



# LANGSTONE ACADEMY



## FIRE SAFETY POLICY FOR LANGSTONE ACADEMIES

### 1. POLICY STATEMENT

The Fire Safety Management Policy defines the roles and responsibilities for the continued management of fire safety at the Langstone Academies.

The Head Teacher and the Board of Governors understand and accept the legal obligations in respect of fire safety and in accordance with Regulatory Reform (Fire Safety) Order 2005 (Fire Safety Order).

Part of this safety responsibility is in the provision and management of fire safety systems, equipment and procedures. All members of the Academy, our visitors and contractors etc, have a statutory responsibility in ensuring compliance with the law and complying with the fire safety provisions defined within this policy.

Fire is recognised as a major threat to the activities of the Academy. An outbreak of even a small fire creates risk to both life and property, damage to the environment and may compromise our normal activities.

The Langstone Academies Board of Governors are committed to providing a safe environment for Staff, Pupils and Visitors and ensuring adequate resources for the management of fire safety throughout the academy buildings, to;

- Prevent fire and the spread of fire
- Ensure adequate evacuation procedures are in place for all staff, pupils and visitors to the academy buildings
- Have measures in place to limit the impact of fire
- To comply with relevant legal and moral obligations as well as best practice by complying with relevant British and International Standards and Building Regulations etc.

The aim of this policy is, therefore, to provide a robust fire safety framework which will be implemented to secure the safety and wellbeing of everyone within the Academy community and to protect the Academy's assets.

**The Head Teacher and Health & Safety Team will, in consultation with staff and their representatives:**

- Ensure that a Fire Risk Assessment is conducted and regularly reviewed.



## LANGSTONE ACADEMY



- Ensure that sufficient arrangements are made to warn persons on the premises of a fire situation.
- Ensure that sufficient and suitable exits are maintained within buildings.
- Ensure all staff receive suitable training commensurate with their role and the duties they may be required to perform during a fire.
- Ensure all staff and residents are aware of the arrangements for the evacuation of the building, the location of the assembly point(s) and the actions to be taken in the event of either discovering a fire or the fire warning sounds.
- Ensure that any persons who are on the premises, who are not employees of the Langstone Academies (contractors and visitors etc), will be made aware of the action they need to take in the event that the fire alarm sounds or they discover a fire.
- Ensure that arrangements are made to evacuate residents in accordance with the agreed evacuation policy
- Ensure that our arrangements are reviewed following any 'near miss' or fire.
- Ensure suitable liaison, as necessary, takes place with the Local Authority Fire & Rescue Service.
- Ensure that suitable liaison, as necessary, takes place with other occupiers of the site, to ensure a coherent fire evacuation strategy is in place.

The policy sets down the framework by which the Academy and all members of the Academy's community are expected to undertake their relevant duties. The main responsibility for statutory compliance with the Fire Safety Order is held by the Academy and the Head Teacher with the management and supervision of the regulations devolved via the Head Teacher to the Site Manager, acting as the Fire Safety Manager who will ensure that the requirements of the duty holder's responsibilities in respect of the undertakings required to meet compliance with the Fire Safety Order are diligently met.

The Fire Safety Order requires each employer and person who has control of a relevant premises, to any extent, to carry out an assessment of the premises to identify any risks to the safety of relevant persons in respect of harm caused by fire and to take all reasonable fire safety measures to ensure the safety of relevant persons within the relevant premise.



# LANGSTONE ACADEMY



The Head Teacher, acting on behalf of the Board of Governors, is the “Responsible Manager”<sup>1</sup> under article 5 of the fire safety order for the purposes of the bringing into effect in these premises the fire safety requirements and any other fire safety related issues that may have effect now or in the future.

The general daily management of this is delegated to the Site Manager, as the fire safety manager, who will report directly to the Head Teacher.

To allow this statutory provision to be undertaken, the Fire Safety Manager and the Site Manager will have duties as follows;

## **Duties of Fire Safety Manager;**

- Support the Head Teacher and Board of Governors to meet, deliver and maintain statutory fire safety obligations.
- Ensures initial Fire Risk Assessments are carried out for all new premises as soon as is practicable and when current Fire Risk Assessments are identified as no longer suitable for a building.
- Ensures a programme for the review all fire safety risk assessments as necessary. That any recommendations from risk assessment and/or reviews are responded to diligently.
- Ensures a programme for staff fire safety training, including the nomination and training of Fire Wardens
- Liaising with the external Fire Safety Consultant on all matters likely to impact on the Fire Safety provision for any part of the Academy building
- Provides liaison and support to the Board of Governors on all matters relating to fire safety provision within the Academy
- To liaise with Local Authority Fire and Rescue Service (FRS) on all statutory fire safety matters.
- Ensures all fire incidents are investigated and monitor all calls to the FRS
- To identify and train as necessary, competent persons to assist with fire safety provision within the Academy estate.

---

<sup>1</sup> As defined in relevant legislation



# LANGSTONE ACADEMY



- To ensure that all fire safety equipment, facilities and systems are tested and maintained by competent contractors to ensure compliance with British & European standards and good practice.
- Ensures that the electrical equipment and systems, gas systems etc are inspected, tested and maintained by competent engineers.
- Ensure that competence for fire safety is maintained as necessary by attending regular training as appropriate.
- That fire warning and detection systems are tested weekly in accordance BS5839
- That fire fighting equipment, including any fixed installations and specialist systems, are inspected monthly in accordance with BS5306.
- That means of escape, fire doors, exit doors and any devices are inspected as required
- That emergency lighting, escape lighting system is tested monthly in accordance with BS5266.
- That all escape routes in the buildings are clearly indicated by suitable escape route signs to BS5499 and/or BSEN ISO7010
- That all works undertaken by contractors, relevant to areas of responsibility, are supervised and where “hot works” are to be carried out, that the appropriate approval is completed.
- Maintain fully, the fire log book/register for the Academy
- Conduct a suitable close down procedure as follows;

## **Locking up Procedure Checklist – ensure that;**

- All flammable materials are locked away
- All valuable equipment is secured
- No cash is left unsecured overnight
- All rubbish/waste has been removed from the building and placed in secure storage
- Everyone has vacated the premises and all rooms, especially toilets and showers have been checked for anyone hiding
- There are no obvious fire hazards remaining
- External lighting is working correctly
- All windows are shut and locked
- All internal doors are closed (to prevent the spread of fire)



# LANGSTONE ACADEMY



- All external doors have been secured.
- The intruder alarm is set and cameras are operating

## 2. SITE FIRE SAFETY FACILITIES

The following fire safety facilities are provided within the Academy and require testing, inspection and maintenance to comply with British and European standards and also good practice.

### Fire Alarm

The building has an electrical fire warning system with manual call points at each exit.

There is also automatic fire detection throughout which is connected to the fire warning in the building. The fire warning system is linked to an Alarm Receiving Centre.

### Emergency Escape Lighting

Emergency lighting is provided to all escape routes, plant rooms and kitchen and areas not having windows used during the hours of darkness.

### Portable Fire Fighting Equipment

Portable Fire extinguishers of various types are strategically located throughout the Academy buildings. There are also fire blankets located in key places in the building.

### Fire Doors & Escape Routes

A number of fire doors are provided throughout the buildings which will give a minimum of 30 minutes fire protection to both the building and escape routes.

Fire doors are indicated as either "Keep Shut", "Keep Locked" or Keep Clear".

### Signage and Communications

Fire action notices are provided throughout the building to ensure that all occupants are aware of the actions to be taken if they discover a fire or the alarm sounds and also the location of the assembly area.

All escape routes and fire doors in the building are clearly indicated by appropriate signs to BS5499 part 4/ISO7010.

Section 8 gives details of the testing, inspection and maintenance of the above systems and equipment



# LANGSTONE ACADEMY



## 3 RISK ASSESSMENT

The Fire Safety Manager will complete, or ensure it is completed by a competent person, the fire risk assessment to comply with current fire safety legislation. This will be monitored by the Head Teacher as the Responsible Manager and reviewed when changes occur or annually whichever is sooner.

The fire risk assessment (and any reviews) will be kept in the fire manual for audit by Hampshire County Council/Hampshire Fire and Rescue Service auditors/inspectors as necessary.

## 4 EMERGENCY PLAN

An emergency plan will be produced by the Head Teacher/Fire Safety Manager, indicating the arrangements for the safe evacuation of anyone in the premises. The plan will ensure that all persons in the building, at whatever time, can safely evacuate from the building, including those who may require assistance to leave by the production of a Personal Emergency Evacuation Plan (PEEP) as necessary. This will be reviewed when changes occur or annually whichever is sooner.

A fire evacuation plan will also be available for times when large numbers of the public may be on site during Academy open days and plays etc.

This process will be monitored by the Board of Governors and a copy of the plan will be kept in the fire manual for audit by Hampshire County Council/Hampshire Fire and Rescue Service auditors/inspectors as necessary.

## 5 FIRE SAFETY TRAINING

Staff will receive fire safety training as part of their 'first day induction' and at regular periods thereafter. A training programme for this will be produced by the fire safety manager and records kept regarding who gave the training, the subjects covered and who attended.

Nominated staff will receive training as fire wardens and this will include the safe selection and use of portable extinguishers and the safe sweeping of specified areas, with this training repeated every 3 years.

The programme and records will be kept in the relevant section of the fire manual for audit by Hampshire County Council/Hampshire Fire and Rescue Service auditors/inspectors as necessary.

## 6. FIRE DRILLS





# LANGSTONE ACADEMY



The Head Teacher, with the Fire Safety Manager, will arrange for a monitored fire evacuation drill to take place each term. The outcomes from these drills will be made known to staff together with any remedial actions/improvements that may be necessary.

Records of when drills occur, the findings and actions will be maintained and kept in the fire manual for audit by Hampshire County Council/Hampshire Fire and Rescue Service auditors/inspectors as necessary. These arrangements will be monitored by the Board of Governors.

## 7 FIRE PRECAUTIONS

- All fire resisting doors will be maintained self closing or locked shut as appropriate.
- If fire doors are required to be maintained in the open position, this will be achieved by means of suitable hold open devices that will automatically release the door on operation of the fire alarm. At no time must self closing fire doors be held open by anything other than an approved automatic device.
- All fire escape routes will be maintained clear of combustible materials and unobstructed at all times. The Fire Safety Manager and/or Site Manager will conduct regular inspections of fire doors and escape routes.
- Displays of children's art work will be monitored by the fire safety manager and, as necessary, suitable precautions will be adopted (ie the use of flame retardant sprays to fabrics, lockable notice boards etc).
- Whilst the building is occupied, all fire exit doors will be maintained unobstructed and immediately available to enable people to exit, without using a key, pass card or code so that only one device is required to be operated to open any exit door.
- To minimise the risk of external refuse containers being set alight and causing damage to the Academy building, they will be located at least 5-8metres away from buildings and if possible secured to prevent them being moved closer to the building. This is to minimise the general threat to the building of an arson attack. The Fire Safety Manager will ensure that storage of easily ignitable materials in the bin areas is kept to a minimum particularly during holiday periods when the building is unoccupied for longer periods.
- Smoking is not permitted on the Academy site, including the car park/playground areas.
- Combustible materials, stored in cupboards etc, will be kept at a safe distance (at least ½ metre) from means of ignition (electrical fuse boards/distribution



# LANGSTONE ACADEMY



boards etc) at all times when stored and used. The storage of flammable materials will be in accordance with health and safety guidance and when used only the minimum necessary will be freely available for that use.

- All portable and transportable electrical appliances, which is the property of the Academy, will undergo a regular inspection and test by a competent person to comply with the Electricity at Work Regulations.

Staff personal electrical items will only be allowed on site with the permission of the Fire Safety Manager and must undergo a portable appliance test at the expense of the staff member. Any equipment found to be faulty will immediately be taken out of service and removed from the site and the cost of any repair or replacement will be met by the staff member.

- Where portable heaters are used, the following safeguards will apply:
  - ❖ Only one heater per socket;
  - ❖ Only convector heaters, fan heaters or oil filled heaters will be used;
  - ❖ Heaters will not be positioned too close to combustible materials (at least 1M space);
  - ❖ Nothing will be placed or stored on top of a portable heater.

## 8 MAINTENANCE ARRANGEMENTS

### Fire Warning & Detection

The fire alarm will be tested weekly by the Fire Safety Manager/Site Manager (using a different manual call point in rotation) and serviced<sup>2</sup> by competent contractors. Any and all devices will also be confirmed as working (such as visual warning devices, door release devices, shutters etc)

These arrangements will be monitored by the Head Teacher and reviewed annually. Records will be maintained and kept in the fire manual for audit by Hampshire County Council/Hampshire Fire and Rescue Service auditors/inspectors as necessary.

### Emergency and Escape Lighting

The escape & emergency lighting will be tested monthly by the Fire Safety Manager/Site Manager (which is a simple on/off test) and serviced<sup>3</sup> by competent contractors.

---

<sup>2</sup> In accordance with the current edition of BS 5839 part 1.

<sup>3</sup> In accordance with the current edition of BS 5266





# LANGSTONE ACADEMY



These arrangements will be monitored by the Head Teacher and reviewed annually. Records will be maintained and kept in the fire manual for audit by Hampshire County Council/Hampshire Fire and Rescue Service auditors/inspectors as necessary.

## **Portable Fire Extinguishers**

All provided fire-fighting equipment will be visually checked monthly by the Fire Safety Manager/Site Manager and serviced<sup>4</sup> by competent contractors annually.

This will be monitored by the Head Teacher and reviewed annually. Records will be maintained and kept in the fire manual for audit by Hampshire County Council/Hampshire Fire and Rescue Service auditors/inspectors as necessary.

## **Fire Doors**

The Fire Safety Manager/Site Manager will check fire-resisting doors and final exit doors and devices to identify any obvious concerns and to ensure they are in good order and working correctly.

Formal assessments of all fire doors will be conducted by a competent fire door assessor on an annual basis.

This will be monitored by the Head Teacher. Any repairs and/or maintenance will be undertaken by a suitably competent/skilled person. Records of the checks, findings and necessary actions will be maintained and kept in the fire manual for audit by Hampshire County Council/Hampshire Fire and Rescue Service auditors/inspectors as necessary.

## **Exit Doors and Escape Routes**

Regular checks will also be made, by the Fire Safety Manager/Site Manager of all escape routes to ensure they are clear of any obstructions and/or slip and trip hazards etc and that suitable signage is available, clearly displayed and not damaged etc.

Checks will also be made, during the escape route checks, on the devices provided on final exit doors to ensure they are working freely.

## **Contractors on the premises**

When outside contractors are on site e.g. to undertake minor repairs or for major building projects the following practice is followed:

---

<sup>4</sup> In accordance with the current edition of BS5306



# LANGSTONE ACADEMY



- There will be a discussion with the Site Manager or administration staff of the actual plan of work to take place.
- If there is any reason to use naked flames on the work to be undertaken, the school must first be made aware of this and the time scale involved. If in doubt no 'Hot Work' is permitted to be undertaken unless clarified with the Site Manager.
- No 'Hot Work' is to be carried out until a 'Hot Work Permit' has been fully completed by the contractor, a copy of which is to be held by the school in the Fire Log.

## Outside Agencies

Anyone hiring or using the hall must be informed of the maximum persons allowed in the hall, including staff - All standing (or sat on the floor): 200 persons

Anyone bringing electronic equipment onto the school premises e.g. disco must prove that their equipment has been checked and PAT tested.

## Assembly points



The assembly point is the main playground and is split into **class groups**. Visitors and staff to assemble by the main sign

This will be monitored by the Head Teacher and reviewed annually. Records will be maintained and kept in the fire manual for audit by Hampshire County Council/Hampshire Fire and Rescue Service auditors/inspectors as necessary.

## 9 MONITORING AND REVIEWS

Records will be held which will include:

Details of repairs/replacements to fire equipment and fire related building defects; All defects, fire safety concerns will be reported to the Fire Safety Manager as and when they arise either verbally or in a defects book.

If necessary, concerns will be brought to the attention of the Fire Safety Manager as soon as possible so that remedial action can be taken.

Monitoring of Fire Safety issues will form part of the termly health and safety premises inspection conducted by the Fire Safety Manager (Site Manager) and Health and Safety Governor.

Outcomes of the monitoring will be discussed half termly as part of the Health and Safety agenda.



# LANGSTONE ACADEMY



Termly reports will be presented to the Health & Safety Team on Fire Safety.

## 10 RECORDS

A full fire safety log book/record will be maintained for all testing, inspection and maintenance of fire safety equipment, facilities and systems and be available for audit by Hampshire County Council/Hampshire Fire and Rescue Service auditors/inspectors as necessary.

Copies of any certificates, issued by contractors, for work conducted on fire safety equipment and systems etc, including gas safety, electrical installation, PAT will also be maintained and made available for audit by Hampshire County Council/Hampshire Fire and Rescue Service auditors/inspectors as necessary.

Other associated records together with previous manual records will be kept separately for a period of at least seven years.

Signed:	Position <b>Head Teacher</b>	Date:
Countersigned:	Position <b>Fire Safety Manager</b>	Date: