

Ormiston Academies Trust

City of Norwich School

Fire safety policy

Policy version control

Policy type	Mandatory
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Approved by	James Miller, National Director of Infrastructure and Sustainability, May 2025 OAT National Leadership Group, May 2025
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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"> Changes made within section 1 to highlight the responsibilities of all staff around fire precautionary measures and emergency evacuation and throughout the document to highlight specific individual responsibilities. Links to guidance have changed due to a change in name of the handbook from 'Premises, Compliance and Safety Handbook' to Health and Safety and Compliance Handbook

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1. Introduction and context

- 1.1. The purpose of this policy is to define Ormiston Academies Trust's standards, procedures and arrangements for the management of fire safety
- 1.2. 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.
- 1.3. The policy applies to all OAT academies and other buildings. The policy highlights what arrangements are required to meet the requirements of the Regulatory Reform (Fire Safety Order) 2025
- 1.4. 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. There is particular risk is those who are unable to immediately and quickly evacuate in the event of a fire.
- 1.5. It is the responsibility of all employees (under The Regulatory Reform (Fire Safety Order) 2005) to ensure their actions are carried out in a safe manner to minimise the risk of fire and/or explosion and to keep all fire exit routes (whether within a classroom, corridor, sports hall etc.) clear of any combustibles or obstructions at all times.
- 1.6. 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.
- 1.7. 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 and Safety central team.
- 1.8. 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 Fire Safety Policy should be read in conjunction with the associated documents/guidance/procedures - located in the [Fire and Explosion \(sharepoint.com\)](#)
- 2.3. The overall responsibility for employees, visitors and pupils is with the Headteacher of the academy.

- 2.4. The Headteacher has the responsibility to ensure all requirements of this policy are met to include, ensuring the following is in place:
- 2.4.1. A **Fire Risk Assessment** (procured centrally) is updated annually and any actions following the fire safety risk assessment are completed in the allocated timeframes. These are all added within [iAM Compliant](#). Please note that if any alterations are made to a premises, then the Head Office central team must be notified to arrange a fire risk assessment.
- 2.4.2. An effective **Fire safety plan** (emergency evacuation plan) is created, implemented and includes designated evacuation point/s within the plan and highlighted on the fire action notices which are to be placed at every fire exit and by break glass points.
- 2.4.2.1. 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 any personal emergency evacuation plans (PEEPs). Templates can be found within [Fire and Explosion \(sharepoint.com\)](#)
- 2.4.2.2. This will include responsibility for the safe evacuation of pupils, visitors, staff and contractors.
- 2.4.2.3. Ensure that any person/s who require support in the event of an evacuation (this may be a staff member or pupil) has a PEEP and those staff who are supporting are fully aware of the plans.
- 2.4.2.4. Ensure that the fire safety plan is created in conjunction with the academy's lockdown plan. It is important that all staff are aware of what the process is in the event a fire alarm is activated during a lockdown. Please note that in the event of a fire alarm activation during a lockdown; please follow emergency services advice.
- 2.4.2.5. Ensure that an emergency evacuation drill is carried out at least twice a year with all details about the evacuation recorded within [iAM Compliant](#) to include any failings and rectification of.
- 2.4.3. All **fire exit routes** including doors and corridors are to be always kept free of any combustibles and obstruction.
- 2.4.4. **Fire protection** equipment (such as fire alarm, fire suppression, fire hydrants and fire extinguishers) are:
- 2.4.4.1. checked (as detailed within iAM Compliant) by the site team and all findings recorded
- 2.4.4.2. inspected and maintained (as detailed within iAM Compliant) by qualified and specialist contractors
- 2.4.5. 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.
- 2.4.6. All academies have fire wardens trained who have specific responsibility within the emergency evacuation procedure.
- 2.4.7. All staff have received an induction when they join to cover as minimum emergency procedures and general fire safety and awareness. This can be provided by the academies ASO.

- 2.4.8. All staff are inducted in their responsibilities in mitigation of fire through induction, training, and good housekeeping.
- 2.4.9. An effective signing in and out process is adopted, and all staff are aware of and adhere to.
- 2.4.10. Where physical works to the premises (including installation of any IT, electrical, pipework or other services) are planned it is imperative 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.

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/procedure and strategy must be reviewed on an annual basis and following an emergency evacuation failure.

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.
- 3.2.2. The FRA will be carried out by an external contractor which will be arranged by the central Health and team who will support each academy ASO to provide mitigation and/or works required. All actions will be assigned to individual person/s or academies as required within [iAM Compliant](#)
- 3.2.3. If any dangerous substances and/or explosives that have been identified within the FRA will be re-assessed by a specialist contractor (organised by the H&S Manager) and in line with The Dangerous Substances and Explosives Atmospheres Regulations 2002 (DSEAR). The H&S Manager will support each academy ASO to provide mitigation and/or works required. All actions will be assigned to individual person/s or academies as required within [iAM Compliant](#)
- 3.2.4. 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.
- 3.2.5. Considerations must be made for buildings under the ownership of the academy e.g., outdoor/sports buildings and residential houses.

- 3.2.6. 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 Headteacher 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. Record keeping

- 3.5.1. 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 should ideally be held within iAM Compliant

- 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

3.6. Staff training

- 3.6.1. All employees must be trained in their academy evacuation procedures which highlights individual, actions to take on discovering a fire and evacuating the building/s.
- 3.6.2. All employees must complete the fire safety training as part of their induction period – please review the guidance and recommended induction checklist within the [Safety Induction and Training](#)
- 3.6.3. 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.