



**Cabot  
Learning  
Federation**

## Fire Guidance Policy

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**Review Date April 2023**  
**Next Review Date April 2024**  
**Evergreen Primary Academy**

## FIRE GUIDANCE

### Introduction

It is the overall aim of Evergreen Primary Academy to minimise the risks of fire to employees, students, visitors, volunteers and contractors. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures are in place for the prevention of fire.

### The aims of the Policy

- To ensure compliance with all relevant legislation.
- To undertake suitable and sufficient fire risk assessments of all parts of the premises and activities within premises.
- To identify and implement reasonably practicable control measures to control risks from fire.
- To conduct regular fire evacuation drills and fire safety inspections.
- To ensure all fire-related equipment is inspected and maintained within the legal timescales.
- To ensure effective liaison with the local fire authority where appropriate.
- Fire awareness training for all staff.

### Application

- These procedures, precautions and prevention apply to all employees, students, visitors, volunteers and contractors on the academy premises.
- This Policy will be made available to all employees and others (detailed above) as appropriate.

### Legal and other references

- The Regulatory Reform (Fire Safety) Order 2005
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety Regulations 1999
- Department of Communities and Local Government "Fire Safety Risk Assessment- Educational Premises."

### Roles and Responsibilities

The Principal or appointed deputy is the 'Responsible Person' for fire safety matters at the academy. They will co-ordinate the implementation of fire safety measures, ensure that staff and pupil training take place and monitor the standards of fire precautions and that these are maintained. They also ensure that there are enough competent persons to implement the fire safety management systems (this includes: fire evacuation, training, firefighting equipment maintenance etc..). Further details on persons responsible for fire safety can be found in appendix A and B, A are the detailed responsibilities of the Responsible person and B is a useful checklist to achieve this.

### Information

All employees shall receive appropriate information and instruction to ensure that they understand the Academy's fire precautions and the action to be taken in the event of fire. Fire training will be included in health and safety induction programmes and fire drills are regularly practiced throughout the academy year. Every 3 years all staff must undertake the Fire Awareness Nimble course.

All staff are responsible for ensuring that any visitors to their departments evacuate safely in the event of a fire. Premises Manager will ensure that any contractor working on site are aware of what action to take in the event of fire and evacuate the building when the alarm sounds. This will be done and recorded using the Contractor Log Book.

Fire action notices will be posted in all teaching rooms and in lobbies and adjacent to fire exits.

### **Specific hazards on this academy site are**

Specific hazards on this academy site are Asbestos containing materials are found in various locations around the school including but not limited to walls, ceilings, floors and our basement. Information relating to any asbestos can be found in the Asbestos Register

Other highly flammable/ explosive materials are located in the Premises Manager yellow metal cupboard in his office.

The mains gas and electrical isolation points can be found –

Gas                    1 point in Engage building (block A, Rm 8)  
                          1 in Meter Cupboard (next to boiler room)

Electrical in    the boiler room (covers whole school and Engage building)

### **Staff Training**

Every member of staff will receive instructions in fire precaution during induction. The training will be recorded. All members of staff will receive refresher training within a 3-year period via Nimble.

Training will include fire awareness for the Principal and other members of staff who have responsibilities i.e. heads of high-risk departments such as science and design and technology. This training will include a demonstration of the use of fire extinguishers. This training compliments practicing of fire drills throughout the year.

Students and visitors will be instructed at the beginning of their attendance.



### **Fire risk assessments**

The Health and Safety Manager will arrange for the fire risk assessments of academy premises to be undertaken by a competent person. The risk assessment aims to assist the responsible person(s) and person in charge of premises to monitor the fire management systems. Actions from the fire risk assessment should be monitored, prioritised and actioned by the competent person in conjunction with the Premises team, Operations Manager and the Health and Safety team.

A fire risk assessment is undertaken by a Qualified Fire Risk Assessor. A full Fire Risk Assessment is undertaken every 3 years or when a significant change to the building is made. This is reviewed annually (or when changes are made to the building, whichever is first).

### **Fire Drills**

**Planned evacuation** exercises will take place a minimum of **3 times a year** and as soon as possible after any new intake of pupils is admitted to the academy. Times of fire drills are varied so all staff are aware of the actions to be taken. In addition, exercises will include actions to be taken if a child is unaccounted for and exits will be taken out of use. When a fire drill is held it will be recorded in the fire logbook. All staff, students, visitors and contractors must cooperate and evacuate the building when the fire alarm sounds.

### **Action to take in the event of a fire**

All staff, students and other visitors including contractors must know what action to take in the event of fire:

**On discovering a fire or suspected fire you should:**

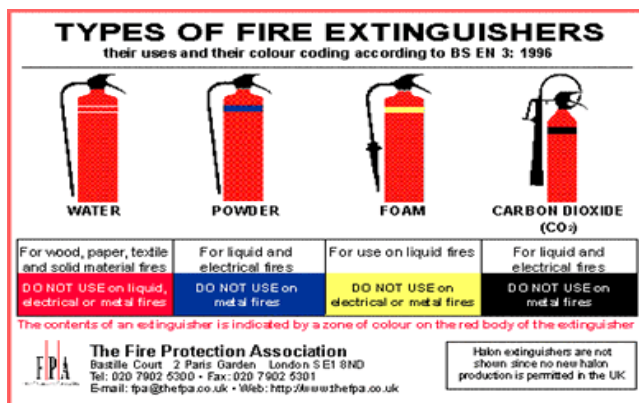


Shout FIRE and alert others by activating the fire alarm by breaking the nearest 'break glass' call point. By activating the fire alarm, the fire brigade will automatically be called

All persons should evacuate the building by the nearest exit and proceed to the designated fire assembly point. Assembly Point is located in the KS2 playground.



When a fire occurs, the saving and preservation of life takes precedence over the salvaging of property. A member of staff's first duty is to look after the students and this will mean the evacuation of the building to a place of safety. Unless an individual is confident in fighting a small fire i.e. in a waste bin, using the correct type of fire extinguisher, no attempt should be made to fight the fire. They must always ensure that there is an escape route between themselves and the fire.



#### On hearing the fire alarm



- Immediately evacuate the building using the nearest escape route and proceed to the fire assembly point. Lifts must **not** be used.
- Doors should be closed as persons leave, and if possible windows too.
- Ensure all emergency shut off devices are activated e.g. gas cookers, design & technology equipment
- Follow instructions given by supervising staff and Fire Wardens. Walk quickly do not run, and stay calm.
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Persons must remain at the assembly point until they are informed by either the fire brigade or a member of the leadership management team that it is safe to return to the building or be relocated

## Persons with disabilities

### Personal Emergency Evacuation Plans (PEEP's)

A Personal Emergency Evacuation Plan (PEEP) should be formulated by the head of year or SENCO or other designated member of staff for any student or member of staff who has a mobility or sensory impairment (whether temporary or permanent) which may affect their ability to respond to a fire and evacuate the building and communicated to the relevant persons. The aim of the PEEP is to provide people who cannot get themselves out of a building unaided with the necessary information and support to be able to manage their escape to a place of safety and to provide the necessary information to departments to ensure that the correct level of assistance is always available to achieve these aims. It may be that the PEEP has identified the use of Evacuation chairs for safe evacuation from 1<sup>st</sup>/2<sup>nd</sup> floor buildings, please see guidance on [Evacuation chairs](#).

Anyone who is unable to evacuate the building using the stairs should be directed to the nearest fire refuge point. Once in the refuge they should use the telephone located in the area to let the responsible person know where they are. They should wait in the refuge area for further instructions. This is identified in the [Personal Emergency Evacuation Plan](#). It is the academy's responsibility to ensure adequate communication is in place and to enable evacuation to a place of safety.

If the building does not have any designated fire refuge points persons unable to use the stairs should wait in a lobby protected by fire doors for assistance. Fire wardens must notify the responsible person at the assembly area if anyone has been directed to a fire refuge point or is waiting for assistance in a protected lobby.

### Fire wardens

The Academy aims to appoint adequate numbers of fire wardens to have day to day responsibility for fire safety and to assist with any evacuation. Fire wardens will be assigned a specific classroom, area or floor of a building. Staff should be aware of who the fire warden is for the area or floor where they are working.

The fire warden's role is, when the fire alarm sounds, to check their designated area to ensure that it is clear and report to the Responsible Person at their designated assembly point. Fire wardens are not expected to fight fires or to place themselves at risk! They will receive training to ensure that they can undertake their duties safely.

All staff are asked to report to the responsible person any defects in fire equipment, e.g. a fire door not closing, or a fire extinguisher that has been tampered with and any poor housekeeping identified. Further details on the role of the Fire Warden can be found under Fire within the Health and Safety manual

Fire Warden Roles and responsibilities are detailed in **appendix C**.

### **Fire equipment and fire safety systems**

**Grahams FM and APE Fire & Security Limited** is responsible for providing and maintaining firefighting equipment, fire detection and fire systems, and structural fire protection, such as fire doors, fire protected escape routes etc. in the Academy.

On activation of the fire alarm this building will

- Initiate the fire Alarm, the alarm is a two-tone continuous system
- If a single call point is activated, this academy has a 3 minute delay for investigation-however if a heat or smoke detector is activated or a double knock (2 call points or call point and smoke detector)- the monitoring company will immediately call the fire brigade
- Visual beacons are located in all classrooms and in all other frequently utilised rooms around the academy. You will see them located predominantly on the ceiling
- The internal magnetically-locked doors will release on the sounding of the alarm
- Access control doors release
- In the event of an alarm the monitoring company (southern monitoring service) will contact the academy within 3 minutes to confirm if the fire brigade need to attend.
- Smoke vents will shut when the alarm sounds
- Ventilation systems will disable
- Fire shutters are located in the large hall between the eating area and Chartwells kitchen. The Fire shutters will close automatically.
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### **Emergency exits are located (List)**

- Office
- KS2 classrooms
- KS2 corridors
- Large Hall
- Red doors near the Nurture Room
- Main kitchen
- KS1 classrooms
- KS1 corridors
- Small Hall
- Staff room
- IT room
- Delivery entrance (Baptist Street)

### Inspection Procedures

- Regular inspections of fire safety equipment, exit routes etc. will be carried out by the Premises Manager in accordance with the details in the Fire Log Book. Any defects or shortcomings should be brought to the attention of the Premises Manager who will ensure the arrangements for replacement or replenishment.
- The Operations Manager and Academy Council are responsible for health and safety in the academy. They will ensure a fire risk assessment is undertaken and implement the control measures identified. A review of the fire risk assessment takes place annually if no modifications have taken place in the building within 12 Months.
- **Planned evacuation** exercises will take place a minimum of **3 times a year** and as soon as possible after any new intake of pupils is admitted to the academy. A record will be kept of the results in the fire log book
- The Premises Manager will have responsibility to undertake a visual inspection routinely of all firefighting equipment to ensure that they are in the correct location and have not been tampered with. This will be formally recorded at a monthly frequency within the fire log book. Extinguishers are fitted with a tag that will drop below the level of the trigger-grip if they have been tampered with. This responsibility will be delegated to the Premises Manager; however, all staff have a responsibility to be aware and report any defects.
- The emergency lighting will be tested monthly by the Premises Manager or compliance contractor and recorded in the logbook. Further tests e.g. 3hr power down are undertaken as part of the compliance contract with Grahams FM.
- The fire alarm system will be tested weekly by the Premises Manager. Each alarm point will be numbered and a different number will be tested each week and recorded in the logbook. It is important that all call points are checked in a 1 year period.
- The fire panel is annually tested and maintained as part of the Compliance contract with Grahams FM.
- Firefighting equipment is independently tested on an annual basis by Grahams FM.
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### Emergency Routes and Exits

- All emergency exits are to be kept clear and free from obstructions at all time.
- If lettings take place and they move /use equipment, they must not block fire exits.
- All fire exits should be clearly signed, and comply with legislation e.g. should be pictorial rather than just written.
- In each area there should be a diagram showing exit and assembly points.

### Hot Work Permits

Hot work permits are issued to outside contractors for certain high-risk work activities involving hot processes i.e. re-felting of roofs, use of acetylene torches. The permit allows work to be undertaken for the specific activity and duration of the works. **You must notify the Head of Estates, at least, 48 hours before commencing any work requiring a Hot Works Permit!**



## **General Fire Safety**

- The Premises Manager in charge locks the exits at night and checks all rooms.
- Fire doors will not be propped open.
- Tops and fronts of heaters are kept clear.
- There is 1 metre clearance to the routes of exit doors.
- Combustible materials (paper, card, fabrics etc.) are not stored near to sockets or lights.
- Unnecessary lights or electrical appliances (computers, printers, TV and video, fans, laminator, etc.) are to be switched off and where possible unplugged. 3D printers and Laser Cutters must NOT be left unattended during operation.
- All electrical items, plugs and cables are checked (PAT tested) regularly and before use.
- A 5 yearly electrical installation check is undertaken.
- Staff are requested not to bring in electrical items from home, unless they have a current PAT test, European kite mark and agreed with Operations Manager.
- No combustible materials are stored in the Boiler room.
- Waste is stored in designated metal bins and securely stored away from the building by a minimum of 6m, ideally secured to a fixed point.
- General housekeeping is good.
- Displays in classrooms will not obscure fire call points or obstruct fire exit routes.
- Displays in corridors are kept to a minimum, under Perspex and or sprayed with fire retardant spray (e.g. in the Art area)
- Extension leads are only used on a temporary basis or appliances are re-sited. Consideration is given to providing additional socket outlets by a competent person. Under no circumstances will extension leads be 'daisy-chained' together.

## **Signage**

- Fire safety signs are displayed (fire action notices, evacuation direction signs, assembly point signs and fire extinguisher signs).
- All signs comply with appropriate safety sign legislation.

## **Duties of Employees**

All academy staff are responsible for maintaining a high standard of fire precautions in areas under their control or influence and should ensure that they are fully aware of the fire procedures. They should also ensure that pupils for whom they are responsible are informed of the procedures.

Everyone has a role to play in reducing the risk of fire:

- Do not overload electrical sockets, or tamper with plug fuses.
- Take care with portable heating appliances Always check with the Premises Manager that the building's electrical supply is capable of taking the load. Radiant heaters, i.e. fires with an exposed element or flame, must not be used. LPG heaters must not be used.
- Turn off appliances when leaving your room un-occupied
- Observe the 'no-smoking' signs. (Smoking is not permitted in any building on academy site)
- Any building or maintenance work involving heat sources, e.g. welding, must be controlled by a 'permit to work' system.
- If smoke is discovered coming from underneath a door or where a door or handle is hot, do not open the door, but sound the alarm and summon the fire brigade.
- All staff have a duty to ensure that they undertake their 3-yearly Nimble Fire Awareness Training.

It is a criminal offence to misuse or tamper with any fire safety system. Therefore, persons must not:

- recklessly discharge or misuse any fire extinguisher;
- block fire escape routes, as this may result in persons being unable to exit the building safely in the event of a fire; or
- wedge open fire doors, as these are designed to protect escape routes and prevent the spread of toxic smoke and fumes. (The majority of deaths in fires are the result of inhalation of toxic smoke and fumes.)

Report defects in fire equipment and fire doors to Premises Manager. If you have any concerns regarding the fire arrangements in your building you should contact Operations Manager or the Principal

### **Smoking**

The academy has a no smoking policy. This also includes academy owned vehicles.

Persons must go off site and find a discreet area away from the academy environment. Any person found smoking on the academy site could receive disciplinary action.

Signed (Responsible Person)

Date:

Review Date:

## Appendix A

### Responsible Persons' for Fire Management

The Regulatory Reform (Fire Safety) Order 2005 requires the 'responsible person' for a premises to ensure that all fire safety facilities, fire equipment, fire devices and fire management systems are tested, inspected maintained, in effective order and well managed.

The "responsible person" is as follows:

*For academies, the responsible person is the Principal. However, for buildings that are owned by third-parties such as BCC or NSC the responsible person has joint responsibility with the third-party owner and their appointed facilities team.*

It is down to the responsible person to appoint a deputy to ensure fire safety in their absence.

In short, the 'responsible person' must ensure the safety of staff, students, contractors and visitors by managing the:

- Fire safety policies and procedures
- Fire risk assessment
- Fire drills and roll call of persons working or visiting the academy
- Means of escape
- Fire alarm systems
- Emergency lighting
- Fire doors and compartments
- Fire extinguishers
- Fire signs
- Statutory requirements for compliance; to ensure all workplace equipment is in safe working order.
- Hazardous or flammable substances, if appropriate.
- Fire training for staff and students
- Communicating with emergency services, in the event of a fire

- Fire management records, including the fire log book.

The management of the items above can be delegated to the Operations Manager, Premises Manager, Premises Staff, Department Heads etc. Clearly day-to-day responsibilities will be delegated; however, the responsible person must ensure suitable and sufficient fire management systems are being undertaken.

The fire risk assessment is a key part in ensuring that:-

- fire hazards have been identified
- people at risk, including everyone who uses the premises, with particular attention being paid to the disabled, people with language difficulties, staff who work in isolated areas has been identified
- the risk of fire occurring, whether by accident or deliberately, has been evaluated
- proper precautions against the risk of fire are in place
- the significant findings of the fire risk assessment have been considered, action taken, or actions not completed have been justified and recorded
- Contingency plans are in place for the temporary housing of students, if they are evacuated from academy and cannot return.
- The assessment will be kept under review and revised by a competent person.

**Appendix B**
**Checklist for duties of Persons Responsible for fire safety**

<b>Role</b>	<b>Person Responsible</b>	<b>In Case of Absence</b>
<b>Responsible Person</b>	Kerry Coote	Toni Dorse
<b>Fire safety training, induction and revision</b>	Angela Tolley	Kerry Coote
<b>Fire risk assessments</b>	Angela Tolley	Kerry Coote
<b>Fire drills</b>	Laith Jawad	Kerry Coote
<b>Updating of log book / recording</b>	Laith Jawad	Angela Tolley
<b>Checks on call points</b>	Laith Jawad	Angela Tolley
<b>Checks on emergency lighting</b>	Laith Jawad	Angela Tolley
<b>Fire escapes unobstructed</b>	Laith Jawad	Angela Tolley
<b>Check all fire detection and protection systems are maintained</b>	Laith Jawad	Angela Tolley

<b>Fire Wardens</b>	Kerry Coote   Toni Dorse Julie Vincent Emma Wheeldon Angela Tolley	Safia Duale
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## Appendix C

### FIRE WARDENS – KNOW YOUR ROLE

#### Your role and responsibilities:

Fire safety awareness	<i>Ensure good housekeeping practices are carried out</i>
Firefighting equipment	<i>Ensure visual checks are carried out to identify any damaged firefighting equipment</i>
Fire doors	<i>Ensure fire doors are closed or where appropriate self-closing systems will close a fire door when an alarm is activated.</i>
Emergency lighting	<i>Ensure visual checks are carried out to identify if emergency lighting is available and working. (Instruction on identifying green / orange LED's of particular lights may be required)</i>
Manual Break Glass Call points	<i>Ensure manual break glass call points are located adjacent to fire exit doors and are not obstructed by displays, coats etc.</i>
Electrical equipment	<i>Whenever possible, switch off any electrical equipment.</i>
Escape routes	<i>Ensure all escape routes are clear of obstructions and signs are not damaged or obscured. Alternative escape routes should be known and used when the primary route is blocked.</i>
Final exit doors	<i>Ensure all final exit doors can be opened and if necessary instruct pupils how to use any push bars, thumb turn locks.</i>
Mandatory fire notices	<i>Ensure all fire doors are clearly signed "fire door keep shut"</i>
Fire safety signs	<i>Ensure all fire safety signs are legible and correctly signpost emergency exit directions</i>
Assembly point	<i>Ensure you are aware of location. Carry out a head count of the pupils within your group / class. Inform the head teacher / responsible person if anyone is missing / unaccounted for.</i>

End of day	<i>Switch off any electrical equipment, heaters etc. Ensure any waste has been disposed of safely. Windows are securely closed. Ensure all final exit doors and fire doors are closed.</i>
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**Training – make sure you:**

- Know your role and responsibility
- Know how to visually check your designated area for good housekeeping, fire fighting equipment, correct fire exit signage and your primary emergency exit route is not obstructed (this should take no more than 60 seconds).
- Know the procedures for calling the Fire Brigade (dial 999 or 112)
- Know the evacuation procedures for everyone to reach the assembly point.
- Know how to alert members of the public and visitors, including directing them to exits.
- Know how to open all escape doors, including those with special mechanisms
- Know how to stop machinery and isolate power supplies (If this is within your area of responsibility)
- Know the standards and working practices for safe use of flammable materials
- Know how to report incidents, i.e. leaks, spills, faulty equipment, door closers etc.

**Special responsibilities:**

You may be asked to assist occupants with special needs – ensure you:

- Know where the temporary safe areas are, if available
- Know the evacuation procedures for occupants with special needs (e.g. use of Evac Chairs)
- Know the safety procedures for manually lifting or guiding occupants to a place of safety

## Appendix D

### FIRE EMERGENCY PROCEDURES

If any member of staff or a student discover a fire they must sound the fire alarm by breaking the nearest red break glass call point. When the fire alarm sounds (DESCRIBE THE SOUND e.g. two-tone siren) leave the academy / academy by the nearest available exit.

Proceed to the designated assembly point, which is in KS2 Playground

All staff should:

- Ensure all members of their group leave the building immediately using designated fire exit routes.
- Assist with the evacuation of any individuals who require it
- Proceed to the assembly point and wait for further instructions.
- Persons must remain at the assembly point until they are informed by either the fire brigade or a member of the leadership management team that it is safe to return to the building or be relocated

A nominated person should contact the emergency services on 999 as soon as safely possible.

State your name, the academy's address,

**Evergreen Primary Academy, Waverley Street, Easton, BRISTOL BS5 0YR**

nature of the emergency, numbers of pupils & staff evacuated, contact mobile number and any other relevant information. Do not hang up until all information has been confirmed.

- The reception or office staff will take the fire registers, form registers, absentee lists and staff signing out books to the assembly point.
- Members of the senior leadership team will check that all staff, pupils and visitors have been evacuated safely and are accounted for.
- First aiders will attend to any first aid requirements.
- The responsible person or a member of the senior leadership team will inform the Premises/on-site facilities team of any locations and nature of a fire, persons missing, and persons in refuge points and will not allow anyone to re-enter buildings until informed that it is safe to do so by The Fire Rescue Services or Premises/on-site facilities team.
- On receiving the all clear from the Fire Rescue Services or Principal, the Principal will inform all staff that they may return to the building and praise them for evacuating the building.
- If required, the Principal, Vice Principal, in conjunction with the CEO and Chair of Academy Council will