



**GT/0004**

# **FIRE SAFETY POLICY**

**POLICIES AND PROCEDURES PROFORMA**

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## **Definitions and Acronyms**

“**Contractor**” means an individual, company or organisation engaged by the Trust (other than an employee) to carry out work for gain or reward.

“**Sub-contractors**” are individuals, companies or organisations employed to undertake works, for gain or reward, by the contractor.

“**All Contractors**” are both Contractors and Subcontractors

“**Responsible Person/Competent Person**” individuals who hold relevant qualifications, experience and training in order to carry out specified tasks.

“**HSE**” The Health and Safety executive

“**HASWA**” The Health and Safety at Work etc Act 1974

“**DSE**” Display screen Equipment Regulations

“**SLT**” Senior Leadership Team

“**COSHH**” Control of Substances Hazardous to Health

“**CDM**” Construction, Design and Management Regulations

“**PPE**” Personal Protective Equipment

“**HSM**” Health & Safety Manager for Arnewood School

“**FS**” Fire Service

“**IC**” Incident Commander of Fire Service

# **FIRE SAFETY POLICY**

## **CONTROL AND MANAGEMENT OF FIRE SAFETY**

### **1.0 Introduction**

The Health and Safety at Work Act 1974, and Regulatory Reform (Fire Safety) Order 2005 places a duty upon organisations to, so far as is reasonably practicable, to ensure the health, safety and welfare of its staff in relation to Fire Safety. This policy also covers all contractors, sub-contractors, visitors and members of the public who may come into contact with the Trust premises.

### **2.0 Scope**

This guidance is applicable to all premises under the control of The Gryphon Trust but each will have its own documented policy as this policy relates solely to the Arnewood School of the above address, and details the procedures adapted to the control of risk from fire to the school environment as a whole

### **3.0 Objectives**

To ensure that risks from fire are identified and that arrangements are in place to control those risks.  
To enable the School to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance.

### **4.0 Summary**

The policy and procedure gives guidance on how to manage and control contractors in relation to services provided on Trust premises or to Trust departments, and also reinforced with 'Guidance Notes – ASGN001 (Responding to Fire Alarm Activations),' and are retained by the Facilities Manager.

### **5.0 Responsibilities**

The Chief Executive has overall responsibility for Health and Safety within The Gryphon Trust. Directors also hold specific responsibilities throughout the Trust and assist in ensuring that this policy is implemented as appropriate, and those directors may wish to delegate all Health & Safety management to an employee of the Gryphon Trust, for which they have appointed the Trust Facility Manager to carry out these duties.

## **6.0 GUIDANCE & RESPONSIBILITIES**

This policy may be reviewed, or amended by the Facilities Manager to suit the individual school requirements, and any amendments must be clearly documented, and all staff including the Headteacher and Governing Body must be immediately notified of any changes to this policy.

The School has in place procedures for:-

- Carrying out fire risk assessment; preventing fires; evacuation in the event of a fire; maintaining and checking all fire detection, alarm and firefighting systems.
- The Governors direct that the Headteacher (Mr.Nigel Pressnell) shall ensure that the arrangements in this policy are carried out. The Health & Safety Governor attends the School's termly health & safety meeting and reports to the Full Governors on developments, concerns, incidents and training.

- The Trust Facilities Manager (Mr.Nigel Currell) is appointed as Health & Safety Manager (HSM) to promote an active and effective fire safety culture at the School. He has executive authority within the School in fire safety matters. In practice this means that the HSM can take action to prevent danger when there is an immediate serious risk to life or property.
- The HSM, or the School's Health & Safety Adviser (Mr.Craig Price) on his behalf shall liaise with the Fire and Rescue Service and maintain this policy in accordance with their recommendations and all relevant legislation.

Particular duties of the HSM / Facilities Manager with regard to Fire Safety are:

- In the event of a fire during the working day to act as Fire Incident Manager to organise assistance and provide salvage advice to the Fire and Rescue Service. To ensure the preparation of a fire safety training syllabus and training programme for all staff, and to see that it is delivered. The Facilities Manager will document all fire related exercises involving staff or students, and any training given to those that are used for a specific role in the event of an evacuation of the school site. All documents must be retained for future reference in a specified Fire Safety folder easily accessible to senior management if requiredkeep staff records for all fire training.
- To respond to requests from the School Health & Safety Committee and to provide that Committee with reports on any fires and other fire safety matters.
- To enable the School Health & Safety Committee to act as a forum for consultation on fire safety matters, and to disseminate fire information.

Also the HM / Facilities Manager must ensure to:

- To nominate persons to take fire safety responsibilities (Fire Marshals) for each building and to ensure that they have the necessary resources and information on fire safety matters to enable them to fulfil their duties.
- To ensure that appropriate fire safety arrangements are in place during special events and during the hire of School facilities.
- To liaise with the School's insurers and ensure that their recommendations are responded to.
- To keep the Headteacher, and Governors informed by regular briefing of developments, concerns, training and incidents in fire safety arrangements.
- The School's Health & Safety Advisor assists the Health & Safety Manager in achieving his responsibilities and in particular that:

*All Building works **MUST** comply with the fire safety requirements of the Building Regulations by consultation with Building Control and Building Completion Certificates issued by them.*

The Facilities Manager must also have available upon request up to date schematic drawings of all flooring plans of the premises showing fire safety arrangements to satisfy the needs of the Fire and Rescue Service.

There are adequate means of detection, alarm, escape, firefighting (including water for the Fire and Rescue Service), access for the Fire and Rescue Service, emergency lighting and signs on all School premises.

These arrangements are to be inspected, maintained, upgraded and tested in accordance with the requirements of the School's insurers, best practice and the relevant Standards, copies of which are held by the Facilities Manager.

Provisions will also be put in place by the Facilities Manager for the following;

- There are completed fire risk assessments for all School properties.

- Appropriate fire training is provided for all staff and onsite contractors.
- All fire safety documentation are maintained, and readily available if required.
- Monitor all fire detection test records to ensure they are completed correctly, and on time.

If an incident requires the attendance of the Fire Service then the Facilities Manager will be required to liaise with Emergency Services upon their arrival.

*Note: The Facilities Manager must ensure to inform the Governing Body, Headteacher, and Deputy Head with regard to any failure to comply with any parts of this policy.*

### **Fire Risk Assessment**

- All of the School premises are subject to a fire risk assessment conducted by a reputable external contractor. The results of any fire risk assessment including it's action plans are to be shared with the Senior Leadership Team at Arnewood, and Health & Safety committee and a working plan put into place to ensure all action points are carried out within their allocated timeline.
- The fire risk assessment must be reviewed and / or updated every year or in the event of significant changes to the buildings or their usage.
- A copy of the fire risk assessment and action plan are available on site (from the Facilities Manager) and employees' attention brought to any hazards found in the assessment.
- Fire hazards are eliminated, or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.

Regular inspections will be made by Site Team staff, as delegated by, or on behalf of the Facilities Manager to ensure that:

- Fire Extinguishers are in place and not tampered with.
- Fire Escape routes are kept clear and free of flammable materials.
- Fire Doors are all fully self-closing, or those fitted with magnetic locking systems automatically release when, and if the fire alarm activates.
- Fire Escape Stairs are kept free of slipping, or tripping hazards.
- Security against arson is maintained, and any areas of concern are immediately notified to the Facilities Manager

### **Fire Detection**

All of the School premises in relation to Arnewood School has adequate means of fire detection. The detection equipment is maintained, and regularly checked by the Site Team as directed by the Facilities Manager.

### **Fire Alarm**

- Each of the School premises has an adequate means of raising the alarm in the event of fire.
- The fire alarm system in each building is tested as part of the required compliance.
- The fire alarm system is serviced annually by a competent contractor (e.g. ISO 9001 / BAFE).
- Records of these tests and servicing are maintained in a fire log book held by the Facilities Manager, and made available if required.

### **Fire Fighting Equipment**

The fire risk assessments will determine the minimum level of firefighting equipment which must be present in the School premises, and available for use if required and specific to each area.

- Fire extinguishers, wet and dry risers and/or other fire suppressant systems are serviced by a competent contractor annually and the service date recorded on each extinguisher /system.

### **Emergency Lighting**

- Emergency lighting is installed in areas of the School where lighting would continue to be required in the event of a mains power failure, e.g. stairs, passageways and emergency exits.
- Where emergency lighting is generator powered, the lighting is tested monthly by way of simulated mains failure. A maintenance and servicing programme for the generator is arranged by the Facilities Manager (*if applicable to any Gryphon Trust site*)
- Battery operated emergency lighting will be tested monthly, quarterly or annually depending on the risk assessment for that building (*charge & illumination*) and an annual full discharge test by a competent contractor
- Records of testing and servicing of emergency lights are retained by the Facilities Manager, and must be carried out by a competent and qualified contractor specialising in this subject.

### **Emergency Procedures**

- Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are also responsible for conducting a head count on arrival at the specified assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the Fire Marshal responsible for taking registers from all teaching staff. This information must then be passed to the Facilities Manager whose responsibility it is to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.
- There are adequate means of escape for all occupants of the School premises.
- The means of escape are regularly inspected by the Site Team to ensure they are kept clear of obstructions and tripping hazards. Any failure to comply or defective equipment must be reported by the Site Team to the Facilities Manager.
- Where disabled persons use the premises, specific arrangements will be made to ensure they can escape in an emergency. For staff and pupils there will be a Personal Emergency Evacuation Plan (PEEP) in place. Evacuation chairs must be situated in buildings if those persons with mobility issues require assistance in any evacuation, and are given access to these buildings.
- Written emergency procedures are provided to all staff within any induction programme, and written instructions placed in all staff / student areas in relation to responding to any fire alarm activation by means of notices being displayed in each building of the School premises detailing the action to take in the event of a fire, and highlighting evacuation assembly point. (*An example notice for staff / students / visitors as shown below*)

# FIRE ALARM

## IF THE FIRE ALARM SOUNDS

- IMMEDIATELY EVACUATE THE BUILDING BY THE QUICKEST AND SAFEST ROUTE.
- LEAVE THE BUILDING BY THE NEAREST DETERMINED FIRE EXIT DOOR.
  - DO NOT STOP TO COLLECT PERSONAL BELONGINGS.
- ENSURE TO REPORT TO THE FIRE ASSEMBLY POINT AS BELOW.
- DO NOT RE-ENTER ANY SCHOOL BUILDINGS UNTIL INSTRUCTED BY THE FACILITIES MANAGER (Nigel Currell), OR AN OFFICIAL ARNEWOOD SCHOOL FIRE MARSHALL.

## SCHOOL PLAYGROUND

(PLEASE ASSEMBLE IN YOUR RESPECTIVE NUMBERED LINES)

### Requiring the assistance of the Fire & Rescue Service

The Arnewood School Reception is manned between 8.00am and 4.00pm during weekdays in term-time. This policy will have in place procedures for responding to the above times, and will be recognised as '**WORKING HOURS.**' The secondary detailed procedure will be for the hours of 4.00pm – 08.00am and will be recognised as '**OUTSIDE OF WORKING HOURS.**'

### Working Hours

Due to the increased volume of staff present between 08.00am – 4.00pm then detailed procedures will be as below during weekdays in term-time.



- If the fire alarm activates then the school as an entirety will immediately evacuate as detailed in this policy.
- The Facilities Manager will be required to be in attendance at the Fire Alarm panel in the main SCOLA Building immediately the panel indicates an imminent activation.
- The fire panel is programmed to delay a full alarm activation for a time period of three minutes.
- The Facilities Manager must make note of the area / zone identified on the fire panel as being the reason for the imminent alarm activation and immediately by using the internal radio's send a message to the Site Team to instruct of 'Fire Alarm Activation' and pass the area / zone of activation those responding.
- The Site Team will immediately investigate alarm activation and if the cause can be determined within the 3 minute window then the call point / detector can be reset, and notice given to reset the fire alarm panel.
- If this can be carried out within the 3 minute investigation period then there will be no need for the school site to evacuate.
- If during the 3 minute window a fire, or smell of burning can be determined then immediately the Site Team operative must indicate to the Facilities Manager by internal radio.
- Upon receiving confirmation the Facilities Manager must immediately activate the call point in the Finance Office (Numbered 128) which will immediately activate the fire alarm to sound meaning a full site evacuation.
- The Facilities Manager must then request the attendance of the Fire Service by calling 999 and giving the full postal address of the school as,

*THE ARNEWOOD SCHOOL, GORE ROAD, NEW MILTON. BH25 6RS.*

### **Outside of Working Hours**

Outside working hours are detailed as being from 4.00pm – 08.00am and clearly there will be minimal, or no staff present on site to deal with any alarm activation. For this the fire alarm is monitored by an external agency and upon any activation will call the following staff to alert them to an alarm activation;

*Peter Windebank (Site Team)*

*Simon Davies (Site Team)*

*Peter Pressey (Site Team)*

*Nigel Currell (Facilities Manager)*

If responding then the response must have a minimum of two of the above named staff. On arrival at the school site it must be first determined where the activation has taken place by accessing the fire alarm panel located in the SCOLA Building opposite the Finance Office.

If during the investigation any smell of burning can be identified, or a clear fire can be seen then the clear instruction is to immediately withdraw from the building and request the arrival of the Fire Service by calling 999 and giving the full postal address of the school as;

*THE ARNEWOOD SCHOOL, GORE ROAD, NEW MILTON. BH25 6RS.*

- Those responding must immediately go to the Main Gates of the school on Gore Road as this is deemed as a safe area, and await the arrival of the Fire Service.
- Once the Fire Service have been contacted then the Facilities Manager must be called to make aware of the imminent arrival of the Fire Service.

- Before the arrival of the Fire Service the emergency box that is contained within the external building (*opposite the bike shed*) must be retrieved and the fire service folder which is located inside, and must be passed to the Incident Commander on the first fire service vehicle arriving along with any relevant information that may be used by the Fire Service.
- Under no circumstances must any investigating staff from the Arnewood School enter any buildings, or attempt to deal with the incident unless instructed by the Incident Commander of the Fire Service.

### **Fire Drills**

The Facilities Manager will be responsible for arranging and conducting fire drills each term at Arnewood School. These exercises must be monitored and documented with regards to the timing of a full school evacuation, processes being implemented to ensure all persons within the school site are accounted for by use of registers, and ensuring those responsible for responding to the fire alarm activation are fully aware of their responsibility in carrying out a thorough investigation of the area responsible for the alarm activation.

Any failures in processes or recommendations noted by the Facilities Manager must be raised at the first instance with the SLT, and then if required to ensure the Governor responsible for Health & Safety is notified.

### **Fire Safety Training**

*Staff will be informed in relation to;*

- Action to take if they discover a fire, including how to activate the fire alarm.
- Action to take on hearing the alarm, including location of assembly area.
- Use of designated fire exits and escape routes, and the necessity to ensure routes are always left clear, and exit doors are never blocked.
- Students / Visitors must be aware of the location of the assembly point, and the requirement to immediately evacuate if the fire alarm activates.
- Designated Fire Safety posters are placed in all rooms used by staff / students to ensure those using these areas have a clear understanding of their responsibilities and how to react to any fire alarm activation

### **Fire Marshals will be trained in;**

- Emergency evacuation procedures;
- Use of fire extinguishers;
- When the use of a fire extinguisher is appropriate;
- Emergency procedures;
- Reporting of fire safety concerns.

### **Visitors**

All visitors to the Arnewood School must report to Reception where each person will be signed in, and each person will be provided with a visitor's badge, which includes details of what to do in the event of a fire.

Visitors to the site are generally accompanied at all times.

On occasions when maintenance, or construction staff are working unaccompanied, they must be given a clear and concise briefing for their area of work on responding to the fire alarm.

## Fire Prevention

The School takes all reasonable precautions to prevent a fire from starting and recognises that for a fire to take place oxygen, flammable materials and a source of ignition must all be present. The processes of prevention are aimed at preventing one or more of these elements being together.

To ensure the processes are being implemented the Facilities Manager (*Health & Safety Manager*) will ensure all areas of the school site are compliant at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials (including hazardous materials, substances or flammable materials stored in unauthorised places.

To ensure the school site is compliant to these policy requirements those areas that carry any minor / major risk must be regularly inspected and ensure no unsuitable materials have been placed in storage areas and where there are potential sources of ignition (*Plant Rooms, Boiler Rooms, C.O.S.H.H Storage etc*) ensure that no flammable materials are stored close by.

- Maintain awareness through training and refresher training of the preventative steps that need to be taken.
- Arrange periodic meetings with Fire Marshals to discuss any areas of concern or hazards.
- Include fire prevention and evacuation procedures during the induction process with all new employees.
- Pay close attention to the activities of contractors as appropriate.
- Retain documented Fire Records as proof of compliance.

*Records are kept of training; inspections; evacuations and maintenance of systems and equipment.*

## Summary

The purpose of this policy is to ensure that all Fire Safety arrangements comply with Trust policies and procedures, and with legislation. It shall ensure all parties to fulfil their legal duties as well as contractual obligations.

This policy and procedure gives guidance on how to manage and control all fire safety in relation to services provided on Trust premises, or to Trust departments.

To reinforce this policy it has been agreed that once signed by the Headteacher, or member of the Governing Body, and also by the Trust Facilities Manager who is the recognised Trust Health & Safety Manager for all Trust properties this document then will immediately become a live working document.

Signed; .....

Job Title; .....

Date; .....

Signed; .....

Job Title; .....

Date; .....

*Signed copies must be retained by the Facilities Manager and Chief Executive Officer for The Gryphon Trust.*

*Any reviews, amendments or policy updates must also be signed by the Trust Facilities Manager and all the Governing Body, Headteacher and all staff notified immediately of any update to this review.*

Signed; .....

Job Title; .....

Date; .....

Signed; .....

Job Title; .....

Date; .....