



Fire Safety Management Policy

Scope

This Policy forms part of the BCS Health and Safety arrangements as detailed in the overarching policy document. It outlines the arrangements in place to achieve compliance with the duties contained within the Health and Safety at Work etc Act 1974, and specifically with the Regulatory Reform (Fire Safety) Order 2005.

It is applicable to both school sites.

Interpretation

The following definitions apply to this policy:

- 'the Order' – the Regulatory Reform (Fire Safety) Order 2005
- Responsible Person – the legal term used in the Order upon whom the relevant duties fall.)
- FRA – Fire Risk Assessment
- FMP – Fire Management Plan
- PEEP – Personal Emergency Evacuation Plan

Responsibilities

The responsible person **must**:

- Carry out a fire risk assessment of any premises under their control (see below).
- Appoint one or more competent persons to assist in undertaking any of the preventive and protective measures required by the Order. A competent person is someone with enough training and experience or knowledge and other qualities to be able to implement these measures properly.
- Provide employees with clear and relevant information on the risks to them identified by the fire risk assessment, about the measures taken to prevent fires, and how these measures will protect them if a fire breaks out.
- Consult employees (or their elected representatives) about nominating people to carry out particular roles in connection with fire safety and about proposals for improving the fire precautions.
- Before employing a child (e.g. work experience), provide a parent with clear and relevant information on the risks to that child identified by the risk assessment, the measures in place to prevent/protect them from fire and inform any other responsible person of any risks to that child arising from their undertaking.
- Inform non-employees, such as students and temporary or contract workers, of the relevant risks to them, and provide them with information about who the nominated competent persons, and about the fire safety procedures for the premises.

- Cooperate and coordinate with other responsible persons who also have premises in the building, inform them of any significant risks, and how these risks which might affect the safety of their employees, will be controlled.
- Provide the employer of any person from an outside organisation who is working in the premises (e.g. agency providing temporary staff) with clear and relevant information on the risks to those employees and the preventive and protective measures taken. And to provide those employees with appropriate instructions and relevant information about the risks to them.
- Consider the presence of any dangerous substances and the risk this presents to relevant persons from fire.
- Establish a suitable means of contacting the emergency services and provide them with any relevant information about dangerous substances.
- Provide appropriate information, instruction and training to employees, during their normal working hours, about the fire precautions in their workplace, when they commence employment, and from time to time throughout the period they work for you (annual refresher training).
- Ensure that the premises and any equipment provided in connection with firefighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance, and are maintained by a competent person in an efficient state, in efficient working order and in good repair.
- Co-operate to ensure the workplace is safe from fire and its effects, and must not do anything that will place themselves or other people at risk.

Fire Risk Assessment

All Sites must have a Fire Risk Assessment carried out by a competent person. The assessment must be reviewed annually and recommissioned every 5 years. It should be recommissioned sooner should any of the following occur:

- A new building be constructed
- A significant proportion of an existing building be repurposed or refurbished
- A fire incident
- Should information come to light that suggests the FRA is no longer accurate.

The initial and 5-yearly FRA must be carried out by an external specialist with experience of carrying out FRAs in the Education Sector and hold membership/accreditation from one of the bodies listed in Appendix 1 of the Fire Risk Assessment Competency Council (FRACC) *'Guide to Choosing a Competent Fire Risk Assessor. Version 2'*

The FRA will generate an action plan identifying issues that require attention, normally with timescales for completion. This action plan must be followed.

To be deemed suitable and sufficient, the FRA must address all of the points shown in Figure 1.



Figure 1 - Five Steps to FRA. Source - HMGOV FRA in Educational Premises

| Register holders | UKAS Accredited Company Certification Scheme | UKAS Accredited Person Certification Scheme | Professional Body Person Registration Scheme |
|---|--|---|--|
| The BAFE 'SP205' company scheme is delivered by the following UKAS accredited certification bodies:- ECA/(ELECSA) , NSJ , SSAIB | ✓ | | |
| IFC Certification Ltd operate the 'IFCC 0099' company scheme | ✓ | | |
| Institute of Fire Prevention Officers (IFPO) This is a professional body registration scheme | | | ✓ |
| Institute of Fire Safety Managers (IFSM) This is a professional body registration scheme | | | ✓ |
| Institution of Fire Engineers (IFE) This is a professional body registration scheme | | | ✓ |
| Register of Skilled Persons (ROSP). The ROS Group - operate a 'Fire Lead Assessor Management Evaluator' Scheme 'FLAME' | | ✓ | |
| Warrington Certification Ltd operate a 'Fire Risk Assessors Certification Scheme (Individuals) FRACS' | | ✓ | |
| Warrington Certification Ltd operate a 'Fire Risk Assessors Certification Scheme (Company) FRACS' | ✓ | | |

Figure 2 - Extract from FRACC Guidance Document

Fire Management Plan

Both school sites have a Fire Management Plan (FMP) detailing the following:

- The arrangements in place for fire safety management
- Fire Action Notice information
- The type of fire detection and alarm system installed
- The firefighting equipment provided
- Training resources and delivery methods
- Identification of areas of greatest fire risk (chemical stores, hot works areas)
- PEEP arrangements
- Servicing and maintenance arrangements
- Service and maintenance provider contact details

Fire Log Book

This is located in reception and holds information on drills, regular checks and fault logs.

Fire Drills

Fire drills are carried out every term and cover all elements of the school operations so to include one for boarding, holiday clubs, day and significant external hires such as Summer Schools.

The objectives of a fire drill are to:

- identify any weaknesses in the evacuation plan;
- test the procedure following any recent alteration or changes to working practices;
- familiarise new occupants with procedures; and
- test the arrangements for disabled people.

Ideally, fire drills should be unannounced to ensure the outcomes are broadly representative of a real emergency. However, it may not be practicable or safe to always carry out drills in this manner and these factors should be considered when planning a fire drill.

If possible, a roll-call should be carried out once all Site users have evacuated at the designated assembly point(s). The information obtained from these roll-calls needs to be presented to the fire and rescue service.

Throughout the drill the responsible person and nominated observers should aim to identify:

- communication difficulties with regard to the roll call and establishing that everyone is accounted for
- the use of the nearest available escape routes as opposed to common circulation routes
- difficulties with the opening of final exit doors
- difficulties experienced by people with disabilities or young children
- the roles of specified people, e.g. fire wardens

- inappropriate actions, e.g. stopping to collect personal items, attempting to use lifts, etc, and
- windows and doors not being closed as people leave.

On-the-spot debriefs are useful to discuss the fire drill, encouraging feedback from everybody. Later, reports from fire wardens and observations from people should be collated and reviewed. Any conclusions and remedial actions should be recorded and implemented. Key findings should be reported back to the Site's H&S Committee.

Personal Emergency Evacuation Plans (PEEPs)

A personal emergency evacuation plan (PEEP) is required for any site user who may have special needs that could affect their ability to evacuate the premises safely. This could be a disability of any kind, an expectant mother, someone with a temporary medical condition etc. It is essential to consider if any visitor to the site will require a PEEP.

To ensure appropriate measures are taken, such individual's needs should ideally be discussed with them.

Training

Fire safety training must be provided to all staff. The type, style and duration of training should be based on the specific characteristics of the Site in question and is likely to include the following components.

General Staff (including temporary workers) will require training in the following:

- the key findings of the fire risk assessment
- an explanation of the Sites emergency procedures
- an overview of the duties and responsibilities of staff
- how to raise the alarm and what happens then
- what to do upon hearing the fire alarm
- the procedures for alerting students, pupils, members of the public and visitors including, where appropriate, directing them to exits
- the arrangements for calling the fire and rescue service
- the evacuation procedures for everyone at the site (including young children or mobility impaired persons) to reach an assembly point at a place of total safety
- the location and, when appropriate, the use of firefighting equipment
- the location of escape routes, especially those not in regular use
- how to open all emergency exit doors
- the importance of keeping fire doors closed to prevent the spread of fire, heat and smoke
- where appropriate, how to stop machines and processes and isolate power supplies in the event of a fire
- the reason for not using lifts (except those specifically designed for use in a fire)

- the safe use of and risks from storing or working with highly flammable and explosive substances
- the importance of general fire safety, which includes good housekeeping, and
- the use of premises by any third parties, e.g. hirers

The training must take place during normal working hours and be repeated annually, or more frequently if necessary.

Fire Marshals if used need additional training which is likely to include:

- detailed knowledge of the fire safety strategy of the premises
- awareness of human behaviour in fires
- how to encourage others to use the most appropriate escape route
- how to search safely and recognise areas that are unsafe to enter
- the difficulties that some people, particularly if disabled, may have in escaping and any special evacuation arrangements that have been pre-planned
- additional training in the use of firefighting equipment
- an understanding of the purpose of any fixed firefighting equipment such as sprinklers or gas flooding systems, and
- reporting of faults, incidents and near misses.

The training must take place during normal working hours and be repeated annually, or more frequently if necessary.

Students must be provided with some form of fire safety training so that they are aware of the actions to be taken in the event of a fire. This should include instruction on:

- the details of the emergency plan
- the importance of fire doors and other basic fire-prevention measures
- the importance of reporting to the assembly area, and
- exit routes and the operation of exit devices student's first language.

New Buildings and Construction Works

New buildings must be constructed according to the requirements of Building Regulations Approved Document B, which includes fire safety precautions. Nevertheless, a FRA and FMP are still required in all instances.

Where construction or refurbishment works are taking place, the Site must consider any impacts these works will have on the Fire Management Plan and Evacuation process and implement suitable alternative arrangements for the duration of the works.

Hiring Out of Premises or Facilities

Where Sites hire all or part of their premises out to third parties, it is essential that the division of responsibilities for fire safety are clearly established as part of the contract for hire. The Site

responsible person must have particular regard to the hirer's potential unfamiliarity with the layout of the premises and the fire safety provisions employed.

In the majority of situations, the Site's responsible person will retain overall responsibility, however, some of the check-monitoring activities may be transferred to the hirer.

Document Storage

The FRA and FMP are held on the X drive and available to all staff.

Neil Bower is the nominated lead for Fire Safety.

The fire risk assessment can be found **on the X drive under admin/health and safety**

The fire management plan can be found **on the X drive under admin/health and safety.**

The fire log book can be found **at Reception.**

Summary of Requirements

- Fire risk assessment
- Action plan
- Fire Management Plan
- Fire Log Book
