

# Fire Safety Policy and Procedures



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Approved by the Finance Committee of the Board of Directors on: 8th May 2024

Review date: May 2026  
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## Covid-19 Amendment

Evacuation plans should be reviewed to include procedures to minimise the risk from Covid-19 following the guidance on social distancing where this is possible.

Please note that Emergency Evacuation Procedures takes precedent over Covid-19 risk assessment. Evacuating buildings as quickly and as safely as possible remains the priority.

CAT Schools should follow government guidance. The Estates Manager will update the school when the guidance changes.

## Policy Statement

This policy has been provided in accordance with the Community Academies Trust (CAT) Health and Safety Policy to ensure that all health and safety issues relating to The Regulatory Reform (Fire Safety) Order 2005 are adequately managed and controlled.

The CAT is committed to protecting the health, safety and wellbeing of its employees and others affected by the CAT undertakings. It is essential therefore that everyone who works for or undertakes work on behalf of the CAT adheres to the requirements of this policy.

## Scope

This document details the CAT policy and procedures for the safe management of Fire Safety and implementation of the policy.

The policy applies to all CAT and school staff and contractors and responsibilities are clearly stated within the policy and supported by robust procedures.

## Fire Safety Management

Main duties are:

- To minimise risk from fire through thorough risk assessments. The CAT policy is for all CAT schools to appoint a competent contractor to complete the initial risk assessment (a minimum requirement for competence is a NEBOSH Fire Certificate)
- To ensure a competent person reviews fire risk assessments annually
- To ensure adequate staff/fire warden training has taken place
- To produce an emergency plan and put up fire notices
- To conduct fire drills on a termly basis

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- To check adequacy of fire fighting apparatus and its maintenance annually
- To implement recommendations from the fire risk assessment
- To consult with a fire risk assessment officer on matters of fire safety
- To conduct regular fire safety inspections and record the findings
- To make frequent informal checks of fire precautions
- To ensure fire escape routes and fire exit doors/ passageways are unobstructed and doors operate correctly
- To check fire detection and protection systems are maintained and tested and records kept
- To ensure the Fire Safety Log Book is kept up to date and accessible

The Headteacher has overall responsibility in school for ensuring that management of Fire Safety is delivered, delegating specific responsibilities. The Headteacher must ensure each of the following areas has an identified person nominated as responsible.

Overall fire safety	Head Teacher Site Manager/Facilities Manager/School Business Manager (SBM)/Assistant School Business Manager
Fire safety training, induction and revision	The Head Teacher/SBM
Fire risk assessments	Appointed competent fire risk assessor
Fire drills	Site Manager/Facilities Manager/ASBM/Head Teacher/ASBM
Updating of log book/recording	Head Teacher/Admin staff/Facilities Managers/ASBM/Site Managers/Caretakers
Checks on call points	Site Manager/Caretakers/Facilities Managers/ASBM
Checks on emergency lighting	Site managers/Caretakers/Facilities Managers/ASBM
Fire escapes unobstructed	Site Manager/Caretakers/All Staff
Check all fire detection and protection systems are maintained	Site Manager/Facilities Managers/SBM/ASBM/Caretakers

## Fire Safety Training

Smartlog Fire Awareness Training Module to be completed by all staff on a bi-annual basis. Training is to be recorded in Smartlog for compliance and tracking purposes.

In addition:

- Fire extinguisher training to be provided every 2 years for all appointed fire marshals
- All agency staff are to be given fire procedure information with their induction pack
- New staff to be taken through the annual training schedule as part of their induction package

All records of training and induction to be recorded.

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## Evacuation Drills

All schools are to ensure that an Emergency Evacuation Plan and procedures specific to the school is in place and is reviewed annually.

Each fire alarm call point in schools must display the school's specific procedure for emergency evacuation.

Fire evacuation drills to be carried out at least once each term. Drills should be at different times and days of the week. Some drills are to be spontaneous and unplanned whilst others are to be planned with staff being given notice, ensuring all staff are aware of the procedures.

### Follow up to Evacuation Drills

Drills must be recorded in the fire safety logbook. Timing of each evacuation must be recorded accurately (guidelines state 2 minutes per storey of a normal risk building). Any issues highlighted must have remedial actions noted.

## Maintenance of fire doors, fire exit doors, fire equipment and systems

All CAT schools are to ensure that competent contractors are engaged to maintain fire doors, fire exists, fire equipment and systems.

Staff will also carry out the routine tests on the systems and precautions as follows:

System	Frequency	Method of test
Fire alarm	Weekly	Test key operation of different call points each week in rotation
Fire alarm	Daily	Visual check of panel for fault indications
Fire Alarm System	Quarterly	Competent contractor
All external and internal doors	Daily	Confirmation that doors open and that they aren't obstructed
Emergency lighting	Monthly	Operation of test switch or circuit breaker
Emergency lighting - discharge test	Annual	Switched on and leave for at least the duration of the battery e.g. an hour or 3 hours. (Contractor)

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Fire extinguishers, fire blankets	Weekly	Check that seals are intact, equipment has not been removed or tampered
Fire Extinguishers	Annually	Competent contractor

All fire safety certification and compliance is to be recorded and tracked on Smartlog.

#### **PAT Testing**

To be completed annually or according to schedules of equipment being tested.

#### **Fixed Wiring Testing**

To be completed every 5 years by a competent contractor and remedial actions completed.

#### **Storage of Flammables and Chemicals**

The school will ensure that all combustible items are kept in storage and away from ignition and good practice is always adhered to. See CAT Control of substances Hazardous to Health (COSHH) Policy and Procedures.

#### **Disabled Pupils/Members of Staff/Visitors**

All persons that require assistance to evacuate the building should have a written Personal Emergency Evacuation Plan (PEEP). Staff should be aware that they must endeavour to evacuate them in the event of an emergency (without putting themselves at risk), and not wholly rely on the fire and rescue service.

## **Monitoring and Review**

To ensure the effective application of this policy, CAT and its schools are required to have in place arrangements for monitoring and reviewing its implementation at regular intervals. The policy review needs to promote a cycle of continuous improvement therefore any actions identified to ensure this should be considered and implemented where reasonably practicable.

Successful monitoring and review relies on commitment from the Head Teacher and managers at all levels and should therefore be included as an integral part of the business planning process.

Compliance is monitored using the Smartlog Management System. The Head of Operations and Compliance produces a monthly tracker which is shared with the Trust Executive Group and head teachers. Compliance tracking is also an agenda item at all the Trust Audit Committee meetings

The content of this policy and its effectiveness will be the subject of a two yearly review in conformity with the CAT Health and Safety Policy. In addition, this policy will be subject of review and amendment within this time period should significant changes occur.

This policy is subjected to quality control procedures and hence previous issues of the document will be archived.

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