Trinity Academy

Fire Safety Policy and Procedure

Contents

FIRE SAFETY POLICY AND PROCEDURE

1. **Background and Purpose**

   This Policy forms part of, and should be read in conjunction with, the Health and Safety Policy and the Fire Safety Procedure. It is designed to confirm how Trinity Academy ("Academy") will address the risks presented to its staff, staff within one of its federation of schools and where appropriate, students and visitors to any of its sites by fire, and thereby the provisions of the Regulatory Reform (Fire Safety) Order 2005.

   All organisations, including educational establishments, are expected to develop and formalise procedures for dealing with fire safety based upon an assessment of the need. The resulting procedures will cover fire safety personnel, equipment and practices and be designed in accordance with the legal standards and good practice.

2. **Organisational Scope**

   This Policy applies to all Academy premises.

   The Governing Body and the Principal have a duty of care with regard to all persons including staff, students and others who may be affected by its activities, therefore any resulting procedures and practices, resulting from this Policy, will be expected to address their fire safety needs.

   Students as well as staff will also be advised, as part of their induction, as to the arrangements for fire safety including what to do on discovering a fire and what to do on hearing the alarm.

   Where the Academy employees are classified as "home workers" equivalent risk assessment arrangements to ensure their work activities comply with the appropriate standards are required, this may be achieved by a manager undertaking a home visit or by the use of self-completed documentation, and the provision of fire safety guidance.

3. **Definitions**

   Workplace
   This means any premises or part of any premises, not being domestic premises, used for the purposes of an employer's undertaking, and which are made available to an employee of the employer as a place of work, and includes:

   - Any place within the premises to which such employee has access while at work; and
   - Any room, lobby, corridor, staircase, road or other place:
     o used as a means of access to or egress from that place of work; or
     o where facilities are provided for use in connection with that place of work other than a public road.

   Premises
   This includes any place including any tent or movable structure.

Risk Assessment

This is a formal systematic analysis of a work related task or activity which identifies the hazards and level of risk presented so as to assist in the determination of suitable and sufficient preventive and protective measures so far as is reasonably practicable.

Hazard

This is something, arising out of a work situation, which provides the fuel and/or ignition source required for the fire to commence and develop, or anything that could impede or affect means of escape.

Risk

This is the term used to describe the likelihood that a fire may occur taking into account the severity of the outcome.

Fire Wardens

These are members of staff who have been nominated to take charge of fire related situations, including assisting in fire drills.

4. Policy Statement

The Academy is responsible for determining the premises related fire safety measures required by the use of formal fire risk assessment techniques.

Once determined the appropriate risk control measures will be installed, tested and maintained by the site's Facilities Management in conjunction with ESF Project Managers.

The Academy produces formal procedures and guidance on all relevant aspects of fire safety, including the General Emergency Evacuation Plan (GEEP), and any required Personal Emergency Evacuation Plans (PEEP).

Arrangements include the provision of suitable and sufficient information on the results of the Fire Risk Assessment to all interested parties, including contractors working on site and individuals and groups letting/using the premises.

All managers should determine any additional personnel, equipment and facilities required using the same approach, for example, specific fire safety provision should form part of general teaching room management, lesson plans and the arrangements for onsite events such as Academy drama productions. All managers should ensure that their specific fire risk assessment is in line with, where appropriate, the relevant premise's related fire risk assessment. Information on any additional fire-fighting equipment and facilities will be passed to the site's Facilities Management for inclusion in any testing and maintenance programme.

Where fire safety or other related advice or assistance is required the site's Facilities Management should be consulted in the first instance.

5. Records

A record of all fire risk assessments to determine the fire safety need will be retained to confirm the process undertaken and facilitate any future reviews.

A comprehensive fire safety log book will be maintained by the site's Facilities Management to allow a formal record to be retained of all fire safety related activity including the fire drills and testing and maintenance of fire safety equipment.

A record of all fire safety related incidents will be produced using a standard form to assist in the determination/development of any future fire safety need, and to provide confirmatory documentation on the action taken.

A record of all fire safety training provided to staff, students and others as appropriate will be retained.

6. References

This Policy should be read in conjunction with the Health and Safety Policy. Other references are:

Regulatory Reform (Fire Safety) Order 2005
The Management of Health and Safety at Work Regulations 1999
Fire Safety Risk Assessment - Educational Premises
Fire Safety Risk Assessment - Offices and Shops
Fire Safety Risk Assessment – Small Places of Assembly
Fire Safety Risk Assessment – Large Places of Assembly
Fire Safety Risk Assessment - Means of Escape for Disabled People (Supplementary Guide)

7. Monitoring

The operation of this policy will be subject to review annually as part of the overall review of the Academy safety management system.

FIRE SAFETY PROCEDURES

1.   Procedures

This procedure forms part of, and should be read in conjunction with, the Health and Safety Policy and the Fire Safety Policy. It is designed to confirm how the Academy will address the risks presented to its staff, students and visitors to any of its sites by fire, and thereby the provisions of the Regulatory Reform (Fire Safety) Order 2005 and the Management of Health and Safety at Work Regulations 1999.

These procedures require the Principal and senior managers, where appropriate to:

a)   Arrange fire risk assessments for their areas of control, considering the premises, all employees and other people who may be affected by a fire including students, contractors, visitors etc;

b)   Ensure suitable and sufficient arrangements are in place for evacuating the premises in an emergency, including the creation and use of Personal Emergency Evacuation Plans (PEEP's), for any disabled people with special needs, who use or may be present within their areas of control;

c)   Identify and record the significant findings of the fire risk assessments, and the details of anyone who might be especially at risk in case of fire;

d)   Provide and maintain such fire precautions as are necessary to safeguard those who use, or may be present within their areas of control;

e)   Appoint and adequately train sufficient Fire Wardens to coordinate the evacuation and undertake such other appropriate tasks as necessary;

f)   Provide information, instruction and training about the fire precautions, to safeguard those who use, or may be present within their areas of control;

g)   Review the assessments as and when necessary;

h)   Produce an Emergency Plan and provide information, instruction and training about the fire precautions, to safeguard those who use, or may be present, to include:

- Actions to follow on discovering a fire;
- Actions to follow on hearing the fire alarm warning signal;
- The importance of raising the alarm immediately on discovering a fire;
- The importance of evacuating the building immediately when the fire alarm sounds;
- The arrangements for the evacuation of any disabled persons;
- The policy on whether employees (some or all or none) should or should not tackle a fire;
- The summoning of the fire and rescue service;
- The location of evacuation and assembly points; and
- The importance of not attempting to re-occupy the building until instructed to do so by the person in charge of the proceedings (this will be the fire authority if in attendance).

The primary strategic responsibility will rest with the Board of Governors, as regards operational premises. Related fire safety management responsibility rests with the Principal on behalf of the Board, and as regards operational activities with the respective Facilities Manager.

For this procedure to be effective in satisfying the requirements specified in the Fire Policy all managers should cooperate and coordinate their activities, this is especially important when fire risk assessments are being produced.

2. General Fire Safety

The Fire Triangle

For a fire to start, three things are needed:

- a source of ignition;
- fuel; and
- oxygen.

If any of these is not present, a fire cannot start. Taking steps to avoid the three coming together will therefore reduce the chances of a fire occurring, removing one will extinguish the fire if it occurs.

Ignition Sources in an Academy setting include:

Smokers, naked flames, electrical faults, hot processes, hot working, friction, science experimentation, arson etc.

Fuel Sources in an Academy setting include:

Wood, paper, card, foam furnishings and equipment, flammable liquids in science, facilities and design such as solvents, paint, fuel as well as flammable gases, etc.

Oxygen

This is generally always around us. Increased fire risks may occur when oxygen enrichment is possible, i.e. from cylinders used for welding. Closing doors and windows will restrict the oxygen available to a fire and thereby reduce its impact.

3. Classifications of Fire:

There are five categories of fire based on the fuel involved. These are:

CLASS A: Fires that involve solid materials, predominately of an organic kind. Examples are wood, paper and textiles. The preferred extinguishing mode is by cooling, and is usually achieved by the use of water.

CLASS B: Fires that involve liquids or liquefiable solids; they are further subdivided into:
CLASS B1 - which involves liquids soluble in water, for example methanol. They can be extinguished by carbon dioxide, dry powder, and water spray.

CLASS B2 - which involve liquids not soluble in water; such as petrol and oil. They can be extinguished by foam, carbon dioxide and dry powder.

CLASS C: Fires that involve gases or liquefied gases resulting from leaks or spillage; e.g., methane or butane. The preferred means of extinguishing is by turning off the supply it can also be

achieved by using foam or dry powder in conjunction with water to cool any leaking container involved.

CLASS D: Fires that involve metals such as aluminium or magnesium. Special dry powder extinguishers are required to fight these, which may contain powdered graphite, though more commonly in the Academy, the use of the sand bucket in the laboratory provides a suitable extinguishing medium for small metal fires.

CLASS F: Fire involving high temperature (> 360°c) cooking oils. Extinguishment achieved by the use of a new extinguisher called a Wet Chemical, other automatic drenching agents can also be used.

4.   Methods of Extinguishing:

There are three main methods of extinguishing a fire as follows:

Cooling: Reducing the ignition temperature by taking the heat out of the fire.
                      Using water to reduce temperature.

Smothering: Limiting the oxygen available by smothering and preventing the mixture of oxygen and flammable vapour by the use of foam or a fire blanket.

Starving: Limiting the fuel supply by removing the source of fuel. By switching off electrical power, isolating the flow of inflammable liquids or pulling away burning wood or straw etc.

There are five common types of fire extinguisher as follows:

Water   Wood, paper, textiles and solid material fires
                      DO NOT USE ON LIQUID, ELECTRIC OR METAL FIRES

Foam   For use on liquid fires
                      DO NOT USE ON ELECTRIC OR METAL FIRES

**Carbon
Dioxide**   For liquid and electrical fires
                      DO NOT USE ON METAL FIRES

D**ry
Powder**   For liquid and electrical fires

Wet Chemical   For high temperature (> 360°c) cooking oils

**Fire
Blankets**   Not classified as an extinguisher, but used for the same purpose in kitchens and laboratories to smother the fire.

Hose Reels   Should be used as per water extinguishers though the user should exercise greater care, as they may be tempted to stay at the fire scene longer than would be considered safe, as unlike in the use of a fire extinguisher, the contents do not run out.

Fire extinguishers should conform to EN3 (for new) and BS 5423 (for older). All extinguishers from 1st January 1997 should be red however a colour code may be used as follows:

Water	**Red**
Foam	**Cream**
Carbon Dioxide	**Black**
Dry Powder	**Blue**
Wet Chemical	**Canary Yellow**

As fire extinguishers may last for 20 years, a mixture of old and new will often be used in the same buildings. Staff should therefore be familiar with these provisions.

Location of fire extinguishers should be:

- In conspicuous locations;
- On escape routes adjacent to call points; and
- Adjacent to high fire risk areas.

If for any reason fire extinguishers are hidden from view, their locations should be indicated by signs conforming to Health and Safety (Safety Signs and Signals) Regulations 1996.

WHICH EXTINGUISHER TO USE

Class of Fire	Water	Foam (AFFF)	CO₂	Powder	Wet Chemical
A Paper Wood Textiles	√	√		√	
B Flammable Liquids		√	√	√	
C Flammable Gases			√	√	
F High temperature (> 360ºc) cooking oils					√
Electrical Hazards			√	√	
Vehicle Protection				√	

Additional provision should be available in areas of special risk such as a fire bucket and sand for metal fires in a laboratory, or a fire blanket in a kitchen.

5. Fire Safety Signs and Personnel

Legislation was introduced in 1996 regarding the provision of safety signs including those giving information/instruction on fire safety issues.

Fire Exit Signs
All designated fire exits should be sign posted as such by the display of a suitable sign above the exit door, where the establishment operates in the hours of darkness the signs should be illuminated by emergency lighting.

Fire Escape Route Signs
Where the escape routes are not readily identifiable, suitable signs informing premises users of the route to take to the nearest, or where appropriate, alternative fire exit should be displayed. Such signs will indicate by the use of arrows the direction to take in an emergency.

Fire Extinguisher Signs
Fire extinguisher signs are not generally required, as long as the fire extinguishers are clearly visible.

Fire Action Signs
Fire action signs informing persons what to do if they discover a fire, and what to do if they hear the fire alarm should be displayed around the premises in all public areas. Separate signs for each room are not required.

The signs should contain, where appropriate, information specific to that site such as the location of the assembly points. Where the assembly points are not easily locatable a simple map pin-pointing the location should also be displayed.

Fire Assembly Points
Suitable assembly points should be provided to allow persons evacuating the premises to congregate in a safe location away from the risks of fire and explosions, and positioned so as not to interfere with the work of the Fire and Rescue Service. Such assembly points should be signposted so that they can be readily located.

Fire Wardens
The Academy has a sufficient number of trained and resourced Fire Wardens. The role of a Fire Warden is to coordinate and where appropriate take charge of the evacuation in the event of a fire, as well as undertake any other appropriate duty associated with an emergency.

The Fire Wardens will be trained in the evacuation arrangements, and any duties they have to perform as well as general fire safety issues. They should be familiar with the use of fire and emergency related equipment and any specific arrangements relevant to the specific establishment, including any arrangements introduced to address the needs of disabled users of the buildings.

Members of senior management will be expected to familiarise themselves as to the emergency arrangements for fire safety, by attendance at Fire Wardens' training sessions or otherwise as appropriate, at the buildings in which they operate to enable them to take charge of any fire emergency, the most senior person present effectively becomes the Senior Fire Warden during an evacuation.

Fire Precautions Log Book

The Academy has a Fire Precautions Log Book, which provides general guidance on general and specific premises related fire precaution issues including, where appropriate, the results of any fire risk assessment, and provides a record keeping system. The log book will be maintained by the Facilities Manager and be readily available for inspection. Detailed in Appendix A are examples of recording sheets for fire safety activities.

Fire Drills

Fire drills will be undertaken at the Academy on three occasions each academic year, with others conducted at other times when an additional need to inform and instruct users of the buildings exists.

The drills will be conducted at various days and times, so as to fully test the fire precautions in place.

The drills will be co-ordinated by the Facilities Manager and monitored by the Principal and Vice Principal (Pastoral) as appropriate who will report on their effectiveness at the relevant Board meeting.

Co-operation and Co-ordination between Employers

Where the premises are shared with other employers, e.g., ESF staff, the fire preventive and protective procedures in place should be formally communicated to them and their employees. Where appropriate these other employers should be required to conduct an operational fire risk assessment which can be incorporated with the relevant generic assessment.

Employees of other employers should be included in any site-specific training and drills to ensure all persons working on the premises adopt a uniform approach.

Appropriate arrangements should also be made when contractors are working on site to ensure the fire prevention and precaution measures are not compromised by the work of the contractor. Where appropriate a Hot Work Permit system should be followed.

6.   Legislation

The Regulatory Reform (Fire Safety) Order 2005 (FSO) came into effect in October 2006. The FSO applies to all non-domestic premises in England and Wales, including schools.

Under the FSO, the responsible person must carry out a fire safety risk assessment and implement and maintain a fire management plan.

7.   Enforcement

The Fire Authority has a duty to enforce the FSO, and appoint inspectors for this purpose. Inspectors have the following powers:

- To enter any premises;
- To make such inquiry as may be necessary;
- To require the production of any records;
- To require such facilities and assistance ;
- To take samples of any articles or substances; and
- To serve improvement and prohibition notices.

It is an offence to obstruct inspectors in carrying out their duties or to fail to comply with any requirements that such inspectors may impose.

8.   Legislative Requirements

- Carry out a fire risk assessment of the workplace considering all employees and other people who may be affected by a fire. Adequate provisions for any disabled people with special needs who use or may be present at our premises need to be taken into account.
- Identify the significant findings of the risk assessment and the details of anyone who might be especially at risk in case of fire.
- Provide and maintain such fire precautions as are necessary to safeguard those who use our workplace; and
- Provide information, instruction and training to all staff, as appropriate, about the fire precautions relative to their workplaces.

The risk assessment will help decide the nature and extent of the general controls and processes for fire precautions that need to be provided.

The local Fire Authority has the duty to enforce the FSO, and have appointed inspectors to carry out their work.

Where a breach is identified it must be confirmed in writing on request, and include the nature of the breach and the required action.

The Fire Authority can serve an enforcement notice for failure to comply with the regulations in a way that results in people being put at serious risk.

An overall generic assessment of the Academy's premises has been carried out by the Architects on behalf of the Project Director, which will ensure the general fire prevention and protection arrangements provided as part of any new build are fully compliant with the appropriate standards, and be supported by operational assessments which will concentrate specifically on the routine activities being undertaken in the Academy.

The methodology of approach is detailed below.

9.   Assessments

The overall generic assessments will be undertaken on behalf of ESF by the Architects/Designers designing and overseeing any new buildings, who will as part of the overall planning ensure the Academy is provided with such means of escape, means of raising the alarm and means of fighting fire at the outset, and that the buildings comply with all relevant regulations and standards covering fire prevention, fire protection, fire spread, fire separation, compartmentalisation, mechanical, gas and electrical services etc. the findings of which will form the basis of the Policy and Procedures as regards fire safety.

The operational assessments required by the Regulations will be organised by the Project Managers in consultation with the Principal and the Facilities Managers who have delegated responsibilities for such matters as detailed within the Organisation section of the Health and Safety Policy and in the Fire Safety Policy.

To assist in the process of undertaking operational fire risk assessments, a simplified pro-forma is available that follows the 5-step method detailed below, and in the attached document see appendix B:

- Step 1 - Identify the specific fire hazards such as the presence of ignition sources, large quantities of flammable materials and/or highly flammable liquids.

- Step 2 - Identify who may be affected taking care to ensure all persons who may be present in the building, specific consideration should be given to those with special needs, students, visitors and contractors on site.

- Step 3 - Evaluate the risks presented, taking into account firstly the likelihood that a fire will start and develop, this will relate to the presence of ignition sources and their level of control, as well as the availability and volume of fuel (fire loading) and secondly the severity of the outcome. This will relate to numbers affected and the extent of the potential building damage.

- Step 4 - Record details using the pro forma provided.

- Step 5- Keep the assessment under review to ensure it remains valid. Occasions when a review may be necessary include a change in the level of risk due to a new ignition source being introduced, or changes in the fire loading, or changes in the persons who could be affected, such as a disabled student joining a course for the first time.

Areas that may need to specifically be considered include:

- Availability of ignition sources e.g. hot working, smoking etc;
- Fire loading (volume of flammable materials), storage and use of flammable materials; and
- Persons with mobility problems, hearing impairment etc, see the relevant PEEP's.

Areas that may need to be generally considered include:

- Building layout;
- General tasks, activities taking place;
- Levels of vandalism; and
- Existing fire precautions.

10. Arson / Fire Prevention in Education Establishments

The battle against fire in educational establishments requires awareness and adoption of good fire prevention practice. Adequate security is essential if the Academy buildings are to be protected against intruders, the first line of defence against arson. An external fire, in rubbish or in a vehicle outside one building for example, can spread internally and burning materials can be thrown through broken windows and other openings that are too small for an intruder to enter.

As detailed earlier, for a fire to start there must be fuel, oxygen, and a means of ignition. Oxygen is freely available, but arsonists rarely provide their own fuel; almost invariably they use convenient materials found on site to start the fire. The importance of reducing the availability of easily ignitable materials and accelerants, such as highly flammable liquids, cannot be over-emphasised.

Building Bulletin No 67 "Crime Prevention in Schools - Practical Guidance", produced originally by The Department of Education and Science, recommends the following preventive checklist which can be used as a basis of guidance for all school establishments.

11. Preventive Checklist

The questions in the checklist are addressed primarily to those responsible for day-to-day management of the Academy's premises or have specific fire related duties to perform.

Management Strategies

- Are you in contact with the local Fire Prevention Officer and the police Crime Prevention Officer? Is their advice sought and implemented as far as possible?
- Have you discussed any problems you can foresee in implementing their advice with the officers?
- Are all your managers and staff aware of fire and security problems, the protective strategies which are adopted to counter them and the contributions which they can make?
- Do you have a procedure to ensure that all fires are reported, investigated and recorded?
- Do you know what hazardous materials are kept in your area and do you keep them only in reasonable quantities?
- Are chemicals (including gases) and highly flammable materials, kept locked away in properly designed secure stores?
- Is the store kept locked at all times and the keys held by a responsible person?
- Are there arrangements to limit waste paper and other combustible materials accumulation, in which a fire can be started?
- Are stationery and other supplies kept in locked store rooms or cupboards?

Precautions against Hazards

Outside the building:

- Is rubbish and dry vegetation kept in heavy containers or skips, and away from combustible structures and from the doors and windows of the building?
- Is the space under raised huts/mobile classrooms protected against accumulation of litter?
- Are advance arrangements made for reception of stores deliveries and for goods to be put into store without delay?
- Are there any openings through which burning materials could be put?
- Are any windows, doors of buildings vulnerable to external fire:
- Are windows (even those protected by bars) kept closed in unoccupied parts of the building?
- Are windows kept in good repair and are breakages quickly dealt with?
- Are letterboxes protected on the inside with sheet metal boxes?
- Are doors in good repair and without gaps through which burning paper could be pushed?
- Are fuel tanks kept in secure enclosures with locked valves?

Inside the building:

- Is there an automatic fire detection system?
- If so, does the alarm sound at a safe action point from which action can be taken?
- Do staff, particularly fire wardens and site staff, know what action to take if the alarm sounds?
- Are the necessary arrangements made to ensure that the alarm system is quickly reset after operation?
- Is the alarm system properly maintained and tested?

End of the day:

- Do staff ensure that class materials are put away tidily?
- Are electrical appliances and equipment including that in craft rooms, workshops, kitchens and offices disconnected from the supply?
- Are windows and doors closed and locked to deter intruders and restrict the spread of fire?
- Are heating, lighting and ventilation services etc. shut down as far as practicable? (Note that some lighting may be needed for security reasons).
- Is rubbish collected and removed to a safe place at the end of each day?

Outside normal operating hours:

- Is there a telephone readily available to the site staff, cleaners or night staff outside normal operating hours?
- Are people using the premises briefed about fire precautions and locking up the building when they leave?
- Without blocking escape routes, are people locked out of parts of the building they have no need to enter?

Appendix A

Fire safety maintenance checklist

	Yes	No	N/A	Comments
Daily checks (not normally recorded)				
Escape routes				
Can all fire exits be opened immediately and easily?				
Are fire doors clear of obstructions?				
Are escape routes clear?				
Fire warning systems				
Are the indicator panels showing 'normal'?				
Escape lighting				
Are lights in good condition and undamaged?				
Is emergency lighting working correctly?				
Firefighting equipment				
Are all fire extinguishers in place?				
Are fire extinguishers clearly visible?				
Are vehicles blocking fire hydrants or access to them?				

	Yes	No	N/A	Comments
Weekly checks				
Escape routes				
Do all emergency fastening devices to fire exits (push bars and pads, etc.) work correctly?				
Are external routes clear and safe?				
Fire warning systems				
Does testing a manual call point send a signal to the indicator panel?				
Did the alarm system work correctly when tested?				
Did staff and other people hear the fire alarm?				
Escape lighting				
Are charging indicators (if fitted) visible?				
Firefighting equipment				
Is all equipment in good condition?				
Additional items from manufacturer's recommendations.				

	Yes	No	N/A	Comments
Monthly checks				
Escape routes				
Are fire door seals and self-closing devices in good condition?				
Do all internal self-closing fire doors work correctly?				
Escape lighting				
Do all lights function correctly when tested?				
Firefighting equipment				
Is the pressure in 'stored pressure' fire extinguishers correct?				
Additional items from manufacturer's recommendations.				

Six-monthly checks			
Fire warning system			
Has the system been checked by a competent person?			
Escape lighting			
Do all luminaires operate on test for one third of their rated value?			
Additional items from manufacturer's recommendations.			
Annual checks			
Escape routes			
Do all self-closing fire doors fit correctly?			
Is escape route compartmentation in good repair?			
Escape lighting			
Do all luminaires operate on test for their full rated duration?			
Has the system been checked by a competent person?			
Firefighting equipment			
Has all firefighting equipment been checked by a competent person?			