

Ormiston Academies Trust

City of Norwich School Fire safety policy

Policy version control

Policy type	Mandatory
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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
Description of changes	<ul style="list-style-type: none"> ▪ Treat as new. Additional guidance and information added in and linked to the new premises handbook. ▪ All guidance and procedures referred to within the policy can be found here Fire and Explosion (sharepoint.com). ▪ All management checks to be completed within iAM Compliant.

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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 Trust's standards and procedures for management of fire safety and requirements specified are mandatory unless stated otherwise. Employee cooperation is essential in maintaining an effective fire safety environment to adhere to the policy. Any queries or matters arising, should be referred to academy safety officers at the academy or the OAT Health, safety and training manager
- 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. This includes 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 [Fire and Explosion \(sharepoint.com\)](#)
 - 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 all staff are inducted in their responsibilities in mitigation of fire through induction, training, and good housekeeping.

2.3.3. Ensure that an effective signing in and out process is adopted, and all staff are aware of and adhere to

2.3.4. Ensure that any actions following the fire safety risk assessment (carried out by the head office team) are completed in the allocated timeframes. These are all added within [iAM Compliant](#). If any alterations are made to a premises, then the head office team must be notified to arrange a fire risk assessment.

2.3.5. 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.

2.3.6. 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.

2.3.7. Ensure that an effective fire safety plan is created, implemented, and all staff are trained within the academy. This includes ensuring all staff are aware and trained to support in the safe evacuation of other staff members, pupils, visitors, and contractors to include and personal emergency evacuation plans (PEEPs). Templated can be found within [Fire and Explosion \(sharepoint.com\)](#)

2.3.8. Ensure that an emergency evacuation drill is carried out at least twice a year and recorded within iAM Compliant specified task. Any failings must be reported and rectified as priority.

2.3.9. 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.

2.3.10. 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 fire 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. Emergency plans and strategy must be reviewed on an annual basis.

3.2. Fire risk assessment arrangements

- 3.2.1. To meet legal requirements, a suitable and sufficient written fire safety risk assessment (FRA) must be reviewed annually. If the fire strategy to the buildings and/or estate have changed then a new FRA must be carried out. This will be carried out by an external contractor and arranged by head office.
- 3.2.2. Where there are any dangerous substances and/or explosives these will be identified and managed in line with The Dangerous Substances and Explosives Atmospheres Regulations 2002 (DSEAR) and recorded as part of the fire risk assessment (FRA).
- 3.2.3. A fire risk assessment must be an organised and methodical look at the premises, identifying the activities carried out and the likelihood that a fire could start and cause harm to those in and around the premises.
- 3.2.4. Considerations must be made for buildings under the ownership of the academy e.g., outdoor/sports buildings and residential houses.
- 3.2.5. 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. All actions will be uploaded to iAM Compliant to complete by the nominated person.

3.3. Fire evacuation plan

- 3.3.1. It is the responsibility of the principal to prepare a fire evacuation plan for the premises. The *'Preparing a Fire Evacuation 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 and materials
 - Building Plans with key information
 - Actions to take post-incident

- 3.3.3. Personal emergency evacuation plans (PEEP) for any disabled person and those with restricted mobility 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 for each person.
- 3.3.4. If the PEEP has been developed for a pupil this must be completed with them (where practicable) and their parent/carer and any identified staff members who will support with the pupils and evacuation.
- 3.3.5. 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 at least twice per year. Where there is a significant change to staffing or building layout additional fire evacuations should be planned.
- 3.5.2. All planned (and un-planned) fire evacuations must be recorded on iAM Compliant with any supporting documentation uploaded and tasks assigned following review as detailed in 3.5.3
- 3.5.3. 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.

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. Note - all documentation can be held within iAM.
 - 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 and associated equipment
 - Fire protection systems such as extinguishers and sprinkler systems
 - Record of all site checks
 - 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. All employees must complete the fire safety training as part of their induction period within the mandatory training via iAM training portal.
- 3.7.3. All employees are required to familiarise themselves with this policy as part of their health and safety induction.

4. Monitoring and review

- 4.1. This policy will be reviewed 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.