



Fire Safety Policy

1.1 The Legal Position

- While certain responsibilities are part of the contract with Contract Fire Security, Oasis Community Learning has ultimate responsibility for health and safety in community Academies.
- However, under the *Regulatory Reform (Fire Safety) Order 2005 (FSO)* the Executive Principal, as the person responsible for the site must ensure that its fire safety arrangements, and in particular, fire equipment, fire notices and fire drills, are in place and up-to-date.
- The 'person responsible' for the premises is responsible for ensuring the safety of the premises and the occupants.
- The Academy must have a comprehensive fire safety system based on relevant risk assessments.

The Academy must have in place a comprehensive fire safety system based on relevant risk assessments, having regard to any guidance provided by Oasis Community Learning.

Responsibilities

- 1.2 Under the terms of the contract with Contract Fire Security, fire evacuation plans will be undertaken jointly between Contract Fire Security and the Academy. Contract Fire Security should be part of the decision making process in relation to risk assessments and evacuation plans.
- 1.3 The Academy is responsible for ensuring that the terms of the contract are carried out.
- 1.4 The Academy is responsible specifically for the safe evacuation of staff, students and visitors under arrangements made in local policies and procedures.

Compliance

- 2 In order to comply with the requirements of the Order, the Academy will take account of government guidance and any Oasis Community Learning guidance.

Fire Safety Law

- 3.1 Fire safety law puts fire safety measures into seven headings:
 - measures to reduce the risk of fire and the spread of fire;
 - means of escape;
 - ensuring the means of escape can be used effectively;
 - means of fire-fighting;
 - means of detecting fire and giving warning;
 - arrangements for action to be taken in the event of fire, including instruction and training, and mitigation of the effects of fire;
 - other measures prescribed in fire safety regulations.

- 3.2 The Executive Principal must ensure that these are covered by the arrangements made by Contract Fire Security, and appropriate risk assessments and appropriate policies and procedures.

Policies

- 4 The Academy is required to have in place policies that aim to:
- keep the risk of fire to a minimum;
 - safeguard all means of escape;
 - limit the spread of fire;
 - specify who is responsible for what;
 - ensure that there is at least one fire drill per term at different times of the day;
 - ensure that the lessons from fire drills are assessed and reviewed.

Risk Assessments

- 5 Under the Order, the Executive Principal must ensure that: 'suitable and sufficient assessment of the risks which relevant persons are exposed to for the purposes of identifying the general fire precautions the Academy needs to take to comply with the requirements and prohibitions imposed on the Academy under this Order'.
- 6 Oasis Community Learning expects the Executive Principal to agree an appropriate system with the Fire Safety Manager (FSM) and to ensure:
- that it is regularly reviewed;
 - and always reviewed after an incident that requires a consideration of the evaluation of the risk, or
 - where there is a 'significant' (undefined in the Order) change in the conditions in the workplace. The Academy Council has delegated to the Executive Principal the responsibility to determine whether there is a 'significant change in the conditions in the workplace'.

Information for Employees

- 7 The Executive Principal (through the FSM) must provide employees with relevant information on:
- the risks to them identified in the risk assessment;
 - the preventive and protective measures;
 - fire escape procedures
 - the name of the person(s) responsible for fire fighting and fire detection equipment and for evacuation procedures.

Roles and Responsibilities

Named people to carry out sweeps of the building are:

Bottom corridor: Rebecca Morrish (2MM – KS1 toilets) and Kathy Temple-Heald/Nicola Byrne (Remaining corridor from photocopier/Nursery/Front Office)

In the absence of Rebecca Morrish, Lauren Borkin to sweep from 2MM to KS1 toilets.

Y6 corridor – Mike Swift

Rest of KS2 – Motahir Khan

Canteen: Abid Hussain (Lizz Cassin in his absence)

Breakfast/After School Club:

Entrance and open gates: Martin Jewes/Neil Weldon

Checking visitor log: Kathy Temple-Heald/Nicola Byrne

Collecting medicines: Nicola/Kathy (Lizz Cassin in her absence).

Kitchen staff to walk round to the playground.

Dangerous Substances

- 8.1 No activity involving a dangerous substance may commence unless the risks have been assessed, and control measures applied.
- 8.2 The Executive Principal will ensure that the relevant staff (e.g. Fire Safety Manager, caretaking staff, science staff, ICT staff, maintenance staff) consider the following:
- the hazardous properties of any substance(s) they are about to use;
 - information on safety provided by the supplier;
 - the circumstances of the work, including the type and amount of the substance(s) and the arrangements for handling and storage (e.g. cleaning agents kept in caretakers' stores, or chemicals used in teaching.)
 - maintenance activities where dangerous substances are often used, and a potential for high level risk;
 - the effect of the measures that have been or will be taken in view of the Order;
 - whether there is any likelihood of any explosive atmosphere occurring, and in what places;
 - whether there are any likely ignition sources, including electrostatic discharges, that may become active (e.g. it would be relevant to consider where students might smoke illegally, and where and how scenery for Academy drama is stored, or whether staff or students bring to the Academy untested electrical equipment, all of which have caused fires in Academies);
 - the scale of the anticipated effects;

- such additional safety information as the responsible person may need in order to make the assessment.

Hazards and Risks

9 The Fire Safety Manager (FSM) will compile and review periodically a list of potential fire hazards on the premises, and to use this as a checklist, amending it as necessary. It will include:

- sources of ignition; (e.g. heating and cooking appliances, electrical and electronic equipment).
- sources of fuel (e.g. combustible or flammable materials, solvents, paper used in lessons or in exhibitions of work, furniture);
- work processes – in lessons, during preparation, in maintenance and service areas, in non-teaching areas, in circulation areas;
- ensuring that exits are kept clear and unlocked and corridors are free from obstacles;
- unofficial practices (such as students smoking).

The record will be kept on the HandSaM system.

Fire Safety Culture

10.1 The Executive Principal, through the FSM, will ensure that fire safety is included in the development of a culture of health and safety amongst staff and students. Training for staff and students will include ensuring that relevant staff (and students where appropriate):

- follow safe practices for handling and storing flammable materials;
- follow the correct procedures when using machinery and equipment;
- only use machinery and equipment for which they have received appropriate instruction;
- are aware of the need for warning notices to indicate any likely fire hazards;
- are aware of the Academy plan showing safety routes, fire-fighting equipment, hydrants, safety doors, automatic detectors, main electrical and gas switches, and any other particulars that will help fire-fighters;
- plan maintenance and service work;
- identify any parts of the Academy that might pose particular risks because of the structure or fittings or use. (e.g. ducting, voids, boiler rooms, under-stage and back-stage areas, storage areas, stock cupboards, preparation rooms);
- identify specific persons/students at risk (e.g. disabled students or anyone who needs assistance to get off the premises, staff/students working in remote areas, technicians, cleaning staff).

10.2 The FSM will contribute to the fire safety culture by ensuring that:

- warning notices are posted in every room/area of the Academy;
- detectors and all appropriate fire fighting equipment are in place and working;
- warning alarms are in place and work;

- appropriate emergency lighting is in place, and works;
- all appropriate fire exit signs are in place and that routes are clear and without impediments;
- appropriate fire doors are in place, and are properly maintained and used;
- all staff and students know the fire safety arrangements;
- all staff/students know and practice the fire drill;
- fire drills are carried out regularly (at least once per term, with one drill taking place at an 'inconvenient time such as a lunch break); and
- lessons learned from the drills are noted and appropriate action taken.

10.3 The risk reduction will either take the form of removing or reducing the sources of ignition, fuel or oxygen, or removing the persons on site from the fire.

Out of Hours Meetings and Events

11 In the event of meetings/events taking place out of Academy hours, the person in charge of the meeting is responsible for:

- informing persons at the event of the evacuation procedures;
- raising the alarm;
- ensuring the safe evacuation of all those attending;
- liaising with the fire service if present;
- ensuring a full head count at the fire assembly point; and
- dismissing the gathering when it is safe to do so.

Lone Workers

12.1 It is Oasis Community Learning policy that as far as is reasonably practicable no member of staff or student may work alone in any building. Staff who have the need to work beyond the building closure time should inform the HSC (or person delegated by the HSC) or the key holder for that day, and arrange for another member of staff to be present with them. Both parties should leave the premises at the same time.

12.2 Lone workers should know the Academy's fire alarm system and means of evacuation.

12.3 Occasionally a member of staff may be alone in a building (e.g. the Caretaker making a night security check). They should always ensure that they can summon assistance.

Responsibilities

13.1 The Academy Council will:

- ensure that the Executive Principal takes into account the implications of the law;
- support the Executive Principal and FSM in ensuring compliance with the law;
- ensure that appropriate liaison takes place with Contract Fire Security;

- ensure and monitor the fire safety systems;
- following consultation with the local authority and the Executive Principal, will appoint a senior member of staff as Fire Safety Manager (FSM);
- ensure that he/she is appropriately trained;
- consider regular reports on fire safety from the Executive Principal.

13.2 The Executive Principal will:

- ensure that fire safety risk assessments, policies and fire safety systems are in place, are known and implemented;
- ensure that specific arrangements are in place to meet the requirements of the Order within the Academy in line with government and Oasis Community Learning guidance;
- ensure that staff are kept informed of the safety management systems.
- ensure that there is regular liaison with the local fire service to ensure compliance;
- make arrangements for liaison with Contract Fire Security and ensure that the liaison is effective;
- liaise regularly with the FSM; and
- report to the Council and local authority as required.

13.3 The Fire Safety Manager (FSM) duties are to:

- minimise the incidence of fire (fire prevention). (This will involve good housekeeping and security);
- make risk assessments;
- determine safety management systems based on the risk assessments;
- be responsible for fire safety training;
- produce an emergency plan;
- conduct fire drills; (See Fire Drill Flow Chart in Appendix 4)
- ensure that fire drills are monitored and any lessons learned are put into practice;
- ensure that staff receive appropriate information and support;
- check the adequacy of fire-fighting apparatus and its maintenance;
- conduct fire safety inspections at least once per term; (see Checklist in Appendix 3)
- make more frequent informal checks to confirm that the fire safety rules are being followed;
- ensure that fire notices are displayed;
- seek appropriate professional advice from the LA, the fire service and others;
- put systems in place to ensure that fire escape routes and fire exit doors /passageways are unobstructed and doors open correctly;
- check fire detection and protection systems are maintained and tested and records kept;
- ensure close-down procedures are followed; – **check boiler shuts off.**

- include fire safety in the regular health and safety reports to the Executive Principal and Academy Council.

13.4 Responsibilities of Fire Marshals

- Fire Marshals will be appropriately trained and the Academy will undertake to provide marshals with regular retraining as required.
- The Fire Marshalls at Oasis School Aspinal are: **Angela Sweeting, Lauren Borkin, Motahir Khan, Rebecca Morrish, Kathy Temple-Heald, Nicola Byrne, Abid Hussain, Martin Jewes, Neil Weldon, Mike Swift**
- This will include the use and application of fire fighting equipment.
- They will be trained to determine in which circumstances the use of fire fighting equipment may be appropriate, but only where there is no personal risk.
- Fire Marshals will be responsible for ensuring that their respective areas are cleared in the event of an entire or partial evacuation being ordered.
- Following complete evacuation Fire Marshals should ensure that no one returns to the building until cleared to do so.
- They will report to the member of staff appointed to be in charge of the assembly area. **Motahir Khan/Rebecca Morrish to check outside areas to make sure all classes are outside and inform Principal and Safeguarding Officer immediately if any teachers hold up a red card via radio.**

13.5 Staff must know:

- action to be taken on discovering a fire;
- evacuation procedure;
- assembly area and checking of students;
- location and use of fire-fighting equipment; and
- location of escape routes.

13.4 Students must know

- the action to take when the fire alarm goes off;
- how to handle safely any material or equipment that might be inflammable.

14 All staff must ensure that fire safety notices are kept visible and report any instances where fire doors do not work or are in any way blocked.

Training and Support Requirement for the FSM

15.1 The FSM will need to:

- understand the fire safety legislation as it applies to the Academy;
- have appropriate education, training, knowledge and experience in the principles of fire safety;
- have an understanding of fire development and the behaviour of people in fire;
- understand the fire hazards, fire risks and relevant factors associated with occupants at special risk (e.g. young children, disabled students, or students and adults who are not familiar with the Academy layout) within the Academy;

- have a basic knowledge of appropriate fire-fighting equipment and how it should be used; and
 - have appropriate training and/or experience in carrying out fire risk assessments and determining safety management systems.
- 15.2 Oasis Community Learning has agreed that the FSM shall undertake appropriate risk assessments once he/she has undertaken appropriate training, since an Academy employee is likely to know the propensities of the students and staff in the Academy, and the layout and potential problems of the premises, which even the most experienced external fire safety consultant cannot have.
- 15.3 Where the FSM is uncertain Oasis Community Learning has authorised the Council through the Executive Principal to obtain appropriate professional help and support.

Recording and Monitoring

- 16.1 The FSM will record risk assessments and what fire safety measures have been taken to control risks.
- 16.2 The FSM will record on the HandSaM system:
- significant findings from the risk assessment;
 - the safety measures and actions to be taken;
 - the persons at risk; and
 - arrangements for the control, monitoring and review of the measures.

Equal Opportunities

- 17 The Executive Principal, through the FSM, will ensure that the needs of disabled students, staff and visitors in case of fire have been considered, and appropriate risk assessments carried out, and appropriate systems put in place.

Monitoring and Review

- 18.1 The Executive Principal will
- monitor the system in liaison with the FSM.
 - review the working of the policy annually and after there has been a change of use of premises, additions or alterations to the premises, changes in working practices, increase in equipment, or when there has been an incident.
 - report on fire safety annually to the Council.
- 18.2 The Council will
- review the working of the policy following the Executive Principal's report, and will review the policy itself every two years.
 - report annually to Oasis Community Learning on the working of the policy, and will review the policy at least every two years.
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Appendix 4 (Part of the Fire Safety Policy- Termly Fire Safety Checklist)

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| 1. Is the Academy fire safety policy up-to-date? | Yes/No |
| 2. Does the policy include the latest fire precautions, fire appliances, guidance on fire practice, training of staff, and instructions of students? | Yes/No |
| 3. Is the FSM's training up-to-date? | Yes/No |
| 4. Does the FSM report regularly to the Executive Principal? | Yes/No |
| 5. Are fire-fighting appliances in the correct places? | Yes/No |
| 6. Is the equipment regularly checked? | Yes/No |
| 7. Are relevant staff trained in its use? | Yes/No |
| 8. Are students instructed in what to do in case of fire? | Yes/No |
| 9. Are fire safety notices posted in each area, and visible? | Yes/No |
| 10. Is the alarm system regularly checked? | Yes/No |
| 11. Are all fire doors signed and kept closed? | Yes/No |
| 12. Are all exit routes free from obstruction? | Yes/No |
| 13. Are fire drills held at least once per term? | Yes/No |
| 14. Is a log kept of all fire drill practices? | Yes/No |
| 15. Are lessons from fire drills analysed and acted upon? | Yes/No |
| 16. Are the HandSaM tasks completed and recorded? | Yeas/No |
| 17. Are periodic reports made to the Academy Council? | Yes/No |
| 18. Has the Academy Council reviewed the policy within the last two years? | Yes/No |

Appendix 5 (Part of the Fire Safety policy)

Fire Drill Flow Chart

GIVING THE ALARM SIGNAL

1. Person discovering a fire rings the alarm (or shouts 'FIRE' as per instructions)

ACTION ON THE ALARM

- 2a. The Principal (or person with delegated responsibility) calls the fire service and gives known details to the operator. The Principal or FSM informs the LA and Chair of the IEB;
- 2b. Simultaneously, staff and students vacate the building in silence (as per the instructions on the Fire Drill Instruction sheet posted in all classrooms/labs/workshops and other working areas of the School) and go to the designated Assembly Area;
- 2c. Simultaneously the designated Fire Marshal takes charge of the Assembly Area;
- 2d. Simultaneously, if the fire is a small, local fire, a fire warden trained member of staff) is authorised to use the appropriate fire-fighting equipment to extinguish the fire;
3. **Class teachers to take fire register outside to the Assembly Area, ALL CLASS TEACHERS TO TAKE WALKIE TALKIES OUTSIDE, Kathy Temple-Heald/Nicola Byrne to gather the visitor list** and take them to the Assembly Area and operates there under the instructions of the Fire Marshal.
4. **Motahir Khan/Rebecca Morrish** are responsible for actions in the Assembly Area, ensuring an orderly check. **Motahir Khan/Rebecca Morrish to check outside areas to make sure all classes are outside and inform Principal and Safeguarding Officer immediately via walkie talkie if any teachers hold up a red card.**
5. The Fire Marshal will order the evacuation of the Assembly Area on the instructions of the Principal and Assistant Principals in her absence.

AT THE ASSEMBLY AREA

6. Staff check student registers, and the persons responsible for the staff list/visitor list and signing out book check the lists for persons present;
7. Each member of staff show red and green cards on completion of the check;
8. If anyone is missing the Principal (or FSM if the Principal is not present) must determine what action to take;
9. The FSM liaises with fire service on arrival and takes instructions from the fire chief;

10. The Principal or FSM (in liaison with the fire chief) determines whether it is safe for staff and students to return to work, or whether to move the staff and students further away.
11. The Fire Marshal will control the Assembly Area and will act on the Principal's instructions (or FSM if so designated).

AFTER THE EVENT

12. The Fire Marshal(s) make a verbal followed by written report to the FSM;
13. The FSM makes a report to the Principal on the event and the School's response;
14. The Principal, FSM and School Leadership Team will discuss lessons learned, and determine any action to be taken;
15. The Principal will inform the Chair of the IEB and the LA of the event, and the School's response.