

MAY 2018



FIRE SAFETY POLICY AND PROCEDURES

SPRING COMMON ACADEMY
AMERICAN LANE, HUNTINGDON, CAMBRIDGESHIRE PE29 1TQ

Background and Purpose

This policy forms part of, and should be read in conjunction with, the Health and Safety Policy and the Fire Safety Procedure. It is designed to confirm how Spring Common Academy will address the risks presented to its staff, and where appropriate, pupils/students and visitors to any of its sites by fire and thereby the provisions of the Regulatory Reform (Fire Safety) Order 2005.

All organisations, including Educational establishments, are expected to develop and formalise procedures for dealing with fire safety based upon an assessment of the need. The resulting procedures will cover fire safety personnel, equipment and practices and be designed in accord with the legal standards and good practice.

Organisational Scope

This policy applies to all School property.

The School has a duty of care with regard to all persons including staff, pupils/students and others who may be affected by its activities therefore any resulting procedures and practices resulting from this policy will be expected to address their fire safety needs.

Pupils as well as staff will also be advised, as part of their induction as to the arrangements for fire safety including what to do on discovering a fire and what to do on hearing the alarm.

Where the School employees are classified as "home workers" equivalent risk assessment arrangements to ensure their work activities comply with the appropriate standards are required, this may be achieved by a manager undertaking a home visit or by the use of self - completed documentation and the provision of fire safety guidance.

Definitions

Workplace

Means any premises or part of premises, not being domestic premises, used for the purposes of an employer's undertaking and which are made available to an employee of the employer as a place of work and includes –

- (a) any place within the premises to which such employee has access while at work; and
- (b) any room, lobby, corridor, staircase, road or other place -
 - (i) used as a means of access to or egress from that place of work; or
 - (ii) where facilities are provided for use in connection with that place of work other than a public road.

Premises

Includes any place including any tent or movable structure.

Risk Assessment

A formal systematic analysis of a work related task or activity which identifies the hazards and level of risk presented so as to assist in the determination of suitable and sufficient preventive and protective measures so far as is reasonably practicable.

Hazard

Something, arising out of a work situation, which provides the fuel and/or ignition source required for the fire to commence, or may allow fire to spread and/or impede means of escape.

Risk

The term used to describe the likelihood that a fire may occur taking into account the severity of the outcome.

Fire Wardens

Members of staff who have been nominated to take charge of fire related situations, including assisting in fire drills.

Policy Statement

The School is responsible for determining the premises related fire safety measures required at each of the sites, by the use of formal fire risk assessment techniques, the operational responsibility, including the planning and implementation of fire drills.

Once determined the risk control measures will be installed, tested and maintained by the Caretaker team in conjunction with Head teacher.

The School will produce formal procedures and guidance on all relevant aspects of fire safety.

Once this fire safety assessment has been undertaken the School will establish arrangements for satisfying the fire safety and

firefighting equipment and facilities needs identified for general purposes at all of the sites, these arrangements will include the provision of suitable and sufficient information on the results of the Fire Risk Assessment to all interested parties, including contractors working on site and individuals and groups letting/ using the premises.

School Managers/Teachers should determine any additional personnel, equipment and facilities required using the same approach, for example, specific fire safety provision should form part of general teaching room management, lesson plans and the arrangements for onsite events such as School drama productions.

School Managers/Teachers should ensure that their specific Fire Risk Assessment is in line with, where appropriate, the relevant premises related Fire Risk Assessment. Information on any additional firefighting equipment and facilities will be passed to the Caretaker Team for inclusion in any testing and maintenance programme.

Where fire safety or other related advice or assistance is required the Head teacher should be consulted in the first instance.

Records

A record of all Fire Risk Assessments and related documentation to determine the fire safety need will be retained to confirm the process undertaken and facilitate any future reviews.

A comprehensive Fire Safety Log Book will be maintained by the Caretaker Team and Head Teacher to allow a formal record to be retained of all fire safety related activity including the fire drills and testing and maintenance of fire safety equipment. See appendix A.

A record of all fire safety related incidents will be produced using a standard form to assist in the determination/development of any future fire safety need, and to provide confirmatory documentation on the action taken.

A record of all fire safety training provided to staff, pupils/students and others as appropriate will be retained.

References

Regulatory Reform (Fire Safety) Order 2005
The Management of Health and Safety at Work Regulations 1999
Fire Safety Risk Assessment - Educational Premises
Fire Safety Risk Assessment – Small Places of Assembly

Fire Safety Risk Assessment – Large Places of Assembly
Fire Safety Risk Assessment - Means of Escape for Disabled People
The School Fire Safety Procedure
The School PEEP Procedure
The School Risk Assessment

Monitoring

The operation of this policy will be subject to review annually as part of the overall review of the School safety management system.

School Fire Safety Procedures

This procedure forms part of and should be read in conjunction with the Health and Safety Policy and the Fire Policy. It is designed to confirm how the School will address the risks presented to its staff, pupils and visitors to any of its sites by fire and thereby the provisions of the Regulatory Reform (Fire Safety) Order 2005 and the Management of Health and Safety at Work Regulations 1999.

These procedures require the Head teacher and senior managers, where appropriate to:

- a) Carry out fire risk assessments for their areas of control, considering the premises, all employees and other people who may be affected by a fire including pupils/students, contractors, visitors etc.
- b) Ensure suitable and sufficient arrangements are in place, including the creation and use of Personal Emergency Evacuation Plans (PEEP's), for any disabled member of staff, student or long term visitors with special needs, who use or may be present within their areas of control.
- c) Identify and record the significant findings of the fire risk assessments and the details of anyone who might be especially at risk in case of fire
- d) Provide and maintain such fire precautions as are necessary to safeguard those who use, or may be present within their areas of control
- e) Appoint and adequately train sufficient Fire Wardens to coordinate the evacuation and undertake such other appropriate tasks as necessary.
- f) Provide information, instruction and training about the fire precautions, to safeguard those who use, or may be present within their areas of control.
- g) Review the assessments as and when necessary.
- h) Produce an Emergency Plan and provide information, instruction and training about the fire precautions, to safeguard those who use, or may be present, to include:
 - Actions to follow on discovering a fire
 - Actions to follow on hearing the fire alarm warning signal
 - The importance of raising the alarm immediately on discovering a fire

- The importance of evacuating the building immediately when the fire alarm sounds
- The arrangements for the evacuation of any disabled persons
- The policy on whether employees (some or all or none) should or should not tackle a fire
- The summoning of the fire and rescue service
- The location of evacuation and assembly points
- The importance of not attempting to re-occupy the building until instructed to do so by the person in charge of the proceedings (this will be the fire authority if in attendance)

For this procedure to be effective in satisfying the requirements specified in the Fire Policy all managers should cooperate and coordinate their activities, this is especially important when fire risk assessments are being produced.

General Fire Safety Guidance

The Fire Triangle

For a fire to start, three things are needed.

- a source of ignition
- fuel
- oxygen

If any of these is not present, a fire cannot start. Taking steps to avoid the three coming together will therefore reduce the chances of a fire occurring, removing one will extinguish the fire if it occurs.

Ignition Sources in a school setting include:

Smokers, naked flames, electrical faults, hot processes, hot working, friction, science experimentation, arson etc.

Fuel Sources in a school setting include:

Wood, paper, card, foam furnishings and equipment, flammable liquids in science, facilities and design such as solvents, paint, fuel as well as flammable gases etc.

Oxygen

This is generally always around us. Increased fire risks may occur when oxygen enrichment is possible i.e. from cylinders used for welding, science experimentation and medical purposes. Closing doors and windows will restrict the oxygen available to a fire and thereby reduce its impact.

Classifications of Fire:

There are 5 categories of fire based on the fuel involved. These are:

CLASS A: Fires that involve solid materials, predominately of an organic kind.

Examples are wood, paper and textiles. The preferred extinguishing mode is by cooling, and is usually achieved by the use of water.

CLASS B: Fires that involve liquids or liquefiable solids; they are further subdivided into:

CLASS B1, which involves liquids soluble in water, for example methanol. They can be extinguished by carbon dioxide, dry powder, and water spray.

CLASS B2, which involve liquids not soluble in water; such as petrol and oil. They can be extinguished by foam, carbon dioxide, dry powder.

CLASS C: Fires that involve gases or liquefied gases resulting from leaks or spillage, e.g. methane or butane. The preferred means of extinguishing is by turning off the supply it can also be achieved by using foam or dry powder in conjunction with water to cool any leaking container involved.

CLASS D: Fires that involve metals such as aluminium or magnesium. Special dry powder extinguishers are required to fight these, though more commonly in schools the use of the sand bucket in the laboratory provides a suitable extinguishing medium for small metal fires.

CLASS F: Fire involving high temperature (> 360°C) cooking oils. Extinguishment achieved by the use of a reasonably new extinguisher called a Wet Chemical, other automatic Drenching agents can also be used.

Methods of Extinguishing:

There are 3 main methods of extinguishing a fire as follows:-

Cooling - Reducing the ignition temperature by taking the heat out of the fire.

Using water to reduce temperature.

Smothering – Limiting the Oxygen available by smothering and preventing the mixture of oxygen and flammable vapour by the use of foam or a fire blanket.

Starving – Limiting the fuel supply by removing the source of fuel. By switching off electrical power, isolating the flow of inflammable liquids or pulling away burning wood or straw etc.

There are 5 common types of fire extinguisher as follows: -

Water - For Wood, paper, textiles and solid material fires
DO NOT USE ON LIQUID, ELECTRIC OR METAL FIRES

Foam - For use on liquid fires
DO NOT USE ON ELECTRIC OR METAL FIRES

Carbon Dioxide - For liquid and electrical fires
DO NOT USE ON METAL FIRES

Dry Powder - For liquid and electrical fires

Wet Chemical- For high temperature (> 360°C) cooking oils

Fire Blankets- Not classified as an extinguisher, but used for the same purpose in kitchens and laboratories to smother the fire.

Hose Reels- Should be used as per water extinguishers though the user should exercise greater care, as they may be tempted to stay at the fire scene longer than would be considered safe, as unlike in the use of a fire extinguisher the contents do not run out.

Fire extinguishers should conform to EN3 (for new) and BS 5423 (for older). All extinguishers from 1st January 1997 should be red however a colour code may be used as follows: -

Water - **Red**

Foam - **Cream**

Carbon Dioxide - **Black**

Dry Powder – Blue

Wet Chemical – Canary Yellow

Location of fire extinguishers will be: -

- In conspicuous locations
- On escape routes
- Adjacent to high fire risk areas

For the Class A fire risk, the most common in schools, the provision of one water-based extinguisher for approximately every 200m² of floor space, with a minimum of two extinguishers per floor, will normally be adequate.

Where a particular fire risk is specifically located, e.g. flammable liquids, the appropriate fire extinguisher should be near to the hazard, so located that they can be safely used.

All extinguishers should be placed on a dedicated stand or hung on a wall at a convenient height so that employees can easily lift them off (at about 1m for larger extinguishers, 1.5m for smaller ones, to the level of the handle). Ideally no one should have to travel more than 30m to reach a fire extinguisher.

Where there is a risk of malicious activation it is acceptable to use alternative, and more secure, locations.

If for any reason fire extinguishers are hidden from view, their locations should be indicated by signs conforming to Health and Safety (Safety Signs and Signals) Regulations 1996.

WHICH EXTINGUISHER TO USE

Class of Fire	Water	Foam (AFFF)	CO ₂	Powder	Wet Chemical
A Paper Wood Textiles	√	√		√	
B Flammable Liquids		√	√	√	
C Flammable Gases, preferably turn off at source			√	√	
F High temperature (>360°C) cooking oils					√
Electrical Hazards			√	√	
Vehicle Protection				√	

Fire Safety Signs

Legislation was introduced in 1996 regarding the provision of safety signs including those giving information/instruction on fire safety issues.

Fire Exit Signs

All designated fire exits should be sign posted as such by the display of a suitable sign above the exit door, where the establishment operates in the hours of darkness the signs should be illuminated by emergency lighting.

Fire Escape Route Signs

Where the escape routes are not readily identifiable, suitable signs informing premises users of the route to take to the nearest, or where appropriate, alternative fire exit should be displayed. Such signs will indicate by the use of arrows the direction to take in an emergency.

Since 24th December 1998 all Fire Exit and Escape Route signs should comply with the new standard by featuring the "running man" symbol.

Fire Extinguisher Signs

Fire extinguisher signs are not generally required, as long as the extinguishers are clearly visible.

Fire Action Signs

Fire action signs informing persons what to do if they discover a fire and what to do if they hear the fire alarm should be displayed around the premises in all public areas. Separate signs for each room are not required.

The signs should contain, where appropriate, information specific to that area such as the location of the assembly points. Where the assembly points are not easily locatable a simple map pinpointing their location should also be displayed.

Fire Assembly Points

Suitable assembly points should be provided to allow persons evacuating the premises to congregate in a safe location away from the risks of fire and explosions and positioned so as not to interfere with the work of the Fire and Rescue Service. Such assembly points should be signposted so that they can be readily located.

Fire Wardens

School premises should be covered by a sufficient number of suitably trained and resourced Fire Wardens. The role of Fire Wardens is to coordinate and where appropriate take charge of the evacuation in the event of a fire, as well as undertake any other appropriate duty associated with an emergency.

The Fire Wardens should be trained in the evacuation arrangements and any duties they have to perform as well as general fire safety issues. They should be familiar with the use of fire and emergency related equipment and any specific arrangements relevant to the specific establishment,

including any arrangements introduced to address the needs of disabled users of the buildings.

Members of management will be expected to familiarise themselves as to the emergency arrangements for fire safety, by attendance at fire warden training sessions or otherwise as appropriate, at the buildings in which they operate to enable them to take charge of any fire emergency, the most senior person present effectively becomes the Senior Fire Warden during an evacuation.

Fire Precautions Log Book

A Fire Precautions Log Book, which provides general guidance on general and specific premises related fire precaution issues including where appropriate the results of any fire risk assessment and provides a record keeping system will be provided. The log book will be maintained by the Caretaking Team and Head Teacher be readily available for inspection. Detailed in appendix A are examples of recording sheets for fire safety activities.

Fire Drills

Fire drills should be undertaken in School buildings on at least three occasions each academic year, with others conducted at other times where appropriate, for example during Summer School, Weekend Stopovers if applicable, Lettings when an additional need to inform and instruct users of the buildings exists.

The drills will be conducted at various days and times, including during the hours of darkness so as to fully test the fire precautions in place.

Co-operation and Co-ordination between Employers

Where the premises are shared with other employers e.g. Catering and Cleaning Contractors, the fire preventive and protective procedures in place should be formally communicated to them and their employees, where appropriate these other employers should be required to conduct an operational fire risk assessment which can be incorporated with the relevant generic assessment.

Employees of other employers should be included in any site-specific training and drills to ensure all persons working on the premises adopt a uniform approach.

Appropriate arrangements should also be made when contractors are working on site to ensure the fire prevention and precaution measures are not compromised by the work of the contractor, where appropriate a Hot Work Permit system should be followed.

Legislative Requirements

The Regulatory Reform (Fire Safety) Order 2005 (FSO) came into effect in October 2006.

The FSO applies to all non-domestic premises in England and Wales, including Schools.

Under the FSO, the responsible person must carry out a fire safety risk assessment and implement and maintain a fire management plan

Enforcement

The Fire Authority has a duty to enforce the FSO, and appoint inspectors for this purpose.

Inspectors have the following powers: -

- to enter any premises
- to make such inquiry as may be necessary
- to require the production of any records
- to require such facilities and assistance
- to take samples of any articles or substances
- to serve improvement and prohibition notices
- to initiate prosecutions

It is an offence to obstruct inspectors in carrying out their duties or to fail to comply with any requirements that such inspectors may impose.

Specific Requirements under the Legislation

- Carry out a fire risk assessment of the workplace considering all employees and other people who may be affected by a fire. Adequate provisions for any disabled people with special needs who use or may be present at our premises need to be taken into account;
- Identify the significant findings of the risk assessment and the details of anyone who might be especially at risk in case of fire (these must be recorded as we employ more than five people);
- Provide and maintain such fire precautions as are necessary to safeguard those who use our workplace; and

- Provide information, instruction and training to all staff, as appropriate, about the fire precautions relative to their workplaces.

The risk assessment will help decide the nature and extent of the general controls and processes for fire precautions that need to be provided.

The local Fire Authority has the duty to enforce the FSO and have appointed inspectors to carry out their work.

Where a breach is identified it must be confirmed in writing on request and include the nature of the breach and the required action.

The Fire Authority can serve an enforcement notice for failure to comply with the regulations in a way that results in people being put at serious risk.

Schools should determine how best to satisfy the requirement to undertake a fire risk assessment.

Assessments

For Schools built or with new buildings in recent years the overall generic assessments should have been undertaken by the Architects/Designers designing and overseeing the new build, who will as part of the overall planning ensure the School is provided with such means of escape, means of raising the alarm and means of fighting fire at the outset and that the buildings comply with all relevant regulations and standards covering fire prevention, fire protection, fire spread, fire separation, compartmentalisation, mechanical, gas and electrical services etc. the findings of which will form the basis of the policy and procedures as regards fire safety. Records detailing the inbuilt standards should be available.

The operational assessments required by the Regulations can be organised by the Head teacher who have delegated responsibilities for such matters as detailed within the Organisation section of the Health and Safety Policy and in the Fire Policy, this will be can be achieved by contracting the operational assessment to an external consultant specialising in educational establishments or by in house personnel, various models exist on how to undertake a fire risk assessment, including PAS 79, and local Fire Authority versions.

Generally the process of undertaking operational fire risk assessments follows the 5 Steps detailed below:

- Step 1 - Identify the specific fire hazards such as the presence of ignition sources, large quantities of flammable materials and/or highly flammable liquids.
- Step 2 - Identify who may be affected taking care to ensure all persons who may be present in the building, specific consideration should be given to those with special needs, pupils, visitors and contractors on site.
- Step 3 - Evaluate the risks presented, taking into account firstly the likelihood that a fire will start and develop, this will relate to the presence of ignition sources and their level of control, as well as the availability and volume of fuel (fire loading) and secondly the severity of the outcome. This will relate to numbers affected and the extent of the potential building damage.
- Step 4 - Record the Details.
- Step 5- Keep the assessment under review to ensure it remains valid. Occasions when a review may be necessary include a change in the level of risk due to a new ignition source being introduced, or changes in the fire loading, or changes in the persons who could be affected, such as a disabled student joining a course for the first time.

Areas that may need to specifically be considered include:

- Availability of ignition sources e.g. hot working, smoking etc.
- Fire loading (volume of flammable materials), storage and use of flammable materials,
- Persons with mobility problems, hearing impairment etc, see the relevant PEEP's.

Areas that may need to be generally considered include:

- Building layout,
- General tasks, activities taking place,
- Levels of vandalism,
- Existing fire precautions.

Theatre Productions

See "[Occasional Use Of The Hall or Similar Areas as a Place of Entertainment](#)".

Arson / Fire Prevention in Education Establishments

The battle against fire in educational establishments requires awareness and adoption of good fire prevention practice. Adequate security is essential if school buildings are to be protected against intruders, the first line of defence against arson. An external fire, in rubbish or a vehicle outside one building for example, can spread internally and burning materials can be thrown through broken windows and other openings that are too small for an intruder to enter.

As detailed earlier, for a fire to start there must be fuel, oxygen, and a means of ignition. Oxygen is freely available, but arsonists rarely provide their own fuel; almost invariably they use convenient materials found on site to start the fire. The importance of reducing the availability of easily ignitable materials and accelerants, such as highly flammable liquids, cannot be over-emphasised.

Building Bulletin No 67 "Crime Prevention in Schools - Practical Guidance", produced originally by The Department of Education and Science, recommends the following preventive checklist which can be used as a basis of guidance for all school establishments.

Preventive Checklist

The questions in the checklist are addressed primarily to those responsible for day-to-day management of the School premises or have specific fire related duties to perform.

Management Strategies

- Are you in contact with the local Fire Prevention Officer and the police Crime Prevention Officer? Is their advice sought and implemented as far as possible?
- Have you discussed any problems you can foresee in implementing their advice with the officers?
- Are all your managers and staff aware of fire and security problems, the protective strategies which are adopted to counter them and the contributions which they can make?
- Do you have a procedure to ensure that all fires are reported, investigated and recorded?
- Do you know what hazardous materials are kept in your area and do you keep them only in reasonable quantities?

- Are chemicals (including gases) and highly flammable materials, kept locked away in properly designed secure stores?
- Is the store kept locked at all times and the keys held by a responsible person?
- Are there arrangements to limit waste paper and other combustible materials accumulation, in which a fire can be started?
- Are stationery and other supplies kept in locked store rooms or cupboards?

Precautions against Hazards

Outside the building:

- Is rubbish and dry vegetation kept in heavy containers or skips and away from combustible structures and from the doors and windows of the building?
- Is the space under raised huts/mobile classrooms protected against accumulation of litter?
- Are advance arrangements made for reception of stores deliveries and for goods to be put into store without delay?
- Are there any openings through which burning materials could be put?
- Are any windows, doors of buildings vulnerable to external fire:
- Are windows (even those protected by bars) kept closed in unoccupied parts of the building?
- Are windows kept in good repair and are breakages quickly dealt with?
- Are letterboxes protected on the inside with sheet metal boxes?
- Are doors in good repair and without gaps through which burning paper could be pushed?
- Are fuel tanks (if applicable) kept in secure enclosures with locked valves?

Inside the building:

- Is there an automatic fire detection system?
- If so, does the alarm sound at a safe action point from which action can be taken?
- Do staff, particularly fire wardens and site staff, know what action to take if the alarm sounds?
- Are the necessary arrangements made to ensure that the alarm system is quickly reset after operation?
- Is the alarm system properly maintained and tested?

End of the day:

- Do staff ensure that class materials are put away tidily?
- Are electrical appliances and equipment including that in craft rooms, workshops, kitchens and offices disconnected from the supply?
- Are windows and doors closed and locked to deter intruders and restrict the spread of fire?
- Are heating, lighting and ventilation services etc. shut down as far as practicable? (Note that some lighting may be needed for security reasons).
- Is rubbish collected and removed to a safe place at the end of each day?

Outside normal operating hours:

- Is there a telephone readily available to the site staff, cleaners or night school staff outside normal operating hours?
- Are people using the premises briefed about fire precautions and locking up the building when they leave?
- Without blocking escape routes, are people locked out of parts of the building they have no need to enter?

Appendix A:

Fire safety maintenance checklist

(These can be used to create a fire log record)

	Yes	No	N/A	Comments
Daily checks (not normally recorded)				
Escape routes				
Can all fire exits be opened immediately and easily?				
Are fire doors clear of obstructions?				
Are escape routes clear?				
Fire warning systems				
Are the indicator panels showing 'normal'?				
Escape lighting				
Are lights in good condition and undamaged?				
Is emergency lighting working correctly?				
Fire fighting equipment				
Are all fire extinguishers in place?				
Are fire extinguishers clearly visible?				
Are vehicles blocking fire hydrants or access to them?				

	Yes	No	N/A	Comments
Weekly checks				
Escape routes				
Do all emergency fastening devices to fire exits (push bars and pads, etc.) work correctly?				
Are external routes clear and safe?				
Fire warning systems				
Does testing a manual call point send a signal to the indicator panel?				
Did the alarm system work correctly when tested?				
Did staff and other people hear the fire alarm?				
Escape lighting				
Are charging indicators (if fitted) visible?				
Fire fighting equipment				
Is all equipment in good condition?				
Additional items from manufacturer's recommendations.				

	Yes	No	N/A	Comments
Monthly checks				
Escape routes				
Are fire door seals and self-closing devices in good condition?				
Do all internal self-closing fire doors work correctly?				
Escape lighting				
Do all lights function correctly when tested?				
Fire fighting equipment				
Is the pressure in 'stored pressure' fire extinguishers correct?				
Additional items from manufacturer's recommendations.				

Six-monthly checks				
Fire warning system				
Has the system been checked by a competent person?				
Escape lighting				
Do all luminaires operate on test for one third of their rated value?				
Additional items from manufacturer's recommendations.				
Annual checks				
Escape routes				
Do all self-closing fire doors fit correctly?				
Is escape route compartmentation in good repair?				
Escape lighting				
Do all luminaires operate on test for their full rated duration?				
Has the system been checked by a competent person?				
Firefighting equipment				
Has all firefighting equipment been checked by a competent person?				

Policy agreed on:

Signed on behalf of the Trustees.....

Co-ordinator Name: Kim Taylor