



Great Learners Trust

Fire Safety Policy

Elmhurst School

Approved by: Board of Trustees

Date: October 2023

Next review due by: October 2024

Table of Contents

- 1 Intent.....3
- 2 Aims3
- 3 Guidance3
- 4 Roles and responsibilities.....3
- 5 Fire Organisation and Management Arrangements.....6
- 6 Monitoring arrangements..... 13
- 7 Links with statutory provision..... 13

1 Intent

This policy applies to all schools in the Great Learners Trust (GLT).

All GLT schools acknowledge their responsibility under the Regulatory Reform (Fire Safety) Order 2005 (FSO). They will ensure that suitable fire risk assessments are carried out on all of their premises to determine the general fire precautions, preventative and protective measures needed to comply with the requirements imposed under this order.

2 Aims

The aim of this policy is:

- To ensure that GLT schools comply with relevant fire legislation and standards
- To ensure that staff, pupils, contractors and visitors on the schools' premises are safeguarded from injury or death in the event of fire
- To have suitable arrangements in place for effective systems and procedures to minimise the risk of fire starting and spreading
- To reduce the potential for fire to disrupt any of GLT's schools, cause damage to their premises or harm to the environment

3 Guidance

- The regulatory Reform (Fire Safety) Order 2005 – <http://www.opsi.gov.uk/si/si2005/20051541.htm>
- Fire Safety Risk Assessment – <http://www.communities.gov.uk/publications/fire/firesafetyrisk6>
- BS 5839-1:2017 Fire detection and fire alarm systems for buildings – Code of Practice for design, installation, commissioning and maintenance of systems in non-domestic premises
- BS 476 Part 22:1987 Fire Tests on Building Materials and Structures – Method for determination of the fire resistance of non-loadbearing elements of construction including fire doors
- BS EN 1634-1:2008 Fire resistant tests for door and shutter assemblies – Fire doors and shutters BS 5266-1:2011 Emergency Lighting – Code of practice for emergency lighting of premises
- BS 5306-0: 2011 Fire Protection Installations and Equipment on Premises – Guide for selection of installed systems and other fire equipment

4 Roles and responsibilities

4.1 The Local Governing Board and Headteachers

The local governing boards and headteachers acknowledge and accept their responsibilities required under the FSO to include associated legislation and guidance. Within the scope of this policy, headteachers have overall responsibility for:

- Ensuring that their school complies with all legislative requirements for fire safety
- In conjunction with their Local Governing Board and GLT's Central Team, allocating sufficient resources to ensure that this policy and its procedures are implemented and fire safety is effectively managed in their school
- Ensuring this policy and its procedures are regularly monitored and any deficiencies highlighted and reported back to their Local Governing Board and GLT's Central Team
- Appointing competent persons to assist in implementing the requirements of the FSO, including the fire risk assessment

- Ensuring that suitable and sufficient fire risk assessment of the premises is carried out and any significant findings are properly addressed and suitable control measures implemented
- The provision of adequate fire safety training and instruction for all staff, contractors and visitors
- Ensuring sufficient numbers of persons are appointed as fire wardens/marshals
- Ensuring that fire evacuation drills are carried out and recorded once a term as a minimum
- Ensuring that suitable fire evacuation procedures are produced, implemented and tested on a regular basis

4.2 Fire Safety Coordinator

Within the scope of this policy the fire safety coordinator will be the school's Site Manager, and will be responsible for the actions listed under section 4.2 of this policy:

- Ensuring the school complies with all legislation requirements for fire safety and disseminating fire safety information to all staff
- In conjunction with the headteacher, leading on the day-to-day implementation of this policy
- Ensuring fire risk assessments are undertaken, reviewed at least annually and updated every two-years
- Ensuring all fire risk assessment significant findings are brought to the attention of those responsible and effectively closed out in accordance with the recommendations and timelines given
- Leading in the investigation of fires and unwanted fire signals
- Reporting on persistent non-compliance or breach of regulations to the headteacher and GLT's estates and facilities manager
- Being the school's main focal point for fire safety inspection and audit reviews

4.3 Senior Leadership Team, Phase Leaders, Curriculum Leads, Line Managers

Within the scope of this policy any persons with line management responsibility are responsible for:

- Ensuring that this policy and its procedures are effectively implemented and adhered to by all staff, pupils, contractors and visitors under their control
- Ensuring all activities and processes falling under their control are assessed for fire safety and suitable control measures effectively implemented
- Ensuring all staff falling under their control have received adequate fire safety training and instruction
- Reporting on any fire safety issues or deficiencies to the headteacher and/or fire safety coordinator
- Maintaining good housekeeping standards at all times

4.4 Site Managers/Caretakers

Within the scope of this policy the site manager/caretaker is responsible for:

- Ensuring that this policy is effectively implemented and adhered to by all staff within their areas of responsibility including contractor teams
- In conjunction with the headteacher and fire safety coordinator, ensuring that significant findings of the fire risk assessment relating to the building fabric and structure are properly addressed and suitable control measures implemented in accordance with the requirements of the FSO

- Ensuring all internal fabric elements (e.g. structural components, fire doors, partitions, etc.) and equipment provided in connection with assuring fire safety is maintained, by a competent person, in a fit and efficient state, in good working order and repair
- Undertaking fire safety planned preventative maintenance tasks, as required
- In conjunction with the fire safety coordinator, ensuring that all fires and unwanted fire signals are investigated, reports are prepared and records of all incidents are maintained
- Arranging adequate provision and testing of all fire prevention, detection and fighting equipment
- Ensuring all activities including contractor working falling under their control are assessed for fire safety and suitable control measures implemented in accordance with the requirements of the FSO
- Liaising and co-operating with other responsible persons, e.g. contractors and hirers, to ensure that they are aware of this policy and to identify any risks arising from their activities which could impact upon the staff, pupils and visitors to the school
- Ensuring prior to commencing works, contractors provide the necessary documentation and fire safety information including method statements and risk assessments
- Gaining approval from GLT's estates and facilities manager if any contractor working necessitates fire evacuation routes and/or doors being changed and/or taken out of use
- Supervising contractors in relation to their fire risks and fire control measures and, if the works require it, controlling the hot work permit system
- Liaising with, and gaining approval from, the GLT's estates and facilities manager with regard to any proposed hot working prior to commencement
- Liaising with the headteacher and fire safety coordinator with regard to adequate provision and maintenance of all fire-fighting equipment, fire safety signs and notices as well as other fire preventative provisions
- Liaising with relevant departments with regard to arrangements for the inspection, testing and maintenance of specialist equipment and suitable storage of dangerous and flammable substances
- Ensuring copies of relevant documentation such as inspection, testing and maintenance records
- Ensuring that fixed and portable electrical equipment including tools are subject to a regular inspection testing regime and records maintained
- Reporting on any fire safety issues or deficiencies as they occur to the fire safety coordinator and headteacher
- Arranging fire drills and evacuations, as directed by the headteacher or fire safety coordinator
- Ensure all staff falling under their control including contractor teams are given adequate training and instruction in fire safety matters commensurate with their activities and responsibilities
- Ensuring that the electronic fire safety log book is maintained and kept up to date with all relevant fire safety documentation

4.5 All Staff Members

All staff have a responsibility to comply with the school's fire safety policy and procedures. This will include but not be limited to:

- Understanding, observing and implementing all instructions, information and training intended to secure fire safety
- Co-operating with the school on all matters of fire safety
- Not interfering with any building fabric or equipment provided in connection with assuring fire safety
- Reporting any fire safety issues or deficiencies within the premises to their line manager, site manager/caretaker, fire safety coordinator or headteacher

Failure to comply with the requirements of this policy could result in disciplinary action being taken.

4.6 Contractors

Within the scope of this policy, contractors are required to:

- Understand and comply with this policy when undertaking works at any of GLT's schools
- Ensure that all staff falling under their control have received appropriate information, instruction and training to enable them to comply with this policy and the school's emergency arrangements
- Prior to commencing works, assess the fire safety risks arising from their works/activities and implement suitable control measures in accordance with the FSO, providing copies of risk assessments and method statements
- Ensure that all electrical equipment including portable electrical tools are inspected and tested in accordance with legislation (e.g. portable equipment is PAT tested), with suitable evidence provided to substantiate this requirement
- When working in high risk environments, i.e., highly conducting/damp locations or where trailing leads pass through areas used by staff and pupils, use electrical equipment that does not exceed 110v. Mains isolation transformers used for this purpose should feature secondary windings which are centre tapped to earth
- Ensure that all electrical equipment including portable electrical tools used on site are double insulated and used with a Residual Current Devices (RCD);
- Ensure that any electrical equipment and flammable substances are not left unattended, including charging batteries for battery powered tools
- Obey all instructions relating to fire safety given by authorised members of the school
- Report any fire safety issues or discrepancies immediately to the site manager/caretaker

4.7 Third Party Hirers of the School's Facilities

Within the scope of this policy, hirers are required to:

- Ensure they and any person under their control understand and adhere to this policy and the school's fire evacuation procedures
- Ensure that any portable electrical equipment bought onto the school's premises is PAT tested and suitable evidence is provided to substantiate this requirement
- Obey all instructions relating to fire safety given by authorized members of the school

5 Fire Organisation and Management Arrangements

5.1 Fire Safety Log Book

All GLT schools shall ensure that all relevant information regarding fire safety, prevention and emergency evacuation is recorded either within a manual fire safety logbook, or electronically.

GLT will provide all schools with an electronic fire safety log book (Parago) to assist in coordinating and maintaining fire safety records.

Schools shall ensure that all relevant information regarding fire safety, prevention and emergency evacuation is recorded on this electronic fire safety log book.

This log book will be kept up to date and readily available for inspection by GLT's Head of Estates and Facilities and local fire and rescue services.

5.2 Fire Risk Assessment

A suitable and sufficient fire risk assessment will be undertaken for all premises belonging to GLT and its schools.

As required, an action plan will be developed from the Fire Risk Assessment and made available to all relevant persons.

The Fire risk assessment will be reviewed annually and updated every two years or when there are significant changes, i.e., structural, operational, equipment, activities and occupancy.

Persons carrying out fire risk assessment will be competent, appropriately trained and qualified to the required standard.

5.3 Fire Evacuation Procedures

Each school will have its own written fire evacuation procedure. The fire evacuation procedure will be specific to each individual building. To ensure consistency in approach, it will follow the same principle that all persons must evacuate the building on activation of the alarm.

The headteacher and fire safety coordinator will be responsible for ensuring that suitable fire evacuation procedures are produced, implemented and tested on a regular basis.

The procedure will incorporate the actions required of staff, pupils, contractors, visitors and other relevant persons.

The fire evacuation procedure shall be made available for all staff electronically and circulated to all staff at the start of each new term as a general reminder.

Copies of the fire evacuation procedure shall be clearly displayed throughout the premises, e.g. staff room, notice boards, exits from classroom, exits to stairwells and final exits.

5.4 Fire Alarm System

All premises shall be fitted with a suitable and sufficient fire alarm system.

The system shall be inspected, tested and maintained under BS5839, and in line with the school's planned maintenance (PPM) schedule.

5.5 Fire Doors

All premises shall be fitted with suitable and sufficient fire doors.

Fire doors will be identified by appropriate signage and will be constructed to BS476 as identified in the Fire Risk Assessment.

All fire doors (including final exit doors) will be checked in accordance with legislation and as part of the PPM schedule.

Fire doors must be kept closed at all times unless fitted with a proprietary device (an electromagnetic hold door opener) that conforms to BS EN 1155:1997/BS 7273-4::2007 and will close on the activation of the alarm.

Electromagnetic hold door opening devices shall be subject to regular inspection, testing and maintenance as recommended by the supplier and as part of the PPM schedule.

All PPM checks must be carried out by competent persons and logged on the school's electronic fire safety log book.

5.6 Emergency Lighting

All premises shall be fitted with suitable and sufficient emergency lighting conforming to BS5266.

The lighting will be inspected, tested and maintained in accordance with legislation and as part of routine PPM schedule.

All PPM checks must be carried out by competent persons and logged in the school's electronic fire safety log book.

5.7 Firefighting Equipment

All premises shall be fitted with suitable and sufficient firefighting equipment conforming to BS5306, BSEN 671-3 and BSEN1869.

The firefighting equipment will be inspected, tested and maintained in accordance with legislation and as part of routine PPM schedule.

All PPM checks must be carried out by competent persons and logged in the school's electronic fire safety log book.

5.8 Means of Escape

All premises shall have suitable and sufficient means of escape in the event of an emergency such as fire. The means of escape will be clearly identifiable with the use of suitable and compliant signage.

All means of escape shall be regularly inspected in accordance with legislation and as part of routine PPM schedule to ensure:

- They are free from obstructions and accessible at all times
- Combustible materials, particularly in protected staircases, are not found to be present
- They are adequately lit

5.9 Disabled Staff and Pupils

In accordance with the Equality Act, where staff members or pupils have a disability (i.e., physically or mental impairment), additional control measures shall be implemented to reduce the risks to them in a fire situation.

As assessment of disabled staff and pupils individual needs shall be undertaken and a Personal Emergency Evacuation Plan (PEEP) put in place, if required (See PEEP form on the GLT intranet under policies, procedures and templates.).

Those individuals who require a PEEP have a responsibility to co-operate with their own evacuation plan to ensure that it can be correctly implemented.

A copy of individuals PEEP's must be retained in the staff members or pupils file and made available to all relevant persons.

All PEEP's will be reviewed by the individual's line manager/fire safety coordinator at least annually or when there are changes in the individual's needs.

Where provided emergency evacuation equipment, such as evacuation chairs, shall be operated by trained persons only, suitably located, subject to regular inspection, testing and maintenance by competent persons.

Where provided refuge points shall be subject to regular inspection, testing and maintenance in accordance with the manufacturer's recommendations and as part of the routine PPM schedule.

These PPM checks must be carried out by competent persons and recorded in the school's electronic fire safety log book.

In the event of a fire evacuation the emergency services shall be made aware of any persons located in designated refuge points (Persons must not be left in designated refuge points awaiting rescue by the Fire and Rescue Service. It is the responsibility of the school to ensure that occupants with disabilities are safely evacuated from the building).

5.10 Fire Assembly Point

All buildings will have at least one fire assembly point. It will be a safe location, far enough from the building, so as not to present a significant risk to persons mustered there but also close and accessible enough so that all persons can reach it without difficulty.

Where a fire assembly point is located in a car park, consideration should be given to the risk of vehicles, especially fire vehicles in the vicinity.

5.11 Security

Suitable and sufficient security measures shall be in place for all premises to ensure that only permitted persons are allowed on site and the premises are secure after hours.

Intruder alarms must be alarmed for all premises where these systems are present and be subject to regular inspection, testing and maintenance by a competent person and records maintained.

5.12 Waste Arrangements

Measures shall be in place to ensure that all waste material, particularly combustible materials is removed from the premises on a regular basis and disposed of appropriately.

External waste containers, bins and skips must be suitable for the type of waste material. Containers and skips should be fitted with a lockable lid and should be sited a minimum of 6 metres away from the building and preferably in a secure compound.

Wall mounted waste bins will not be located directly adjacent to or below any window, combustible cladding, door or other openings of a building and must be emptied on a regular basis.

5.13 Building Design and Alterations

All new infrastructures, buildings and alterations to existing buildings shall be designed and built in accordance with Building Regulations, current Health and Safety Legislation and relevant British Standards in respect to fire safety.

When any building works are planned, due consideration will be given in relation to any compromise of the fire control measures, such as:

- Fire Compartmentalisation and Fire Doors
- Fire Alarm System
- Fire Fighting Equipment
- Means of Escape
- Ventilation
- Signage

5.14 Hot Works Risk Assessments and Permit to Work

In accordance with legislation, a specific risk assessment shall be conducted prior to any hot works taking place on school premises and a permit to work implemented. The hot works permit must be approved prior to work commencement. Please refer to the Contractor Management Policy for further guidance on Permit to Work. The Hot Works Permit to Work can be found on the GLT intranet under policies, procedures and templates.

Hot work is any process that:

- Generates flames, sparks or heat
- Use flame cutting apparatus
- Uses oxyacetylene welding apparatus
- Uses blow lamps
- Uses grinding equipment
- Uses equipment producing flame, intense heat or sparks
- Work with bitumen boilers
- Sawing where heat is generated

The site manager/caretaker must ensure that all external contractors comply with this policy and hot working permit to work system of operation. A copy of all hot work risk assessments should be retained in the electronic fire safety log book.

All hot work must be completed at least one hour prior to the premises being secured at the end of the working day to enable school staff and contractors to conduct a final check for smoldering fires.

5.15 Electricity

In accordance with the Electricity at Work Regulations the following shall apply to all GLT schools:

- All fixed and temporary electrical appliances and supplies will comply with the relevant IEE Wiring Regulations and British Standards
- All electrical equipment must be used and maintained in accordance with the manufacturers instruction manual which must be available to operators at all times
- All new electrical equipment must be first registered with the site manager/caretaker before being put into use and responsibility for inspecting, testing and maintaining agreed
- All portable electrical equipment on school premises shall be subjected to PAT testing regime in accordance with the HSE recommended guidelines. PAT compliance checks must be carried out by competent persons and a copy of the test retained on the electronic fire safety log book
- Where used in high risk areas, i.e., highly conducive/damp environments or where trailing leads pass through areas used by staff and pupils, portable and battery powered tools/equipment will be operated at 110V
- All portable electrical equipment/tools will be double insulated and used with a Residual Current Device (RCD). All faulty electrical equipment must be immediately taken out of service. Where appropriate electrical equipment shall be switched off when not in use and at the end of the day.

Personal electrical equipment shall not be permitted on school premises unless prior permission has been obtained in writing from the headteacher and arrangements have been made for equipment to be inspected and tested by a competent person.

5.16 Smoking

Smoking is prohibited on all GLT school premises and grounds. Appropriate 'No Smoking' signage shall be clearly displayed on all premises.

5.17 Storage of Dangerous Substances

In accordance with the Dangerous Substances and Explosives Atmospheres Regulations 2002 (DSEAR), all GLT schools shall provide suitable measures to eliminate or reduce risks from fire and explosion caused by the storage of substances that are explosive, oxidizing and flammable.

The DSEAR applies to all workplaces where dangerous substances are or could be present. The main requirements of DSEAR are as follows:

- Carry out a risk assessment of any work activities involving dangerous substances
- Provide measures to eliminate or reduce risks, as far as reasonably practicable
- Provide equipment and procedures to deal with accidents and emergencies
- Provide information and training to employees
- Classify places where explosive atmospheres may occur into zones and mark the zones as necessary

The site manager/caretaker shall record the locations where dangerous substances are stored and used and include the dangerous substances as part of the central COSHH register with the appropriate risk assessment and material safety data sheet (MSDS).

General precautions to be taken when dangerous substances are used in the workplace include:

- The amounts being brought into the premises should be kept to a minimum
- The amounts introduced to the place of use should be restricted to sufficient for the day's work

Bulk supplies of such materials should be located in clearly identifiable secure approved storage cabinets outside of the premises.

Where possible, safer, less flammable substitute substances should be secured and used to reduce the risk of fire or explosion.

5.18 Compressed Gases

All schools shall comply with relevant legislation and ensure the necessary precautions are taken with regard to the appropriate storage, transportation and use of the following compressed gases on their premises:

- Acetylene
- Hydrogen
- Oxygen
- Liquefied Petroleum Gas (LPG)
- Bulk Liquefied Petroleum Gas
- Propane

The site manager/caretaker shall record the locations where dangerous substances are stored and used and include the dangerous substances as part of the central COSHH register with the appropriate risk assessment and material safety data sheet (MSDS).

5.19 Flammable Liquids

Flammable liquids shall be stored appropriately on all school premises, e.g. securely in approved fire resistant containers away from ignition and heat sources.

The site manager/caretaker shall record the locations where dangerous substances are stored and used and include the dangerous substances as part of the central COSHH register with the appropriate risk assessment and material safety data sheet (MSDS).

5.20 Combustible Materials

Combustible materials such as packing materials, glues, solvents, flammable liquids or gases shall be stored on school premises appropriately, e.g. securely in well ventilated areas and away from ignition and heat sources.

Storage of materials on site shall be kept to a minimum.

5.21 Contractors

Any contractor engaged by GLT schools will provide necessary information and documentation regarding fire safety as is requested.

All contractors shall operate in line with this fire safety policy and supporting procedures.

Portable electrical equipment/tools belonging to contractors will not be permitted on school premises unless items are PAT tested and suitable evidence is provided to substantiate this requirement.

All portable electrical equipment/tools belonging to contractors must be double insulated and used with a Residual Current Device (RCD).

All contractors shall be made aware of the local fire evacuation procedures as part of their pre-commencement contractor induction process.

5.22 Third Party Hirers of School Facilities

As part of the induction process external hirers shall be made aware of and adhere to this policy, and any site specific fire evacuation procedures.

Electrical equipment belonging to hirers will not be permitted on the premises unless items have been PAT tested and suitable evidence is provided to substantiate this requirement.

5.23 Training

In accordance with the FOS, all GLT schools will ensure that all its staff, contractors, hirers, visitors and other relevant persons receive adequate fire safety training and instruction.

All schools shall ensure there is sufficient numbers of appointed fire wardens/marshals trained personnel on the premises to cover school operational requirements in full.

A record of the school's nominated fire wardens/marshals and their training certificates will be kept up to date by the fire safety coordinator.

All staff shall undertake fire safety awareness E-training as part of initial induction training and every two years thereafter as a minimum requirement. A record of this training is to be maintained by the fire safety coordinator.

All visitors, contractors and third-party hirers shall be made aware of the premises fire evacuation procedures as part of reception booking in and induction process.

6 Monitoring arrangements

The application of this fire safety policy is monitored by GLT's Head of Estates and Facilities in conjunction with headteachers, fire safety coordinators and site manager or caretakers through termly premises compliance checks and Health and Safety inspections and audits.

Copies of all fire safety compliance paperwork are to be retained in a central location by each school and made available to GLT's Head of Estates and Facilities.

This policy will be reviewed by GLT's Head of Estates and Facilities every twelve-months. At every review, the policy will be shared with and approved by the board of trustees.

All relevant persons are required to familiarise themselves with the workings of this policy as part of initial implementation, induction training and every twelve-months thereafter as an ongoing requirement.

7 Links with statutory provision

This fire safety policy links with statutory provisions around premises management, including:

- The Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- The Education (School Premises) Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- Fire Safety Risk Assessment – Educational Premises

This list is not exhaustive and this policy will also have regard for statutory and non-statutory guidance to ensure that GLT's schools are a safe place to work and study. This policy should be read in conjunction with the following GLT frameworks and policy documents:

- Health and Safety Policy
- Management of Contractors Policy
- COSHH Policy
- Risk Management Policy
- Premises Management Policy