

Ormiston Academies Trust

Cliff Park Ormiston Academy Fire Safety Policy

Policy version control

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1. Introduction and Context

The main aim of this policy is to ensure that the academy has arrangements in place to protect and preserve the health and safety of all our students, staff members and visitors – this includes our dedication to mitigating the risk of fires. We will achieve this by educating our students, training our staff and ensuring the academy's fire safety measures are checked regularly and in full working order.

In the event that a fire breaks out, procedures have been put into place to ensure all risk is minimised and the premises can be evacuated quickly.

2. Scope

This policy is applicable to all full-time, part-time and supply staff, students, contractors, volunteers and work placement students and to all OAT academies.

3. Definitions

Fire Risk Assessment: “is a physical inspection of a building to review the adequacy of the existing fire precautions and identify any fire hazards or risks in the premises. This enables an informed decision to be made as to whether these risks are acceptable or whether further action is required to reduce or control those risks”

Fire Drill: “is a method of practicing how a building would be evacuated in the event of a fire or other emergencies.”

Personal Emergency Escape Plan (PEEP): “is a bespoke 'escape plan' for individuals who may not be able to reach an ultimate place of safety unaided or within a satisfactory period of time in the event of any emergency.”

4. Responsibilities

4.1 Responsibilities of the Principal

The Principal has the overall responsibility to ensure that hazards are identified, risks are assessed and that suitable and sufficient control measures are implemented to reduce the risks as low as is reasonably practicable. This includes ensuring that sufficient time and resources are allocated to enable this to happen.

In addition, the Principal will also:

- Take reasonably practicable steps to ensure the Fire Safety Policy is implemented by all members of staff across the academy.
- Designate a Fire Safety Officer (FSO) (and deputy) to be responsible for the day-to-day implementation of the Fire Safety Policy. This person will also be the designated contact with the Local Authority and the Health and Safety Executive (HSE) where necessary
- Take steps to ensure all members of staff, students and visitors are familiar with the Fire Safety Policy.

4.2 Responsibilities of the Fire Safety Officer (FSO)

The FSO will:

- Take responsibility for the academy's fire safety matters, in collaboration with the Principal
- Co-ordinate the implementation of all fire safety measures, ensure staff and student training takes place, and monitor the standard of the academy's fire detection and protection equipment
- At least once per half-term, undertake a whole-academy fire evacuation drill to ensure the academy's staff members, students and visitors know what to do in the event of a real fire
- Review relevant and updated legislation to ensure the academy is working within the parameters of the law and as safely as possible
- Ensure new and existing staff members undertake training sessions at least once per year
- Ensure all fire detection and protection equipment, e.g. smoke alarms and fire extinguishers, are maintained and are in working order.
- Communicate relevant correspondence regarding fire safety to all members of staff and, where necessary, the governing board
- Where necessary, conduct risk assessments and ensure necessary procedures are in place to mitigate the risks of fires
- Draw up a plan of the academy, including the locations of all fire extinguishers and fire exits
- Assist with the preparation of personal emergency evacuation plans (PEEPs) for people who will require assistance during an evacuation
- Contact the emergency services in the event of a fire
- Ensure that actions identified in the fire risk assessment are addressed.
- Take steps to ensure the appropriate precautions, including the communication of this policy, are put in place where events are organised outside of normal academy hours, or by third party organisations
- Review activities to ensure specific restrictions on events, such as setting capacities and limiting the types of activity.
- Reviewed the FRA and, where necessary, amended after:
 - Any structural changes, e.g. alterations to the layout of the premises or refurbishment, have taken place
 - Any change to the use of the academy grounds which may affect the risk rating
 - Any change to work processes or equipment which may introduce new fire hazards
 - Any change to the number of people using the academy, to ensure that fire escapes and fire assembly points can accommodate the numbers safely.

4.3 Responsibilities of Reception staff

Reception staff will:

- Ensure that all visitors and contractors are made aware of the emergency evacuation procedure as soon as possible after entering the academy.

4.4 Responsibilities of all other Staff

All other staff members will:

- Co-operate with their colleagues, the FSO and Principal on all fire safety matters
- Carry out their work in accordance with fire safety training and instructions
- Inform the FSO of any work situation representing serious and immediate danger, so that remedial action can be taken
- Familiarise themselves with all their responsibilities as set out in the Fire Safety Policy, and aspects of their work relating to potential fire hazards
- Follow, and help to carry out, relevant risk assessments to ensure the safety of themselves and other staff members, students and visitors

- Ensure that all staff, students and visitors are applying fire safety regulations and adhering to all rules, routines and procedures in place
- Ensure any flammable substances are used correctly, and stored and labelled as appropriate
- Report any defects in equipment or facilities to the designated FSO and/or the designated health and safety officer
- Make suggestions as to how the academy can reduce the risk of fires
- Exercise good standards of housekeeping and cleanliness

4.5 Responsibilities of Students

All Students will:

- Respond to the instruction given by staff members in an emergency, e.g. evacuation procedures
- Not misuse, neglect or interfere with items supplied for their, and other students' health and safety
- Report any defects in equipment or facilities to their teacher as soon as possible.

4.6 Responsibilities of Contractors

All Contractors will:

- Familiarise themselves with all health and safety policies and procedures including, but not limited to, the Fire Safety Policy
- Be aware of the academy's evacuation procedure and fire assembly points
- Respond to the instruction given by staff members in an emergency
- Inform the Principal of all potential risks to staff, students and visitors
- Report any defects in equipment or facilities to the FSO and/or the designated health and safety officer or, failing this, the nearest member of staff
- Discuss any concerns regarding fire safety with the Principal or FSO.

4.7 Responsibilities of Visitors

All visitors will:

- Be aware of the academy's evacuation procedure and fire assembly points
- Respond to the instruction given by staff members in an emergency
- Report any defects in equipment or facilities to the FSO and/or the designated health and safety officer or, failing this, the nearest member of staff

4.8 Responsibilities of the OAT Health and Safety Officer (H&SO)

The Health and Safety Officer will:

- Arrange for a formal Fire Risk Assessment to be carried out when required and reviewed as necessary
- Provide advice, guidance and training, where necessary, on fire safety.

5. Procedure

Measures, such as multiple fire escapes and exits will be put in place to ensure all staff members, students and visitors can escape and the academy will have a relevant and up-to-date Fire Evacuation Plan (FEP) in place. Details of the academy's fire evacuation points will be recorded in the FEP.

The FEP will be reviewed by the FSO and Principal once per year, to ensure it is accurate and relevant and a copy should be kept in every classroom.

As part of their training, all staff members will familiarise themselves with the FEP.

6. Related documents

This policy has due regard to statutory legislation and government guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999 (as amended)
- The Regulatory Reform (Fire Safety) Order 2005

This policy also has due regard to school documents including, but not limited to, the following:

- Health and Safety Policy
- Fire Evacuation Procedure
- Guidance – Fire Prevention
- Guidance - PEEP

7. Monitoring and review

This policy is reviewed every 3 years by OAT head office, any changes made to this policy will be communicated to all members of staff.

All members of staff are required to familiarise themselves with this policy as part of their induction programme.

FIRE EVACUATION PLAN

Location: On hearing the fire alarm (continuous high pitched siren) assemble on the field facing the appropriate number on the path leading to the East Gate.

Method: Form Tutors to stand facing their form group in line with the allocated number to their form, which will be painted on path leading to the East Gate.
Form Tutors must stay with their form group.

Drill Officers:

Fire Officers	Mrs Z Cameron (ZCA), Mr S Sorrento (SSO)
Deputy Fire Officers	Ms N Pettit (NPE)
Staff Register	Mrs P Myhill (PMY), Mrs C Malley Chambers (CMC)
Visitors	Front Office
Students	Front Office Attendance Office

For Students: Each Form Tutor will be issued with a blank register for their form group. The Form Tutor is to complete the register and hand completed register to their Community Assistant Principal.

Timing: It is essential that all form groups line up in silence in neat, straight lines at right angles facing towards the path in front of their allocated number. This process should be completed as promptly as possible.

Staff: Members of staff not normally attached to a form group, who are detailed to take the register for absent colleagues, must consider themselves in charge of that group throughout the fire drill. If, for any reason, during the line up a form group is seen to be without a member of staff, this should be covered immediately by the Community Assistant Principal / Community Lead.

Once registered, all non-teaching staff and visitors need to stand at the side of the Astro Turf facing the path.

PLEASE DISPLAY IN ALL TUTOR ROOMS AND OFFICES (Revised Sept 2019)

FIRE REGULATIONS

1. Action to be taken on discovery of a fire:

- Raise the alarm by breaking the glass of the nearest fire alarm box.
- Evacuate.
- Go to the fire assembly station on the field in front of muster points on path leading to the East Gate and line up in front of your allocated number.

2. Action to be taken on hearing the alarm:

- **LEAVE THE BUILDING BY THE NEAREST EXIT** even if this means a long walk to the fire assembly station. Do not re-enter the building.
- Secondary exit can only be used if primary exit is blocked.
- Walk quickly. Leave coats, bags and books.
- Remain silent until permission is given to talk.
- Wait outside at the assembly point until informed safe to return by the Fire Officer/Senior Leadership Team.

3. Assemble on the academy field facing path leading to the east gate

- Assemble opposite your form group number, which is shown on the path leading to the East Gate.
- **LEARN** the number where your form group should assemble on the academy field.
- Line up in your **FORM GROUP**, **not** the group in which you were being taught.
- Line up in single file, in register order, facing the Astro Turf; first person on the line marked on the grass. After you have been registered, wait in silence.
- Once registered, all non-teaching staff and visitors need to stand at the side of the Astro Turf facing the path.
- Stand still until you are instructed by the Fire Officer to leave.
- **REMAIN SILENT.**

DISCOVER / CREATE / THRIVE / ACHIEVE

Muster Points 2021-22

38	Engage	S. ALDOUS (line up in the front carpark)	Thrive Community AP – Mr Warnes CL – S George	VP Link – Mrs Cameron
37	7T/NHE	N. HERRIDGE		
36	8T/JBR	J. O'BRIEN		
35	9T/KOB	K. O'BRIEN (K. ALDERTON ON MON AND FRI)		
34	10T/JTA	J. TAYLOR		
33	10T/NWR	N. WRIGHT		
32	11T/CRO	C. ROE		
31	11T/WBU	W. BUFFORD (L. ENGLEDDOW ON MON)		
30				
29	7D/CHO	C. HOWARD (C. FORD ON MON)	Discover Community AP – Mrs Malley - Chambers CL – Mrs Butcher	VP Link – Mrs Cameron
28	7D/JHW	J. HOWARD (P WALTON ON FRI)		
27	8D/LRO	L. ROBERTS		
26	8D/NMU	N. MURRAY		
25	9D/ECH	E. CHAMBERS		
24	9D/JBU	J. BURTON		
23	10D/RMS	R. MARTIN-SCHRADER		
22	11D/HRI	H. RIBERY		
21				
20	7C/CWI	C. WILLSON	Create Community AP – Mr Mills CL – Mr Chapman	VP Link - Mr Sorrento
19	7C/KSE	K. SEWELL		
18	8C/CFA	C. FARROW		
17	9C/KAD	K. ADCOCK (P. WALTON ON WED)		
16	9C/RSW	R. SEWELL		
15	10C/ARI	A. RIPLEY		
14	10C/NCU	N. CULLEN		
13	11C/ALA	A. LANGHAN		
12				
11	7A/KWE	K. WEBB	Achieve Community AP - Mr Callaby CL - Mrs Eley	VP Link - Mr Sorrento
10	7A/AHT	A. HATLEY		
9	7A/JHL	J. HOLDSWORTH		
8	8A/HYA	H. YATES		
7	8A/SCA	S. CAMERON		
6	9A/BHO	B. HOMEWOOD (WEEK 1) / D. DAWSON (WEEK 2)		
5	9A/LBE	L. BENNETT		
4	10A/AHA	A. HANZELYOVA (H. LAWES ON 1MON)		
3	10A/CCO	C. CORMACK (L. ENGLEDDOW ON WED)		
2	11A/AHU	A. HUNTER (G. RUSSELL ON WED)		
1	11A/DCL	D. CLARK		

- Teachers without forms to assist with supervision of lines in your Learning Community.
- Non-teaching/ancillary staff to wait by 'Store' by Astroturf.

Appendix B: Fire Evacuation – Staff Responsibilities

Fire Officer	Zoe Cameron		
Deputy Fire Officer	Steve Sorrento		
Student register	Laura Bullen/Wendy Rowe		
Staff registers	Lynda Waterfield/Wendy Rowe - <u>Inform SLT of any missing staff</u>		
Kitchen	Catering Manager	↓	
Cleaners	Cleaning Team Supervisor		
Visitor register	Receptionist		
Governor register	Receptionist		
Collection of all registers	Assistant Principals – <u>Inform SLT of any missing students</u>		
Alarm control and check area of activation	Amanda Pressley/Maintenance Manager/Jo Spurgeon		
Unlock north playground gate	Duty Caretaker/Jo Spurgeon		
Unlock hard eating gate	Duty Caretaker/Jo Spurgeon		
Liaise with emergency services	Tamsin Poulter /Zoe Cameron/Steve Sorrento		
Replace broken call point glass	Maintenance Manager/Caretaker		
Check CCTV if student activation	Maintenance Manager/Caretaker		
			←

Check for missing staff/students if fire present

Maintenance Manager/Steve Sorrento
(All have received training on fire awareness and know when to evacuate themselves, colleagues are not to enter an area of the building that puts them at risk, device communication MUST be used)

Complete Fire Log Book

Maintenance Manager/Duty Caretaker

All procedures to remain in place if activation is after 4:00pm.

Caretaker to cover any absent roles.