with this policy as part of their H&S induction.

## 4. Monitoring and Review

- 4.1. This policy will be reviewed annually by OAT Head Office, any changes made to this policy will be communicated to all members of staff.
- 4.2. The implementation of this policy will be audited as part of the periodic centrally organised health and safety audit programme. The health and safety audit is not a replacement for a detailed specialist review of the fire safety risk assessment.