



KINGSGATE

SCHOOL

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FIRE SAFETY POLICY AND PROCEDURE

1.0 POLICY STATEMENT

Kingsgate Education Ltd is committed to protecting the health, safety and welfare of our staff. It is our policy to ensure, as far as is reasonably practicable, that all tasks and activities are carried out with the minimum of risk to our staff, people in our care and others. Where residual risk remains, a safety standard is established and implemented.

Managing fire safety is a legal requirement and is included in the following health and safety legislation:

- Regulatory Reform (Fire Safety) Order 2005 (RRFSO)
 - Fire Safety Risk Assessment – Educational premises
- Management of Health & Safety at Work Regulations 1999
- Equality Act 2010

2.0 RESPONSIBILITIES

2.1 Managing Director

The Managing Director is accountable for compliance with the legislation relating to fire safety and providing sufficient resources to meet the requirements of this legislation.

2.2 Governors

Governors are responsible for monitoring compliance of the Fire Policy and Procedure.

2.3 Head Teachers

Managers are responsible for:

- Carrying out any further action identified in the Fire Risk Assessment and remedial action plan within an appropriate time scale
- Communicating the findings of the Fire Risk Assessment to all staff
- Completing the Fire Evacuation Plan and communicating the findings of the Plan to relevant persons
- Completing the Personal Emergency Evacuation Plans (PEEPs) for staff and people in care and communicating the findings to relevant persons
- Reviewing all fire safety related documents
- Service and maintenance of the fire detection systems, fire alarm and firefighting equipment and ensuring all records are up-to-date
- Appointing Fire Wardens/s

- Ensuring Senior Persons on Duty and Fire Warden/s are competent in carrying out their duties
- Ensuring all staff undertake fire safety training and regular fire drills.

2.4 Fire Marshal

A senior member of staff on duty will control the evacuation of all persons in the event of a fire and liaise with the Emergency Services.

2.5 Fire Warden

A Fire Warden is a member of staff who carries out routine checks and tests of fire safety provisions. The Fire Warden will maintain the Fire Logs or other Fire Records up-to-date.

2.6 Safety Coordinators

Safety Coordinators support the Manager in:

- Carrying out any further action identified in the Fire Risk Assessment remedial action plan
- Assisting in completing and reviewing the fire safety documents
- Carrying out Fire safety awareness training for employees new to the premises and agency staff.

2.7 Employees

Staff have a duty to:

- Follow fire safety procedures
- Take reasonable care for the safety of themselves and of other relevant persons who may be affected by their acts or omissions
- Cooperate with their Manager, Fire Warden and Safety Coordinator
- Inform their Manager or any other staff of any work situation which could present a serious and immediate danger to safety and of any matter which would represent a shortcoming in the staff protection arrangements for safety.

2.8 Contractors

Contractors will be informed of the fire safety arrangements for the premises and site and are responsible for following the procedures.

3.0 DEFINITIONS

3.1 Responsible Person

A responsible person is someone who has control of the premises.

3.2 Fire Risk Assessment

A Fire Risk Assessment identifies potential fire hazards and decides who may be in danger in the event of a fire. Risk arising from hazards is evaluated and it is decided whether the existing fire precautions are adequate or whether more control measures need to be implemented. The findings must be recorded and reviewed as necessary.

3.3 Competent Person

A Competent Person is someone with sufficient training, experience and knowledge of the establishment that allows them to carry out their fire safety responsibilities.

3.4 Fire door

A fire door has two important functions in the event of a fire. When closed it forms a barrier to stop the spread of fire and when opened it provides a means of escape. A well designed timber fire door will delay the spread of fire and smoke without causing too much hindrance of the movement of people.

3.5 Safe Haven

A Safe Haven is a place of reasonable safety in which a person with a disability or others who may need assistance may rest or wait for assistance before reaching a place of total safety. It should lead directly to an escape route and should be in a fire resistant enclosure.

3.6 Intumescent Strip

A strip of material placed along the door edges (excluding the bottom edge), or frame, that will react to heat expanding to form a seal to the passage of hot gases and flame.

3.7 Smoke Seal

A flexible strip of material (often used in conjunction with an intumescent strip) placed along the door edges. It limits the spread of cold smoke during the early stages of a fire.

3.8 Assembly Point

A meeting point which is a designated place of total safety where persons gather or must report to during a fire evacuation or a fire drill.

4.0 PROCEDURE

4.1 Fire Risk Assessment

A Fire Risk Assessment for each premise is carried out by an appointed contractor Lawes Marsh who will undertake an annual review with recommendations for further action. The Fire Risk Assessment will be uploaded to SharePoint and kept as a hard copy at the premises for staff information.

4.2 Fire Evacuation Plan

A Fire Evacuation Plan for dealing with any fire situation will be prepared by the Manager with the support of the Safety Coordinator. The purpose of the Fire Evacuation Plan is to ensure that the people in the premises know what to do if there is a fire and that they can be safely evacuated.

The Fire Evacuation Plan for each premise will be based on the outcome of the Lawes Marsh Fire Risk Assessment and will be available for all staff and other relevant bodies. The Fire Evacuation Plan template is on SharePoint.

The template will be populated by the Manager of the premises. The populated plan will be uploaded to SharePoint and kept as a hard copy at the premises for staff information and training.

The Fire Evacuation Plan will be reviewed annually or more frequently if there is a significant change to the premises or use of premises or people/YP in our care.

In shared-occupancy premises the Fire Evacuation Plan will need to be detailed and compiled only after consultation with other occupiers and other responsible people, e.g. owners, who have control over the building. In most cases this means that a single Fire Evacuation Plan covering the whole building will be necessary. Normally, the building owner or managing agent will be expected to produce the Fire Evacuation Plan and agree the content with other responsible persons.

4.3 Crisis/Emergency Pack

Each establishment should consider preparing a Crisis/Emergency pack to be readily available at a secure location near an exit point or suitable secure location outside the building. The pack could include:

- Emergency contact details
- Hi-visibility waistcoat/s
- Torches
- Blankets (silver foil type)
- First aid
- Water
- Floor plan of the site.

4.4 Personal Emergency Evacuation Plans (PEEPs)

Where appropriate the Manager will ensure an individual Personal Emergency Evacuation Plan (PEEP) is developed for people in our care and staff who have known disabilities that will impact on their ability to evacuate the particular premises safely.

Arrangements will be made to identify a 'place of reasonable safety' e.g. safe haven, in which a person with a disability or other people who may need additional support can wait before they are assisted to a place of total safety.

All staff including agency workers, bank staff and supply teachers will be made aware of individual Care Plans or PEEPs at their induction and refresher training. PEEPs will be kept as a hard copy at the premises for staff information and training. The documents will also be filed on SharePoint. Care Plans and PEEPs will be reviewed annually or if there are any significant changes to the premises or use of premises or people/YP in our care.

4.5 Contractors

Appropriate arrangements will be made to ensure that contractors are logged in and out of the premises. Contractors will be given information about the site fire evacuation procedures.

Kingsgate Education Ltd Contractors on site risk assessment will be carried out and consulted with the contractor. The risk assessment will be uploaded on SharePoint. All contractors carrying out any 'hot work' must inform the Responsible Person of their intention to do so and must complete a hot work permit.

4.6 Visitors

Appropriate arrangements will be made to ensure that visitors are logged in and out of the premises by entering their names in visitors book or similar. The person hosting the visitor will ensure that they are made aware of fire evacuation procedures for the premises. In the event of a fire evacuation, the person hosting the visitor(s) is responsible for escorting them to the fire assembly point.

4.7 Lone Workers

Lone working risk assessment will be carried out. Staff to be made aware of emergency procedures, including first aid provision, if working away from their normal work base or without another member of staff in close proximity.

4.8 Expectant Mothers

Maternity risk assessment will be carried out and if necessary Personal Emergency Evacuation Plan will be undertaken.

4.9 Young Persons

The Company doesn't tend to employ young persons due to the nature of the service they provide. Existing risk assessments will be reviewed to consider the fire safety if a young person.

4.10 Activities of Potential Fire Risk

Activities of potential fire risk e.g. bonfires, fireworks, BBQs will be planned and a risk assessment carried out. The findings of the risk assessment will be communicated to the persons involved.

4.11 Information, Instruction and Training

All staff will be made aware of fire safety related issues so that they have the ability to respond well to the Fire Evacuation Plan in the event of an emergency. Appropriate information, instruction and training will be provided to staff, people/YP in our care, contractors and visitors.

4.11.1 Information

- Fire signs (escape routes)
- Fire action notices
- Signing-in sheet/visitors book for contractors and visitors instruction.

4.11.2 Instruction

Fire drills:

- Fire drills will be carried out at least every six months within individual premises
- Fire drills are carried out so that staff, people/YP in our care, contractors and visitors understands the Fire Evacuation Plan. They are also a way of evaluating the effectiveness of the Fire Evacuation Plan and PEEPs and enable identification of any weaknesses in the evacuation strategy
- Fire drills will be recorded and necessary further action implemented.

4.11.3 Training

- Fire Warden training e-learning for all staff at induction and refreshed annually or if there are significant changes to the premises or people/YP in our care
- Local fire safety awareness training is refreshed annually and includes:
 - The practical handling of fire extinguishers
 - The details of the Fire Evacuation plan
 - The details of the Personal Emergency Evacuation Plans
 - The location of the call points, fire panel and the crisis/emergency pack

- The use of fire blankets
- Fire log book and its contents
- The findings of the latest Fire Risk assessment and the remedial action plan
- The explanation of the roles of a Fire Warden and Senior Person on Duty
- Practical fire extinguisher training will be organised for high risk services.

4.12 Maintenance, Checks and Tests

The premises emergency routes, fire exits, firefighting equipment, fire alarm, emergency lighting, smoke/heat detectors, fire doors and other safety measures will be kept in efficient working order and covered by a system of testing and maintenance. A Fire Log provided by the fire alarm contractor or similar Kingsgate Education Ltd Fire Log will be kept up-to-date with the records of all tests. Any defects will put right as quickly as possible.

The following routine checks and tests that will be carried out by the Fire Warden.

4.12.1 Daily Checks

- Escape routes and exits to ensure they are clear and unobstructed
- Fire door vision panels are in good condition and secured in their frame
- Fire doors are not wedged open
- Fire alarm panel (if installed) for normal condition
- Fire extinguishers look in good condition with no damage
- Indicator light in emergency lighting units
- All fire signs are visible and in good condition.

4.12.2 Weekly Checks

- Carry out a check on the means of escape arrangements to ensure exit routes are unobstructed and that doors open and close freely
- Test fire alarm system (if installed) by activating manual call point, using a different call point for each successive weekly test, ensure gates/doors with magnetic locks are released
 - Fire alarm call points test (if installed).

4.12.3 Monthly Checks

Carry out brief visual check of fire extinguishers to ensure that there are no obvious faults/damage

- Check the fire extinguishers are in date
 - Ensure the gauge is reading fully charged
 - Ensure the horn on CO2 extinguisher stays in place when lifted
 - Check that the seal/tag hasn't been broken
 - Check the safety pin is in place

- Carry out emergency lighting test
 - Identify emergency lights in the building
 - In newer buildings the fittings may have a key switch adjacent to the unit, insert the key supplied and make sure the emergency light fitting illuminates once the key has been inserted
 - In older buildings the key switches may not be fitted, so the way to test the emergency lighting is to switch off the relevant lighting circuit at the fuse board or consumer unit. Make sure that all persons are notified that the lighting in the area will be turned off.

- Fire exit doors will be checked to ensure they are in good working order as follows:
 - Inspect doors for any warping or distortion that will prevent the door from closing flush into the frame
 - Check the doors open with ease
 - Check any fire resistant glazed panels/vision panels are in good condition and secure in their frame
 - Check escape routes and test exit locking mechanisms such as push bars, push pads
 - Check appropriate signage is in place and visible.

- Internal fire doors will be checked to ensure they are in good working order as follows:
 - Inspect doors for any warping or distortion that will prevent the door from closing flush into the frame
 - Check the gaps between doors and frames when closed (2-4mm recommended; 4-6mm acceptable; any higher requires an adjustment)
 - Check any fire resisting glazed panels/vision panels are in good condition and secure in their frame
 - Check that intumescent strips and smoke seals are in place and in good condition
 - Check the fire door sign is visible and in good condition
 - Check the door hinges are in good condition with all screws tightly in place
 - Check the handles are working properly and secure
 - Check that fire door self-closing devices operate effectively (door guards, electromagnetic hold open devices).

4.12.4 Annual Checks/inspection

Carried out by appointed contractor

- Maintenance of portable fire extinguishers
- Discharge test of emergency lighting
- Smoke/heat detector tested
- Servicing and preventative maintenance on the fire alarm and automatic fire detection.

4.12.5 Electrical Tests

- Portable electrical appliances (PAT)
- Premises electrical installation testing.

4.13 Consultation

This Fire Safety Policy and Procedure has been consulted with Managers and Governors

4.14 Auditing and Review

Health and Safety will review fire safety documentation as necessary to ensure quality and legal compliance.

Quarterly compliance audit is carried out by the Manager and Safety Coordinator and any issues addressed accordingly.

The Fire Evacuation Plan is reviewed by the Manager on annual basis or if there are any significant changes to the premises or use of premises or people/YP in our care.

A Fire Risk Assessment Review will take place annually or:

- If there is a reason to suspect that it is no longer valid; or
- there has been a significant change in the matters to which it relates including when the premises, special, technical and organisational measures, or organisation of the work undergo significant changes, extensions, or conversions.