



# Fire Policy & Procedures

<b>Staff Responsible:</b>	<b>Mr J Murray</b>
<b>Date of Issue:</b>	September 2023
<b>Review Date:</b>	September 2024

## **Policy Statement**

Ribbon Academy Trust recognises the dangers associated with fire and will take all reasonable steps to ensure that its premises have appropriate measures to fight, detect and give warning of fire to ensure the safe evacuation of persons, via emergency routes and exits. The Academy will ensure that suitable team members are selected to act as Fire Marshals.

### **Key personnel in the management of fire safety:**

Nominated "Responsible Person" for the academy: **Head Teacher designated to the Site Manager**

In order to prove that the duties under The Regulatory Reform (Fire Safety) Order 2005 are properly carried out, the "Responsible Person" will ensure that records of the following are maintained:

1. Fire Risk Assessment and its review
2. Fire Safety Policy
3. Fire procedures and arrangements
4. Training records
5. Fire practice drill
6. Records for the installation and maintenance of fire-fighting systems and equipment

### **Fire Marshals**

The main role of the Fire Marshal is to conduct operations until a safe conclusion is reached or until the arrival of the Fire Brigade.

Fire Marshals assist during both real and practice emergency evacuations to ensure that all people in their area, leave the building in an orderly manner and by the nearest available safe escape route. The designated Fire Marshalls are:

- Jacqui Betty
- Jane Henderson
- Nicola Ball
- Michelle Ord
- Michele Brown
- John Murray
- Joanne Taylor
- Kelly Cockerill (Day Care)

### **Procedures for the Management of Fire Safety**

The Site Manager will:

- Ensure a fire risk assessment is completed on a regular basis;
- Any risks identified are addressed with appropriate control measures in accordance with Part II of the Regulatory Reform (Fire Safety) Order 2005: Regulatory Requirements for the Welfare, Health and Safety of Pupils – DCSF Standard 3.(5);

- Arrange and oversee the external fire audit. Ensuring that recommendations are actioned;
- Arrange basic fire prevention and control training (e.g. use of fire extinguishers) when needed;
- Arrange fire training is given to Fire Management personnel where deemed necessary and regularly updated;
- Ensure there is adequate Fire Warden Personnel available on a day-to-day basis during term time;
- Oversee annual review, and update the policy where necessary;
- Undertake termly review of fire risks, and carry out evacuation drills;
- Review annually fire evacuation notices throughout the academy;
- Maintain a central record of the Academy's fire safety management documents;
- Ensure that portable fire extinguishers are in place throughout the academy in accordance with government guidelines, and tested annually by a competent contractor;
- Organise refresher training when required;
- Ensure that all new employees and temporary employees are given appropriate fire awareness information at the induction stage;
- Ensure that all contractors are briefed on fire evacuation procedures;
- Ensure weekly fire alarm tests are conducted and records kept;
- Ensure fire exits and emergency routes are free from obstruction.

#### **Procedures for Contractors on the Safe Conduct of Building and Maintenance Works**

- I. When reporting to the Academy reception they ask for the Site Manager or Caretaking staff;
- II. Sign in via the electronic signing in system, and wear ID at all times. DBS certificates must be checked. If no DBS certificate is presented, contractors must be accompanied by a member of staff;
- III. Contractors will work under a close supervision with Site Manager or Site Assistant to ensure health and safety meets school requirements;
- IV. Contractors and visitors will be instructed upon arrival of fire procedures, and be made aware of evacuation procedures.

#### **Arson Control**

- It is the Academy's policy to ensure that all rubbish around the perimeter of the school building are cleared immediately, also all outside bins are emptied on a weekly basis to eliminate the possibility of arson;
- All staff within the Academy establishment can help to minimize the risk of arson by reporting to the Site Manager or Site Assistant of any build-up of rubbish in or around the Academy's premises.
- All staff can minimise the risk by ensuring we have a good standard of housekeeping.

#### **Fire Evacuation Plan**

On discovering a fire the following actions must be carried out:

- Immediately stop whatever you are doing and alert everyone in the vicinity;
- Operate the nearest fire call point/break glass to sound the alarm;
- Administrative staff to inform fire brigade immediately by dialling 9-999, if Site Manager or senior management team have not informed them of any pre-arranged fire drills;
- Ensure no one is in immediate danger, ensure room is clear of people and close door behind you;

- Assist visitors and people with disabilities on your way out if needed;
- Leave the building by the nearest available exit;
- Report to the designated assembly point;
- Give relevant information to the nearest fire marshal (orange/ yellow high visibility jacket);
- ***Do not stop to collect personal belongings.***
- All designated carers of children particularly at risk are responsible in supporting their evacuation process;
- All teaching staff currently take a register of pupils at the beginning of the morning and afternoon sessions. In the event of an evacuation, teaching staff will notify the fire marshal in charge of the designated assembly point of any absences. A register will be taken at the assembly point.

Fire evacuation maps are posted around the school at prominent positions.

### **Lunchtime Procedures on Hearing the Fire Alarm**

- All staff on duty in the playground must line up all the children sensibly and quietly in their own class line at their assembly point, also ensure that no children re-enter the school building.
- All adults on duty in the dining hall evacuate all children from the building and ensure on the way out, that toilets are evacuated.
- Staff on indoor play times need to follow normal evacuation procedures.
- Fire marshals will ensure the rest of the building is evacuated on the way out.
- All employees have a responsibility to ensure that all fire exits are clear and free from combustible material and that all fire doors remain closed at all times. By carrying out these actions, we will minimise fatalities and isolate the spread of fire.
- Once the emergency services arrive on site it is the responsibility of the site manager/Site Assistant to liaise with the emergency services and report any missing persons to the senior officer.
- All staff have been made aware of the location of firefighting equipment and have received basic training on its use. All staff must use their initiative when discovering a fire and the importance of their safety and the safety of others must be paramount. The Academy has inbuilt sprinkler systems in place to help control the spread of fire until the emergency services arrive;
- All staff must be aware of the fire evacuation procedure. This procedure is displayed on all health and safety notice boards in staff areas.

### **After School Clubs/Activities**

At the start of the after school activity a register must be taken. Registers should be kept at reception as to who is attending any activities. If you discover a fire, or the alarm sounds, after the normal academy day (because you are running an after school club or activity) please follow the above procedures and ensure that students leave the building in an orderly way by the nearest exit.

### **Maintenance of all Fire and Safety Equipment**

All fire equipment and electrical equipment are tested on a weekly, quarterly, or yearly basis whichever the individual equipment requires. All fire and safety equipment must be serviced by a competent firm as it is a legal requirement.

- I. Fire Alarms are checked quarterly by Honeywell;
- II. Sprinkle system are checked yearly by Tyco Ltd;
- III. Burglar alarm are checked bi-annually by CDS Security;
- IV. Door access controls are checked yearly by Cathedral Locks;
- V. Fire extinguishers checked annually by Peterlee Fire Company.

On a weekly basis the Site Manager or Site Assistant conducts a test on the fire alarms, sprinkler system and a visual check on firefighting equipment. On an annual basis all square distribution trip boards are tested and visual inspection on light switches, plug sockets and lights to ensure there are no damaged light, lightswitches or plug sockets to minimise the likelihood of a fire occurring.

### **Special Needs Staff or Visitors**

Children with a special needs Personal Emergency Evacuation Plan (PEEP) have a designated teaching assistant. In the event of the fire alarm sounding, they would automatically attend to their designated child. If we identify any visitors with special needs or disabilities we would offer help and support to the best of our ability to ensure their visit the Ribbon Academy is safe and successful.

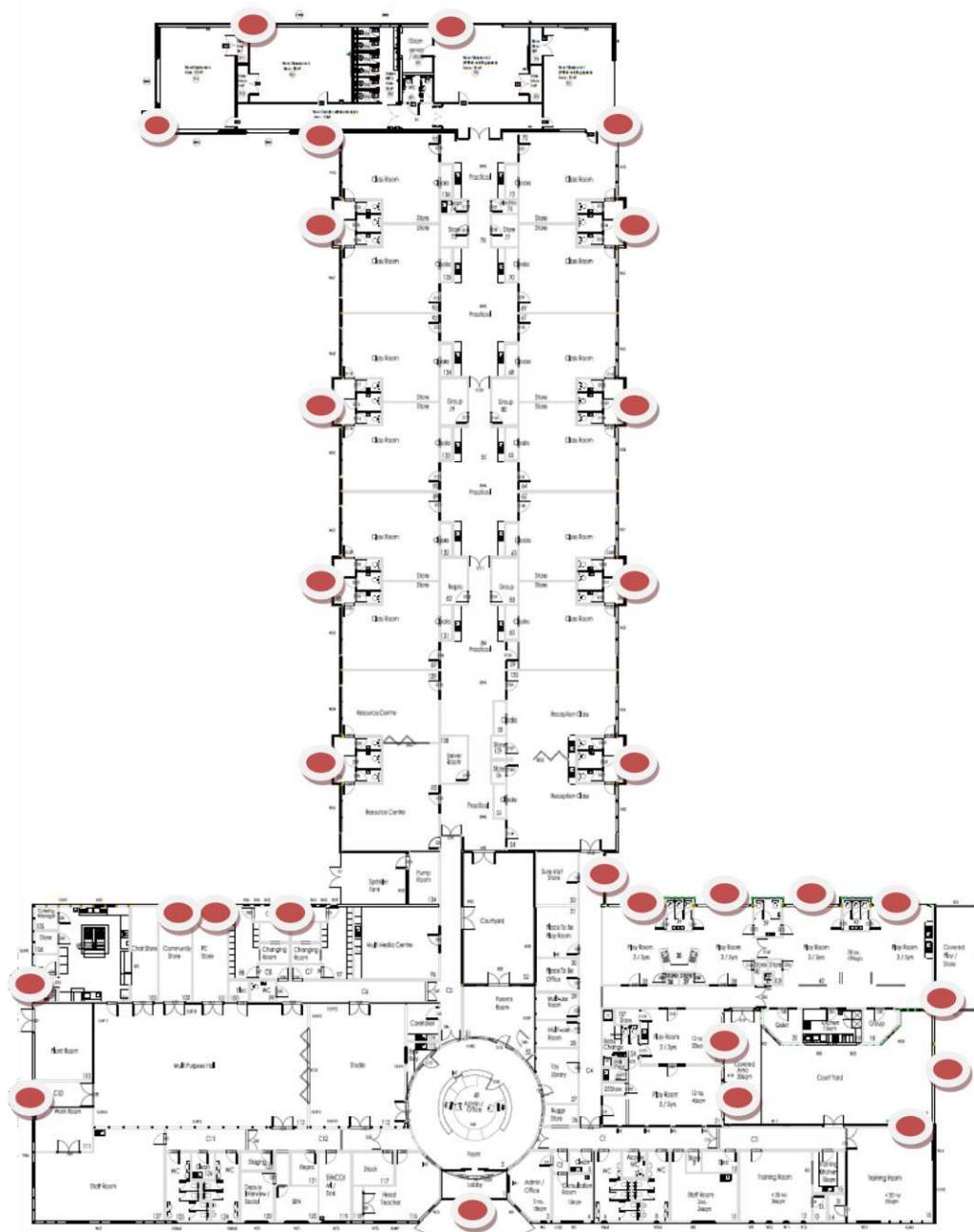
### **Fire Contingency Plan**

In the event of a fire and it seriously damages the academy premises the Head teacher/Trustee's immediately contact the Director of Education at County Hall (Paul Hodgson) to put together a contingency plan.

### **Threat plan**

Ribbon Academy has a standalone Lockdown Policy which covers the procedures to be carried out in the unlikely event of a significant internal or external threat to members of staff, children and visitors to Ribbon Academy.

## Fire Exit Map



## BASIC FIRE TRAINING COURSE.

**Please could all staff sign below to confirm they have attended the course**

[illegible]

This fire policy and procedures must be reviewed on a yearly basis but if there are any changes to this policy it must be changed immediately and signed for!

Any amendments made during the year please sign and date below: -

Date	Amendments made	Sign