United Learning – Health and Safety Topic Policy

Fire Safety Management **AKS Lytham**

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Document Control	
Document Title:	Fire Safety Management Policy
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Version:	2.1
Summary of Changes from Previous Version:	2021 Format update Minor typographical changes §3 – Interpretation – clarified responsible person definition §4 – Responsibilities – clarified the duties of the responsible person and employees §5 - Fire risk assessment – • Simplified and clarified the conditions under which a formal re-assessment is likely to be necessary and when in-house review may be carried out • Updated competency requirements for fire risk assessors and provided details on when any move to a new assessor may be required (includes an update to Table 1) • Clarified that action plans derived from the fire risk assessment need to be kept updated • Figure 1 – Contents of a fire risk assessment. Removed as redundant information when competency requirements are complied with. • Removed reference to types of fire detection system and guidance on sleeping accommodation as not relevant here §6 – Fire management plan - provided further detail on the purpose and function of this document §9 – Fire drills – clarified points on the purpose and the evaluation thereof §10 – Training – relocated from §12 but no material changes §11 Fire Marshals/wardens – relocated from §10larified that fire marshals are likely to be required at all sites and provided guidance on how the number of required marshals should be determined §12 – PEEPS – relocated from section §11 but no material changes §13 – New buildings and construction work – clarified that larger projects may require input from a competent fire risk assessor §15 – Requirement for PFI schools – clarified that the school is likely to retain some fire safety duties that require management §16 – Summary of requirements – updated to reflect the above amendments
Ratified By:	Group Board
Date Ratified:	14/10/21
Name of Originator/Author:	Stuart Males
Name of Responsible Committee	Group Board
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Review By Date:	14/10/24
Target Audience:	All school and central office locations.

United Learning

Health and Safety Topic Policy – Fire Safety Management

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1. Scope

1.1 This Policy forms part of the health and safety arrangements detailed in the 'United Learning Group Health and Safety Management Policy'. It outlines the arrangements in place to achieve compliance with the duties contained within the Health and Safety at Work etc Act 1974, and specifically with the Regulatory Reform (Fire Safety) Order 2005.

1.2 It is applicable to all schools and central office locations (herein referred to as 'Sites').

2. Implementation

2.1 The requirements of this Policy must be implemented within 12 weeks of the date of publication.

3. Interpretation

3.1 The following definitions apply to this policy:

- 'the Order' – the Regulatory Reform (Fire Safety) Order 2005
- Responsible Person – the legal term used in the Order upon whom the relevant duties fall. Within United Learning this is the employer (ULT or UCST), however delivery of these duties is delegated to those persons that have control of each Site, i.e. Head Teacher (Schools), Head of Estates (Central Office)
- FRA – Fire Risk Assessment
- FMP – Fire Management Plan
- PEEP – Personal Emergency Evacuation Plan

4. Responsibilities

4.1 As per the Order, the responsible person **must**:

- Ensure that any premises under their control has been the subject of a formal fire risk assessment.
- Appoint one or more competent persons to assist in undertaking any of the preventive and protective measures required by the Order. This is someone with enough training and experience or knowledge and other qualities to be able to implement these measures properly.
- Provide employees with clear and relevant information on the risks identified by the fire risk assessment, about the measures taken to prevent fires, and how these measures will protect them if a fire breaks out.
- Consult employees (or their elected representatives) about nominating people to carry out particular roles in connection with fire safety and about proposals for improving the fire precautions.
- Before employing a child (e.g. work experience), provide a parent with clear and relevant information on the risks to that child identified by the risk assessment, the measures in place to prevent/protect them from fire and inform any other responsible person of any risks to that child arising from their undertaking.
- Inform non-employees, such as students, contractors or visitors, of the risks relevant to them, and provide them with information about who the nominated competent persons, and about the fire safety procedures for the premises.
- Cooperate and coordinate with other responsible persons who also have premises in the building, inform them of any significant risks, and how these risks which might affect the safety of their employees, will be controlled.

- Provide the employer of any person from an outside organisation who is working in the premises (e.g. agency providing temporary staff) with clear and relevant information on the risks to those employees and the preventive and protective measures taken. And to provide those employees with appropriate instructions and relevant information about the risks to them.
- Consider the presence of any dangerous substances and the risk this presents to relevant persons from fire.
- Establish a suitable means of contacting the emergency services and provide them with any relevant information about dangerous substances.
- Provide appropriate information, instruction, and training to employees about the fire precautions in their workplace, when they commence employment, and from time to time throughout their employment.
- Ensure that the premises and any equipment provided in connection with firefighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance and are maintained by a competent person in working order and in good repair.

4.2 All **employees** must cooperate with the employer to ensure the workplace is safe from fire and its effects, notify their lead for fire safety of any unsafe acts or shortcomings in the arrangements for fire safety that could give rise to a serious danger to safety, and must not do anything that will place themselves or other people at risk.

5. Fire Risk Assessment

5.1 All Sites must have a Fire Risk Assessment (FRA) carried out by a competent person. The assessment must be reviewed annually and recommissioned every 5 years or sooner should any of the following occur:

- A new building be constructed
- An existing building be repurposed or vacated but not disposed of
- A fire incident
- Should any information come to light that suggests the FRA is no longer accurate.

5.2 The initial and 5-yearly FRA must be carried out by an external specialist with experience of carrying out FRAs in the Education Sector. The annual review can be carried out in-house provided that none of the conditions outlined at 5.1 are applicable.

5.3 In line with the Fire Sector Federation guidance, United Learning requires that fire risk assessments be carried out by companies, including sole traders, which are third party certificated to appropriate schemes operated by Certification Bodies which have been UKAS accredited to certificate against such schemes. A summary of these schemes is given in Table 1.

5.4 Sites that have had their FRA carried out in line with the competency requirements detailed in the previous version of this Policy do not need to bring their next FRA forward (unless the conditions at 5.1 are applicable) but do need to ensure the competency requirements at 5.3 met whenever the next external FRA is carried out.

5.5 The FRA will generate an action plan identifying issues that require attention, normally with timescales for completion. This action plan must be followed and maintained in an accurate and up to date manner.

Table 1 - Required Certifications for Fire Risk Assessors

Register Holders	UKAS Accredited Company Certification Scheme	UKAS Accredited Person Certification Scheme
The BAFE 'SP205' company scheme is delivered by the following UKAS accredited certification bodies: NSI, SSAIB	✓	
IFC Certification Ltd operate the 'IF CC 0099 ' company scheme	✓	
Warrington Testing and Certification Ltd operate a 'Fire Risk Assessors Certification Schemes (Individuals) and (Company) FRACS'	✓	✓

5.6 Sites with sleeping accommodation will require specific consideration of the areas of increased risk such as laundries, common areas, kitchens, and for use of personal equipment e.g. hair straighteners etc. When selecting a fire risk assessor for Sites with sleeping accommodation, it must be verified that any potential assessor has experience of assessing not just educational premises but sleeping accommodation also.

6. Fire Management Plan

6.1 The FRA provides the raw data about a site's fire risk and identifies any action required to reduce risks to an acceptable level. The Fire Management Plan (FMP) is a narrative document that explains how the residual risks are managed. All Sites are required to have a Fire Management Plan (FMP) in place covering the following:

- The arrangements in place for fire safety management
- Fire Action Notice information
- The type of fire detection and alarm system installed
- The firefighting equipment provided
- Training resources and delivery methods
- Identification of areas of greatest fire risk (chemical stores, hot works areas)
- PEEP arrangements
- Servicing and maintenance arrangements
- Service and maintenance provider contact details

6.2 A model FMP is available in the A-Z section of United Hub.

6.3 The FMP must be reviewed annually and, in combination with the fire risk assessment and this document, will satisfy ISI requirements for a Fire Prevention Policy.

7. Servicing and Maintenance Requirements

7.1 Full details of the types of servicing and maintenance requirements are provided in the '*Fire Actions Checklist'* located in the A-Z section of United Hub.

7.2 Records are not expected for daily checks (where only exception reporting is required), however, weekly, monthly, quarterly, six-monthly, and annual checks must be documented and stored in an easily retrievable format. This is especially important where corrective actions are identified as necessary.

7.3 Note: Exception reporting is the creation of an audit trail (via paper records or emails) where an adverse observation is made, e.g. blocked escape route.

8. Fire Logbook

8.1 To maintain records is an easily accessible format, Sites may wish to use the template *Fire Log Book* located in the A-Z section of United Hub.

9. Fire Drills

9.1 Fire drills must be carried out every term (for a three-term year) in schools, and annually for central office locations. In boarding schools, drills must be carried out at least once per term and in boarding time.

9.2 The objectives of a fire drill are to:

- identify any weaknesses in the evacuation plan
- test the procedure following any recent alteration or changes to working practices
- familiarise new occupants with procedures
- test the arrangements for those who require an assisted evacuation e.g. disabled persons

9.3 Where premises have multiple escape routes, Sites should simulate the unavailability of one escape route to mirror the circumstances likely to be found in a real fire. By rotating this scenario to different escape routes each time a drill is carried out, individuals will familiarise themselves with routes they may not normally use.

9.4 Ideally, fire drills should be unannounced to ensure the outcomes are broadly representative of a real emergency. However, it may not be practicable or safe to always carry out drills in this manner and these factors should be considered when planning a fire drill.

9.5 If possible, a rollcall should be carried out once all Site users have evacuated to the designated assembly point(s). The information obtained from these rollcalls can then be presented to the fire and rescue service.

9.6 Where a rollcall is not a practical or reliable option, the need for fire marshals is reinforced (see Section 10).

9.7 Throughout the drill the responsible person and any nominated observers should aim to identify:

- communication difficulties with regard to the roll call and establishing that everyone is accounted for
- the use of the nearest available escape routes as opposed to common circulation routes
- difficulties with the opening of final exit doors
- difficulties experienced by people with disabilities or young children
- the roles of specified people, e.g. fire wardens
- inappropriate actions, e.g. stopping to collect personal items, attempting to use lifts, etc, and
- windows and doors not being closed as people leave.

9.8 Each fire drill should have its performance evaluated. Any conclusions and remedial actions should be recorded and implemented with key findings being reported to the Site's H&S Committee.

10. Training

10.1 Fire safety training must be provided to all staff. The training content and style should be based on the specific characteristics of the Site in question should include the following components.

10.2 General Staff (including temporary workers) will require training in the following:

- the key findings of the fire risk assessment
- an explanation of the Sites emergency procedures
- an overview of the duties and responsibilities of staff
- how to raise the alarm and what happens then
- what to do upon hearing the fire alarm
- the procedures for alerting students, pupils, members of the public and visitors including, where appropriate, directing them to exits
- the arrangements for calling the fire and rescue service
- the evacuation procedures for everyone at the site (including young children or mobility impaired persons) to reach an assembly point at a place of total safety
- the location and, when appropriate, the use of firefighting equipment
- the location of escape routes, especially those not in regular use and how to open all emergency exit doors
- the importance of keeping fire doors closed to prevent the spread of fire, heat and smoke
- how to stop machines and processes and isolate power supplies in the event of a fire
- the reason for not using lifts (except those specifically designed for use in a fire)
- the safe use of and risks from storing or working with highly flammable and explosive substances
- the importance of general fire safety, which includes good housekeeping, and
- the use of premises by any third parties, e.g. hirers

10.3 The training must take place during normal working hours and be refreshed annually.

10.4 Students must also be provided with some form of fire safety training so that they are aware of the actions to be taken in the event of a fire. This should include instruction on:

- the details of the emergency plan
- the importance of fire doors and other basic fire-prevention measures
- the importance of reporting to the assembly area, and
- exit routes and the operation of exit devices.

10.5 It is especially important that boarding students are provided with this information on their first day at the school. It may be necessary to provide this information in the student's first language.

11. Fire Marshals/Fire Wardens

11.1 The role of a fire marshal/fire warden may include:

- helping those on the premises to leave
- checking the premises to ensure everyone has left
- using firefighting equipment if safe and trained to do so
- liaising with the fire and rescue service on arrival

- shutting down vital or dangerous equipment
- performing a supervisory/managing role in any fire situation

11.2 It is unlikely that any site will be able to operate safely with no fire marshals at all. The precise number required will need to be determined by risk assessment. In determining how many fire marshals are required a wide range of factors will need to be considered, including:

- the physical size of the site
- whether there are multiple buildings and whether they are single storey or multistorey
- whether any higher risk departments are present e.g. chemical store,
- the number of persons on site and whether any of these persons may require assistance during an evacuation
- whether the site is shared with any other business

11.3 The final number arrived at should also include additional capacity to allow for unexpected and planned absences, shift changes, etc. It may be possible to achieve the number of necessary fire marshals through volunteers, however, the employer does have the statutory power to appoint marshals should the volunteer route prove insufficient.

11.4 Fire Marshals are likely to require additional training to include:

- detailed knowledge of the fire safety strategy of the premises
- awareness of human behaviour in fires
- how to encourage others to use the most appropriate escape route
- how to search safely and recognise areas that are unsafe to enter
- the difficulties that some people, particularly if disabled, may have in escaping and any special evacuation arrangements that have been pre-planned
- additional training in the use of firefighting equipment
- an understanding of the purpose of any fixed firefighting equipment such as sprinklers or gas flooding systems, and
- reporting of faults, incidents and near misses.

11.5 The training must take place during normal working hours and be repeated annually, or more frequently if necessary.

12. Personal Emergency Evacuation Plans (PEEPs)

12.1 A personal emergency evacuation plan (PEEP) is required for any site user who may have special needs that could affect their ability to evacuate the premises safely. This could be a disability of any kind, an expectant mother, someone with a temporary medical condition etc. It is essential to consider if any visitor to the site will require a PEEP.

12.2 To ensure appropriate measures are taken, an individual's needs should ideally be discussed with them.

A template PEEP is available in the A-Z section of United Hub.

13. New Buildings and Construction Works

13.1 New buildings must be constructed according to the requirements of Building Regulations Approved Document B, which includes fire safety precautions. Nevertheless, a FRA and FMP are still required in all instances.

13.2 Where construction or refurbishment works are taking place, the Site must consider any impact these works will have on the Fire Management Plan and Evacuation process and implement suitable alternative arrangements for the duration of the works. Depending on the scale of the works being carried out, this may require the input of the competent fire risk assessor. This needs to be considered at the design stage.

14. Hiring Out of Premises or Facilities

14.1 Where Sites hire all or part of their premises out to third parties, the division of responsibilities for fire safety need to be clearly communicated in the contract for hire with particular regard made to the hirer's potential unfamiliarity with the layout of the premises and the fire safety provisions employed.

14.2 In the majority of situations, the Site's responsible person will retain overall responsibility, however, some of the check-monitoring activities may be transferred to the hirer.

15. Requirements for PFI Schools

15.1 Where the school has facilities management services provided as part of a PFI agreement, many of the tasks detailed above will be being carried out by this provider. The school will likely still be responsible for the management of activities within the school and therefore must still appoint a Fire Safety Lead whose role it is to ensure all elements of this policy that are under the school's control are implemented. This will require formal cooperation and coordination between both parties.

16. Summary of Requirements

- Fire risk assessment to be carried out by a person holding the necessary competencies at least every five years and reviewed internally each year.
- An action plan to be developed from the fire risk assessment and all actions prioritised and allocated a timescale for completed. This action plan to be kept up to date.
- A Fire Management Plan to be developed that details how fire safety is managed
- A completed and properly maintained Fire Log Book/records of all maintenance and monitoring tasks that pertain to fire safety
- All persons to be provided with basic fire safety training. Fire marshals to receive additional training commensurate to the level of risk present at the site.

17. Further Information

17.1 For additional information on Fire Safety Management, refer to the A-Z section of United Hub.

18. Local Arrangements

At **[AKS Lytham], [Sharon Hobson-Woodhead]** is the nominated lead for Fire Safety.

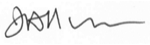
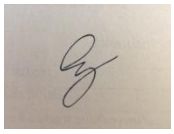
The fire risk assessment can be found **[Estates Office]**

The fire management plan can be found **[Estates Office].**

The fire logbook can be found **[Estates Office].**

19. Declaration of Adoption

This Policy has been reviewed by the senior leadership team and has been formally adopted.

Head Teacher	David Harrow		25.4.24
Governor for Health and Safety	Gary Melling		25.4.24