Fulbridge Academy

Fire Management Policy

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Fulbridge Academy
Fire Management Policy Index

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INTRODUCTION

In 2006, the Regulatory Reform (Fire Safety) Order 2005 introduced changes to fire safety law in England and Wales, which repealed previous fire safety legislation. This policy has been produced to ensure that those responsible comply under this Act for ensuring fire safety at Fulbridge Academy.

Reducing the fire risk is an important and fundamental duty in our school.

POLICY SCOPE

The guidance in this document applies to the general fire safety in our school. We will provide and maintain safe working conditions, equipment and systems of work for all children and staff and provide such information, training and supervision as they need for this purpose. Fulbridge Academy will ensure that all staff are aware of the important role they play regarding fire prevention and responding promptly and effectively in the event of a fire. Fulbridge Academy Trustees, Governors and Staff will give a high level of commitment to Health and Safety and will endeavour to comply with all statutory requirements.

RESPONSIBLE PERSON FOR FIRE

Trustees/ Governors

Will ensure:

- A comprehensive induction programme is in place for all staff on commencing work with Fulbridge Academy, to ensure that they are fully aware of all the arrangements in place for preventing fire and implementing the fire evacuation procedure.
- The requirements for employee training in fire safety are adhered to. ● To ensure that all statutory testing and inspections are carried out as appropriate.
- A written fire risk assessment is undertaken within the building, outlining who may be affected by fire, along with any special requirements that may be required. This must be carried out by a competent professional.

The Principal/ Head of School has the following responsibilities:

- Ensure that an up-to-date register for children, staff and visitors is available at all times and ensure it is taken to the fire assembly point in the event of an evacuation.
- To keep an up-to-date fire folder with all relevant records relating to fire safety and ensure that it is made available for inspection by the local authority or Fire Brigade or external inspectors.

- Have in place a system of regular checks to ensure escape routes and doors are not obstructed. Fire exit doors should be unlocked and available for use at all times; fire doors should be kept closed at all times when not in use and not wedged open.
- Ensure procedures for contacting the fire service when a fire is identified are in place.
- Ensure all staff receive appropriate fire training, including new employees.
- Keep records of fire evacuation drills, fire safety training and inspections, maintenance of means of escape, fire-fighting equipment and fire alarm systems.
- Ensure fire drills are conducted and recorded at least once each term for all staff and children; fire drills must be used as a process for continual improvement.
- Ensure monitoring of fire precautions is conducted at appropriate intervals, 6-monthly checks of premises are conducted and records are kept for 3 years.
- To ensure completion and communicate to staff PEEP's for all children and staff who will require additional support to exit the building in an evacuation. Consideration should be given to anyone with mobility, sensory or behavioural needs.
- Recruit and train a sufficient number of fire wardens throughout the school.
- Recommendations from the Fire Risk Assessment are considered, and appropriate actions are taken.

Senior Leaders, Teachers and Support Staff

Have the following responsibilities:

- Acknowledge Fire Training and ensure they are up-to-date with evacuation information and procedures.
- Ensure all children are familiar with the evacuation plan at the earliest opportunity.
- Ensure recommendations that are set out in the school's Fire Risk Assessment are continually implemented.
- Maintain fire safety awareness at all times.
- Have an awareness of the risk of fire occurring.
- Draft, communicate and maintain Personal Evacuation Plans where necessary. ● At the first sign of smoke or fire, follow the Fire Procedure – RAISE THE ALARM.
- Respond to any fire alarm as per the Evacuation Plan.
- To support keeping all fire exits clear.

Fire Wardens

Have the following responsibilities:

- To be known by others and support in fire drills and Personal Evacuation Plans.
- Constantly assessing fire risks and ensuring means of escape.
- Ongoing fire hazard identification and then taking remedial action
- Ensuring that fire exits are marked, emergency lighting is maintained, and fire-fighting equipment is in position.

In an evacuation, the fire warden will:

- Take appropriate action in a fire
- Ensuring that, as far as possible the safe evacuation of everyone from the premises
- Undertaking firefighting in accordance with the policy
- Supporting the Assembly Point Marshal in briefing the Fire Service on their arrival.

FIRE PROCEDURE

Emergency fire evacuation procedures:

<u>On discovering a fire</u>

- If you discover a fire, raise the alarm **<u>immediately,</u>** no matter how small the fire is.
- If you have been trained and feel that it is safe to do so, attempt to fight the fire using the equipment provided, but never use more than one extinguisher
- If this fails, evacuate immediately, ensuring that no one is left in the room, and close the door behind you
- Ensure that you or the designated person has called the fire service, giving the address as: Keeton Road, Peterborough PE1 3JQ
- Assist any children in your immediate care or your vicinity to leave the building through the nearest exit and take them to the evacuation point, which is located on the front grass, whilst closing all doors on the way out. Ensure the children face away from the school to enable staff to monitor the spreading of the fire and reduce panic in the children.
- Play your part in the roll call so you and any children you are responsible for are safely accounted for, and ensure children stay away from the building.
- Do not return to the building until instructed to do so by Senior Staff or the Fire Service.

If you hear the fire alarm

- Exit the premises whilst directing any children or visitors to calmly and immediately leave using the nearest available fire exit, closing all doors behind you to prevent the spread of fire.
- Report to the assembly point for a roll call so you and any children you are responsible for are safely accounted for.
- If you have a visitor with you, ensure they accompany you.

Person(s) in charge of hearing or raising the alarm

- Encourage all staff, children and visitors around you to evacuate and to proceed to the assembly point.
- Ensure that the FA Site/ FAH Site/ Barnardos staff are aware of the alarm and initiate appropriate evacuation (separate alarm system).
- Using the fire panel and other information, establish if it is a genuine fire or a false alarm.
- The alarm monitoring company (EMCS) will call to acknowledge if the fire alarm is a real fire or a false alarm. This will only be stood down after it has been confirmed by the school. The monitoring company has a list of names and numbers that they will call to confirm if the alarm can be stood down or not.
- Ensure that the fire service has been called.
- Note any absent staff or children from the roll.
- Ensure someone is positioned at the main entrance to signal directions to the fire service.
- Gather all information regarding the evacuation, including anyone believed to still be inside and where any hazardous or explosive substances are located.
- Liaise with the fire service on its arrival, providing relevant information regarding anyone potentially inside the building.
- Do not allow anyone to return inside the building until either the fire service instructs that it is safe to do so, or it is established that it is a false alarm.

It is important to note that:

- The fire evacuation plan should be documented and displayed throughout the school, and where fire-fighting equipment is positioned.
- All staff should be familiar with the procedure through induction and the staging of regular fire evacuation drills, at least termly.
- Children will be aware of the fire evacuation plan as the class teacher will explain it at the earliest opportunity and in age-appropriate language.
- In the event of a fire, the safety of life shall override all other considerations, such as saving property and extinguishing the fire.
- If a fire is discovered, the alarm shall be raised immediately by the appropriate method (such as the operation of a breakglass manual call point). This should be the first action taken on the discovery of any fire, however small.

  Staff should not make a judgment on the size of the fire.

- If a fire is identified, ensure that by dialling 999 the Fire Service has the full postal address and inform them that this is a school with children present.
- The grab bag should be removed and taken to the fire assembly point. The grab bag should contain site plans, personal evacuation plans, details of any flammable or explosive substances on site which could harm the fire service personnel and details of any fire wardens.
- Re-entry of the building is strictly prohibited until the Fire Service officer in charge declares it is safe to do so.
- Silencing the fire alarm system should never occur as it is an indication that it is safe to re-enter the building.

Fire detection

Appropriate fire detection systems will be in place with a connection to an audible alarm when activated.

The alarm system in the service must meet the specifications and requirements of the local Fire Officer.

The alarm system must be maintained in good working order in line Regulatory Reform (Fire Safety) Order. Maintenance must be recorded to ensure consistency and faults are addressed.

A valid maintenance agreement should be in place, which:

- Meets the relevant British Standards.
- Ensures that equipment is serviced in accordance with relevant British Standards 5266 Part 1 and 5306 Part 1 in relation to six monthly and annual testing.
- Provides a written record of the testing done and remedial action taken.

Staff should remember

- The Fire Service should remain present whilst the Fire Panel is reset and stay until the all-clear is given.
- Read all fire notices and know the location of all break glass points and fire extinguishers.
- Know all fire exit point locations.
- Keep all fire exits free from obstruction and report any faults with doors etc
- Do not wedge doors open with objects.
- Turn off electrical appliances which are not in use.
- The use of portable heaters should be minimal, and they should always be PAT tested and supervised whilst in use. These can be collected from the site staff, who will provide you with information about safe use.
- Always attend training to maintain awareness of dealing with such an emergency.
- Most importantly, remain calm!

Fire incident controller

Fire wardens will also act as the incident controller and will liaise with the fire service on their attendance and arrange any assistance required.

MAINTENANCE OF FIRE SAFETY MEASURES

There should be regular checks, periodic servicing and maintenance of the physical fire safety measures. Any defects which occur should be put right as quickly as possible, though there may be a need for contingency plans when life safety systems, such as fire-warning systems, are defective. These must be implemented as soon as the fault is identified.

The maintenance and testing of some systems and equipment will fall within the recommendations of a British Standard. Examples of testing and maintenance are given below. Termly and annual tests may normally be carried out by a person with specialist knowledge, usually via a service contract.

A written agreement with Fulbridge Academy will ensure that responsibilities between the landlord and the tenants are known in relation to fire management and maintenance.

Escape routes and doors.

Teachers and Fire Wardens should monitor that exit routes are clear of obstructions and combustible materials and that self-closing doors are not wedged open during their daily activity.

Weekly checks of escape routes, safety signs and notices, exit securing mechanisms and door self-closing devices should be undertaken by the site supervisor. Checks that fire doors are in good working order: inspect doors for warping or distortion, fire-resisting glazed panels are in good condition and secure in their frame and that intumescent strips and smoke seals are in good condition should happen termly.

Portable fire-fighting equipment

Weekly visual check of fire extinguishers to ensure no obvious faults.

Annual maintenance of fire extinguishers is completed via a service contract.

Fire warning system

Weekly tests by activating a manual call point (usually by inserting a test key) should be undertaken. This checks that the control equipment is capable of receiving a signal and in turn, activating the sounders. A different call point is used for each successive weekly test and the results are recorded; any defect should be rectified with urgency. Call points can be numbered to assist with sequential testing. It is good practice to test the alarm at the same time each week. During the test, the alarm should not operate for too long so there is a distinction between a test and an unplanned actuation. Check that the test causes the

operation or disabling of other features such as any electrically powered locks, the release of doors on hold-open devices, the operation of doors on swing-free arms and automatic opening doors reverting to manual operation.

Six-monthly servicing and preventive maintenance.

Emergency lighting

Monthly functional test of all emergency light fittings at a time when, following the test, the lighting will not be immediately required. Test methods vary; some systems have self-testing facilities that reduce routine checks to a minimum.

Annual maintenance and full discharge tests should be carried out by a competent person.

FIRE PREVENTION

Every year, a fire risk assessment will be completed by a competent person, and the Head Teacher will be responsible for ensuring that recommendations are considered and necessary actions completed. This Fire Risk Assessment will be internally reviewed annually or whenever changes to the building affect it. The school aims to keep the risk level at a tolerable level and, where possible, reduce it further.

Electrical

Electrical installations and electrical equipment can be a significant cause of fire. Possible causes include:

Equipment faults;

- Overheating cables and equipment due to overloading or loose connections; Incorrect installation, use or maintenance of the installation or equipment; Damaged or inadequate insulation on cables or wiring;
- Combustible materials placed close to electrical equipment, which may give off heat;
- Arcing or sparking, and modifications to an installation by unskilled/incompetent persons.

Some precautions are:

- Only correctly wired and fused extension leads and plugs should be used; all electrical equipment must be regularly maintained and serviced in accordance with the manufacturer's guidance.
- Electrical equipment should only be used for its designed purpose.
- Sockets and extension leads must not be overloaded, a “daisy chain” of extension leads must not be used, and maintenance of installations and equipment should be done only by persons competent to do so.

In the case of fixed electrical installations, this is likely to involve periodic visual inspection at a frequency based on risk, possibly by a member of staff trained in what to

look for, along with testing at intervals no greater than five years, normally by an approved electrician. If there is any doubt about the safety of electrical installations, a competent electrician should be consulted.

Where portable electrical equipment is used, including items brought onto the premises by staff, it should be maintained - this is likely to include portable appliance testing at suitable intervals. The use of non-manufactured mobile phone chargers is prohibited within the school and should not be used under any circumstances.

Smoking and naked flames

For legal, health and safety reasons, smoking and e-cigarettes are not allowed to be used anywhere on site. If they are on-site, they must be stored securely away from children.

Naked flame used on site, e.g. candles, must only occur when risk assessments and consultation with insurance companies have occurred.

Housekeeping and Storage

Control of combustible materials should be achieved by attention to good housekeeping principles. By carefully considering the type of material, the quantities kept, and the storage arrangements, risks can be significantly reduced. Appropriate practices are:

- Not storing combustible materials in plant rooms, boiler rooms, attics, cupboards or where electrical boxes are located.
- Storage in dedicated storage areas, storerooms or cupboards.
- Regular checks and cleaning to remove and prevent the accumulation of waste in spaces such as plant rooms, entrance routes, basements and fat residue in kitchen filters.
- Control and frequent disposal of packaging, waste and other combustible rubbish;
- Loose storage, bins and waste external to the building, sited securely and well away from the building so that any fire cannot affect external walls or overhanging eaves;
- External bins and storage containers are secured to prevent movement.
- Where fire-raising is a potential problem, bin and container lids fitted with locks, and regular building checks are to ensure that storage arrangements are being complied with.

Storage and use of dangerous substances

Certain substances and materials are by their nature, flammable, oxidising or potentially explosive. These substances are controlled by legislation, in particular the Dangerous Substances and Explosive Atmospheres Regulations 2002. The principles of safe handling and storage are:

- Avoid the use of flammable materials and liquids wherever possible or substitute flammable substances and materials with those that are preferably non-flammable or with those that are less flammable.
- Reduce the quantity of dangerous substances to the smallest reasonable amount

necessary for use.

- Correctly store dangerous substances, for example in a fire-resisting metal enclosure. All flammable liquids, aerosols and gases should ideally be locked away and segregated if necessary, to reduce the chance of them being involved in a fire or used in deliberate ignition.
- Ensure good ventilation is provided by way of high and low-level vents to allow any flammable vapours to be dispersed and ensure that all staff are aware of the fire risk of dangerous substances present and the precautions necessary.
- Hot works must be controlled through risk assessments and competent persons used to carry out the works.

Keeping escape routes clear

There needs to be control over the provision of combustible materials in escape routes. If a fire were to occur in an escape route or spread to material in the escape route, this could be a particularly difficult and threatening situation, preventing staff and children from escaping and preventing staff from accessing to assist any children who require additional support.

Corridors that form part of escape routes should be kept clear of combustible items and items that could be a source of ignition. Items kept in corridors should be non-flammable, not obstruct the exit and be kept to a minimum.

Examples of some items which are normally unacceptable in corridor escape routes are:

- Chairs and tables which obstruct exits.
- Upholstered furniture.
- Coat racks.
- Electrical equipment such as photocopiers and battery chargers;
- Storage of combustibles (such as refuse).

Where displays are used to provide an invigorating learning environment for the children these will be:

- Placed away from heat or ignition sources.
- Not including additional lighting.
- Placed in appropriate places where they can be monitored for signs of scorching, deterioration or are blocking corridors.
- Created in a way to reduce the risk of the fire spreading as much as reasonably possible

Food Preparation

Fulbridge Academy offers a broad and varied curriculum enabling children to learn skills for life and at their own pace. Fulbridge Academy believes in building independence in relation to learning about the safe preparation of food and understanding nutrition. However, children's experience and abilities vary and therefore, when using any cooking equipment to children must be under staff supervision at all times to ensure their safety.

Fire doors

A 'fire door' is a fire-resisting door which is rated by performance to fire under test conditions. Fire doors are used to prevent fire spread as part of a fire compartment and for the protection of means of escape. A self-closing device is a normal feature of a fire door, though there are some exceptions such as doors to small cupboards which are kept locked shut.

A fire door rated to 30 minutes is described as FD 30, A suffix is added to denote that the door has a smoke control function giving FD 30S respectively. A 60-minute fire door with smoke control is designated FD 60S. The rating is an indication of test performance and not necessarily how a door will perform in a real fire.

The level of protection provided by a fire door is determined by the time taken for a fire to breach the integrity of the door assembly, together with its resistance to the passage of smoke and flame. The gap between the door leaf and the frame is normally fitted with intumescent strips, in either the door or the frame (except at the bottom of the door). The strips expand in response to heat from a fire, to seal the gap between the door leaf and the frame. Smoke seals prevent the spread of smoke at ambient temperatures.

A fire door will only fulfil its function of providing a barrier to fire and smoke if it is closed at the time a fire occurs.

A self-closing fire door can be held open by an electromagnetic hold-open device (which complies, where appropriate, with BS EN 1155 or BS 5839: Part 3) or with electromagnetic hold-open door closers (to BS EN 1155). Electrically operated hold-open devices should deactivate and release the door on operation of the fire warning system or any loss of power to the hold-open device. In the case of doors to stairways, the doors should close automatically in the event of a fault in the fire warning system, including total loss of power (mains and standby) to the system.

An alternative type of release is an acoustically activated door release mechanism complying with BS EN 1155. Acoustic devices actuate in response to the sound from the fire alarm sounders.

To help reduce the spread of fire and smoke during the night, fire doors including those to kitchens, laundry and other unused areas of the building, should be manually closed as part of the locking-up procedure.

Fire training

The actions of staff are crucial to the safety of the staff and children in Fulbridge Academy. Staff must know what they have to do to safeguard themselves and others on the premises and to have an awareness of the importance of their actions, including risk reduction, maintenance of fire safety measures and action if there is a fire.

All staff (including cleaners, temporary staff and volunteers) should be given information, instruction and training on the action to be taken in case of fire and the measures to be taken or observed on the premises.

Training of each member of staff should take place as soon as possible after they are appointed, and after that, at a frequency which will ensure that they remain familiar with procedures.

All staff should receive a Fire Awareness Training refresher every year.

Fulbridge Academy - Staff Evacuation update slides

Fire information is shared with staff as part of induction as well as each term via Spaces to inform them of any changes and updates.

A record of individual staff member training is to be maintained.

Fire drills

The names of all staff and children in the building must be maintained at all times and should be ready for a roll call during an evacuation.

Staff should not be informed of a drill unless it aids the drill or is required due to Personal Evacuation Plans.
The Head Teacher/SLT member must:-

Ensure the fire drills check that all staff understand and are familiar with the operation of the emergency fire action plan, evaluate effectiveness and identify any weaknesses in the plan.

Fire drills should take place at least every term, and the timing should be adjusted to ensure everyone experiences a drill. Each member of staff should be in a position to participate at least once a year. During drills, fire scenarios should be introduced to reflect what could occur in a fire and problems that staff may be faced with, such as an escape route unusable due to fire.

During drills, the site team should put the fire system on to test and operate the fire alarm, and the staff should then rehearse the routine as fully as possible.

As the fire service should only be called when a fire has been identified, the potential for misuse of the fire service through an incorrect call is minimal.

When carrying out a fire drill, it may prove appropriate to:

Ensure that any equipment which is in use, such as cookers, can be made safe by isolating or turning off controls.

Inform visitors if they are present, and nominate observers to assess the appropriateness of actions and identify problems, such as communication difficulties, the use of a frequently used route instead of the most appropriate escape route, and difficulties with

door fastenings/fire doors left open.

Timings of the building being cleared and then timings after a roll call should be taken. As a guide, it is anticipated that the building should be cleared in 2-4 minutes and the roll call completed in 6 minutes. However, the drill should always strive for continual improvement.

The drill must include a roll call at the designated assembly point(s), noting any persons who are unaccounted for. In a fire situation, this information would be passed to the Fire and Rescue Service on arrival.

The results of the fire drill should be recorded, discussed and communicated with staff and children, and action should be taken to address any issues which have arisen.

Fire Risk Assessment

A Fire Risk Assessment must be conducted on the building and reviewed and repeated at suitable and sufficient intervals, or if the building or activities within it change. Four Cs Trustees must ensure this is conducted by a competent person, and the recommendations made are considered for implementation.

Records and assessment

The following information and records should be kept on the server and should be available:

- Fire Risk Assessment and any reviews
- Fire drills, records and improvements
- Fire training of employees
- Maintenance of Fire Extinguishers - Annually
- Testing of Fire Alarms on rotation - Weekly
- Maintenance of Alarm Systems
- Maintenance of Emergency Lighting
- Monitoring of escape routes and fire doors termly

Appendix 1

Fire Party Personnel/ Fire Wardens

Senior Leadership Team

Ben Erksine- Principal
Sam Smee- Head of School - National College Fire Trained
Lewis Angier- Vice Principal - National College Fire Trained
Alison Barnes - Vice Principal

Site Team

Kev Adcock- Site Manager - National College Fire Trained
Dave Parsons- Site Officer - National College Fire Trained
Adam Wyness- Site Officer - National College Fire Trained
Martin Ulliot - Site Officer - National College Fire Trained
Abbie Freeman - Site Officer - National College Fire Trained

Office Staff

Fulbridge Academy
Fiona Pais - Office Manager - National College Fire Trained
Sharon Delegate - Pastoral Manager
Carly Walker - Receptionist
Ruby Beeby - Leadership administrator
Karen Swift- Pastoral Manager
Hannah Gibbons - Admin Assistant

Fulbridge Academy High
Jo Adcock- HR Manager



Appendix 2

Different Types of Fire Extinguisher

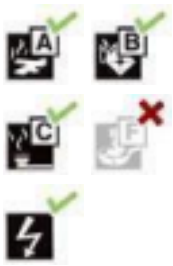
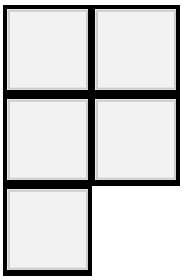
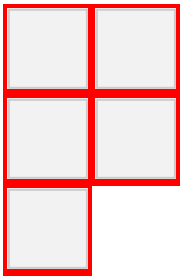
Fire extinguishers are an integral part of the fire safety provisions for any building and it is important to ensure that the correct type of fire extinguisher is installed and maintained.

Fire Extinguisher Colour Codes (UK)

Fire extinguishers meeting BS EN3 are manufactured with a red body and have a band of a second colour covering between 5-10% of the surface relating to the extinguisher's contents. Each different type of extinguisher agent has a corresponding colour, making identification easier for the user.

Below is an overview of each extinguisher agent and its corresponding colour.



Type of Fire Extinguisher	Fire Classification	Fire Extinguisher Suitability
ABC POWDER		Powder fire extinguishers are ideal for use in mixed-risk environments and offer excellent all-around fire protection. With a unique class C rating, powder fire extinguishers are the only effective solution for fires involving flammable gases. Staff should be aware that although effective at extinguishing fires, the use of powder extinguishers can cause a reduction in visibility and breathing difficulties in people with pre-existing medical conditions which affect the respiratory system
AFF FOAM		Foam fire extinguishers are ideal for use on fire involving solid combustible materials and are highly effective on flammable liquid fires. The layer of foam applied by these extinguishers helps to prevent re-ignition after the fire has been extinguished.
CARBON DIOXIDE		CO2 fire extinguishers are suitable for use on flammable liquid fires and are extremely effective at extinguishing fire involving electrical equipment. CO2 is also one of the cleanest extinguisher agents and leaves no residue behind.
WATER		Water fire extinguishers are suitable for use in environments containing solid combustible materials such as wood, paper and textiles. It is important to remember that water conducts electricity and should not be used around electrical equipment (unless water extinguishers with additives are used).
WET CHEMICAL		Wet chemical fire extinguishers have a unique class F rating and are usually supplied with a special application lance. The perfect solution for tackling large burning oil fires, wet chemical extinguishers are ideally suited to the kitchen environment.

WATER MIST		Water Mist is a new technology that works based on cooling fire, suffocating it and then cooling the burning media to prevent re-ignition using microscopic particles of water. Water mist extinguishers are ideal for covering areas of a building where multiple fire risks can be found.