



# Fire Policy

## VERSION CONTROL SHEET

**POLICY NAME:** Fire Policy

**Policy Prepared by:** David Sammels

Document date	Filename	Meeting submitted	Summary of changes required
September 2020		LGB	New policy
March 2021		LGB	Updated (Covid)
14/09/22	Review	Sept 2022	Reviewed no changes

## INTRODUCTION

This Fire Safety Policy reflects the importance Mayflower Community Academy and its Governing Body, attaches to the safety of its staff, pupils/students, members of the public and other persons affected by its activities and its premises in relation to fire safety. The Academy acknowledges and accepts its responsibilities under the Regulatory Reform (Fire Safety) Order 2005. The Academy will comply with all relevant safety legislation and standards. The Academy will take all practical steps to achieve the objectives below.

## OBJECTIVES

Through the Fire Risk Assessment process, to:

- Minimise the potential for fire to occur.
- Reduce incidences of fire.
- Safeguard all persons on Academy premises from death or injury in the event of a fire.

The Academy will:

- Provide adequate means of escape in case of fire.
- Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use.
- Provide the means of escape with adequate emergency lighting and maintain this in efficient working order.
- Provide and maintain in working order, the alarm system or the means of giving warning in case of fire.
- Provide and maintain in working order, all fire fighting equipment.
- Provide appropriate instruction and/or training for all persons including contractors and other visitors, on the actions to be taken in the event of a fire and to enable them to safeguard themselves and other persons on the premises.
- Provide a Fire Safety/Emergency Plan stating the precautions to be observed and steps taken to protect people and property.

## 1. RESPONSIBILITIES

The Responsible Person and Incident Officer nominated for Mayflower Community Academy is the Headteacher. They will delegate the routine fire precaution checks to the Caretaker. In the Headteacher's absence, the Deputy Headteacher takes on the role of Incident Officer. There are nominated Fire Marshals in each of these areas:

**Green Block**

**Blue Block**

**Red Block**

**Yellow Block**

**MAC**

### **It is the responsibility of the Responsible Person to ensure that:**

- The Fire Risk Assessment is undertaken, documented and appropriately reviewed at least annually and if there are any changes affecting fire safety.
- All staff and children are made aware of fire procedures once a term.
- All staff receive relevant and suitable fire safety training to ensure that fire safety is maintained at the school.
- All visiting staff, contractors and visitors receive clear directions regarding evacuation and safety procedures.
- A fire evacuation drill takes place at least once a term and that this is recorded and any remedial action is taken that may be required.
- Contracts with maintenance companies are maintained and that the fire logbook is available at all times.
- Annual checks are made of all firefighting equipment by appointed contractors.
- Regular premises inspections are carried out.
- The governing body are informed of all issues arising from a fire risk assessment and receive an annual report on actions taken as a result of this policy.

### **It is the responsibility of the Caretaker to ensure that:**

- The regular testing of call points, escape lighting, exit points and self-closing door mechanisms takes place according to the schedule of checks in the 'fire safety maintenance checklist' (see Fire Log Book).
- Any failures in these systems are reported to the 'Responsible Person'.

### **It is the Responsibility of the Incident Officer to:**

- Perform a Supervisory/Managing role in any fire situation.
- To ensure that the Fire and Rescue Service is called if necessary.
- To liaise with the Fire and Rescue Service on arrival.

**It is the Responsibility of Fire Marshalls, in the event of a fire, to:**

- Co-operate with and take instructions from the Incident Officer.
- Check the premises to ensure that everyone has left.
- Where safe to do so, search the premises to ascertain the reason for the alarm and decide on whether it is a false alarm; if, where the fire is small enough and that it is known how it started, that it is safe to fight; or whether the situation requires Fire and Rescue Service intervention.
- Where competent, use Fire-fighting equipment when safe to do so to extinguish the fire.
- Where Fire and Rescue Service intervention is required, report back to the Incident Officer immediately or telephone the Fire and Rescue Service direct.

**It is the responsibility of all employees/adults in the school to ensure that:**

All staff have a responsibility for fire safety. Active fire prevention should form part of everyone's general day to day work activity. All persons are required to be vigilant and ensure that fire safety precautions are maintained and to:

- Ensure the safety of the children and to evacuate the building.
- Ensure that escape routes are kept clear.
- Ensure that fire doors are free of obstruction and easy to open without the need for a key.
- Ensure that fire extinguishers are kept unobstructed.

Under no circumstances should a member of staff re-enter a burning building to fight a fire.

All employees are required to comply with fire instructions and training that has been provided.

## **ARRANGEMENTS**

### **4.1 Arrangements for staff/pupils with restricted mobility**

Any child or member of staff who may have difficulty evacuating the school due to restricted mobility will have a risk assessment completed and a specific plan put in place to ensure an effective escape.

## **STAFF TRAINING IN FIRE SAFETY FIGHTING**

All Training for Fire Safety will be repeated periodically and will be carried out during working hours.

### **Responsible Persons**

The Responsible Person will receive suitable and sufficient training to ensure that they are competent to carry out any of the preventative and protective measures identified above under Responsibilities.

### **Those with Additional Responsibilities to Implement Fire-Fighting Measures**

All Employees with additional responsibilities should be provided with more comprehensive training to ensure that they are competent to undertake those duties. Although dependent on the level of responsibilities, for Fire Marshalls, this training may include:

- How to search safely and recognise areas that are unsafe to enter.
- The difficulties some people, e.g., the disabled, may have in escaping and special arrangements in place.
- The theoretical and practical use of fire-fighting equipment.
- Fire safety/prevention.
- Firefighting procedures.

### **Employees**

Employees will receive training as follows:

- Staff should be provided with induction training on fire procedures when they start their employment.
- All staff should receive fire awareness training to enable them to safeguard themselves and other persons on the premises.
- Where the use of firefighting equipment may be necessary to assist in an evacuation, staff should receive training on the use of the equipment.
- All staff should be made aware that only trained and identified staff should tackle a fire under any other circumstances except where necessary in an evacuation.
- All training should be repeated periodically and where there are changes that need to be brought to their attention.

### **Pupils/Students**

All pupils/students should be informed about what to do in the event of a fire and the location of fire escape routes/fire assembly points.

### **Visitors/Contractors**

All visitors, contractors and others working on site should be informed about what to do in the event of a fire and the location of fire escape routes/fire assembly points.

## **2. PROCEDURES**

### **Premises Inspections**

Premises inspections should be carried out as required in the Fire Log to ensure that:

- Firefighting equipment is in-date and maintained.
- Fire signage and notices are correct
- Fire detection systems are in place and fully maintained/tested.
- Fire Escape routes are clear, not obstructed and exit doors can be opened easily
- Fire Alarm systems are in place and fully maintained/tested.
- Emergency Lighting is in place and fully maintained/tested.
- Faults and defects are identified, logged and actioned.

### **Contractors, Hot Work and Work on the Electrical and Fire Systems**

All Contractors working on the premises should be assessed to ensure that they are competent to carry out the work safely. All work on the premises carried out by Contractors should be carried out in compliance with the School's Rules for Contractors.

- Hot work can only be done under a Hot Work Permit, completed by the Contractor, identifying the actions required to ensure that reasonable safety procedures are maintained.
- All works involving the fixed electrical system can only be done under an Electrical Permit to Work, completed by the Contractor, identifying the actions required to ensure that reasonable safety procedures are maintained.
- When work is carried out on the fire systems on the premises, the responsible person and contractor must co-operate and co-ordinate the activities to ensure that fire safety is maintained. Any changes must be communicated to all staff so that they are aware of what is required.

### **Records**

The following records should be maintained by the Responsible Person:

- An up-to-date fire risk assessment.
- An up-to-date plan of the premises.
- A Fire Emergency Plan.
- All relevant fire log sheets/maintenance records are kept up to date.
- Training and instruction records.



# Fire Policy: Covid 19 update

Each morning, every bubble must collect and turn on the walkie-talkie (located in their block).

A fire is identified/ fire alarm is raised.

Allocated Fire Marshalls will check each room in their block; close the doors and report back '\_\_\_\_ block clear' before congregating on the KS2 playground.

Evacuation procedure:

- Children to leave all equipment
- Use nearest/safest external door to walk to KS2 playground
- Year 1- 6 pupils to line up on KS2 playground – in a socially distanced queue
- EYFS pupils to line up in the MUGA – in a socially distanced queue
- Registers delivered - teachers register pupils

Staff and teachers wait until instructed to return into the building