

# Fire Policy



**OUR LADY  
OF LOURDES**

CATHOLIC MULTI-ACADEMY TRUST

## FIRE POLICY SECTIONS

1. INTRODUCTION
2. RESPONSIBILITIES
3. MANAGING FIRE SAFETY
4. MONITORING
5. FIRE RISK ASSESSMENT
6. FIRE SAFETY TRAINING

**Appendix 1 - NAMED PEOPLE WITH SPECIFIC RESPONSIBILITIES**

**Appendix 2 - FIRE PROCEDURES**

**Appendix 3 - ARRANGEMENTS FOR EVACUATION LESS-ABLE PEOPLE**

<b>Audience:</b>	St Bede's Catholic Voluntary Academy Collum Avenue, Scunthorpe, DN16 2TF
<b>Approved:</b>	<b>Directors</b>
<b>Policy Owner:</b>	<b>Dave Burrough – Estates Director</b>
<b>Policy Model:</b>	<b>Compliance – all CMAT academies use this policy</b>
<b>Review:</b>	<b>Annual</b>
<b>Version Number:</b>	<b>V1.0 (December 2022)</b>

## LEGAL REQUIREMENTS

The Regulatory Reform (Fire Safety) Order 2005 (commonly referred to as the FSO) came into force on 1st October 2006. The purpose of the legislation is to place a greater emphasis on fire prevention by ensuring that all persons responsible for premises comply with their statutory duties and implement the general fire precautions which are needed to protect all persons from death or injury in the case of fire.

The objective of this policy is to:

- Safeguard all persons from death or injury in the event of fire by the effective management of fire safety;
- Minimise the risk of fire and to limit fire spread;
- Minimise the potential for fire to disrupt services, damage buildings and equipment, or harm the environment.

This Policy explains how the school complies with the Regulatory Reform (Fire Safety) Order 2005 to ensure that, where possible, fire is prevented and that any fire risks are adequately controlled. The school will deliver this policy by:

- Clearly defining roles, responsibilities, and accountabilities with regards to fire safety;
- Developing and implementing appropriate fire safety procedures and arrangements to safeguard all members of the campus community against the risks and consequences of fire and to enable them to reach, so far as is reasonably practicable, a place of reasonable or total safety in the event of an emergency;
- Ensuring that risks associated with fire are assessed and control measures are identified and implemented, in accordance with the relevant “principles of control”, to reduce these risks to a tolerable level;
- Ensuring that all aspects of our premises or plant or equipment provided to secure fire safety are maintained by a competent person in an efficient and fit state, in efficient working order and in good repair in accordance with fire risk assessments;
- Ensuring Trust buildings and facilities are designed and constructed in accordance with relevant fire safety standards;
- Providing employees and anyone else affected with appropriate fire safety information,

instruction and training;

- Cooperating and communicating with any other “Responsible Persons”, as necessary, to ensure compliance with the FSO.

## 1. INTRODUCTION

The Directors of Our Lady of Lourdes Catholic Multi-Academy Trust are committed to providing and maintaining a safe and healthy workplace and to protect its employees, students, contractors and visitors against fire and the effects of fire.

The school, under the management of the Responsible Person, will ensure, so far as reasonably practicable, that all staff, pupils, contractors, and visitors are protected from the risks of fire whilst on the premises.

## 2. RESPONSIBILITIES

The School Fire Safety Policy forms part of the School's Health and Safety Policy and, in common with that policy, extends through the whole school. The FSO places duties on the 'Responsible Person'. Certain day to day responsibilities can be delegated down to a 'nominated person', however. The responsibility remains with the Responsible person. A 'nominated person' has special, specific duties:

- 2.1 The Headteacher** is the Responsible Person and has the ultimate responsibility for the effective implementation of this Policy and its role within the School's Health and Safety Policy.
- 2.2 The Trust Director of Estates** carries out, or arranges to have carried out, a fire safety risk assessment on each of the school buildings to ensure that the school's facilities are compliant; identifies the risk of fire incidences by carrying out appropriate task risk assessments; provides training in conjunction with the Responsible Property Officer and the Local Health and Safety Coordinator.
- 2.3 The Trust Health and Safety Coordinator** approves the Fire Policy at each school.
- 2.4 Local Health and Safety Coordinator** manages training, manages Fire Wardens, provides, communicates and coordinates fire safety information to employees.
- 2.5 The Hays Training Superuser** assigns basic fire training to each member of staff each year and liaises with the Local Health and Safety Coordinator.
- 2.6 Line Managers** compile Personal Emergency Evacuation Plans (PEEPs) for less-able<sup>1</sup> employees.
- 2.7 The SENCO** compiles Personal Emergency Evacuation Plans (PEEPs) for less-able<sup>1</sup> students.
- 2.8 The Responsible Property Officer** manages fire safety in buildings on a day-to-day basis.
- 2.9 Fire Wardens** assist in clearing buildings in an emergency.
- 2.10 Evacuation Mat Operators** assist less-able people to escape from the buildings in an emergency.
- 2.11 All Employees** have the responsibility to cooperate and to ensure that the workplace is safe from fire and its effects and must not do anything that will place themselves or other people at risk.

<sup>1</sup> Note. Less-able means a person who may not be able to evacuate without specific assistance.

## 3. MANAGING FIRE SAFETY

3.1 Fire safety in the school buildings is delegated to the Responsible Property Officer.

In conjunction with the Responsible Person and the Trust Health and Safety Coordinator, the Responsible Property Officer will:

- 3.1.1 Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times; and that the means of escape have adequate emergency lighting.
- 3.1.2 Provide and maintain in working order all fire systems, fire-fighting appliances and devices including:
  - 3.1.2.1.1 fire detection and alarm systems;
  - 3.1.2.1.2 emergency lighting systems;
  - 3.1.2.1.3 fire suppression systems and portable firefighting equipment;
  - 3.1.2.1.4 notices and signs relating to fire safety or fire procedures;
  - 3.1.2.1.5 means of escape, taking into account the needs of any disabled users.

3.2 Operational Fire safety in the school buildings is delegated to the Responsible Property Officer. In conjunction with the Trust Health and Safety Coordinator and the Local Health and Safety Coordinator, the Responsible Property Officer will:

- 3.2.1 Provide appropriate instruction and training for all school staff on the action to be taken to protect people and property including regular fire evacuation practices for all the school;

- 3.2.2 Ensure that all staff, students, contractors, visitors and third-party hirers are made aware of and comply with the school's fire procedures;
- 3.2.3 Identify any special risks, e.g., the storage of hazardous materials, and put in place appropriate procedures to minimise the risks;
- 3.2.4 Liaise with third parties including the emergency services to ensure that best practice for fire prevention and procedures is in place;
- 3.2.5 In coordination with the Director of Estates, monitor and review this policy on a regular basis so as to ensure that any new risk or alteration to regulations is addressed.

#### 4. MONITORING

The school utilises the services of various external agencies and contractors to carry out effective monitoring of its duties.

**4.1 The Fire Detection and Alarm System** is maintained under a Trust contract. It is connected to an alarm receiving centre who contact the fire brigade when the fire detection system is activated.

**4.2 The Fire Detection and Alarm System** operation is checked once per week. This is done by the Responsible Property Officer by activating a different call point each week and confirming that the alarm sounds and that automatic doors and shutters close.

**4.3 The Emergency Lighting** is visually inspected once per week. Responsible Property Officer checks that the LED charging light is illuminated, and any issues are reported on the Trust System.

**4.4 The Emergency Lighting** is flash tested once per month. The Responsible Property Officer checks the operation by simulating a power failure. This done by operating emergency lighting test switches throughout the buildings or by isolating power at a distribution board if no test switch is fitted. Any issues are reported on the Trust System.

**4.5 Fire Extinguishers** (portable firefighting equipment) are checked weekly by the Responsible Property Officer to ensure that they are in the correct location and have not been tampered with.

**4.6 Fire Extinguishers** (portable firefighting equipment) are serviced annually under a Trust contract.

**4.7 Final Exit Doors** are checked daily by the Responsible Property Officer to ensure that they are unlocked and/or open when required as a means of escape.

**4.8 Internal Fire Doors** are surveyed monthly by the Responsible Property Officer to ensure that they meet the correct standards and are properly maintained. The results of the checks are recorded on the Trust System.

~~4.9 The Fire Suppression System is maintained under a Trust contract.~~

~~4.10 The Sprinkler System is maintained under a Trust contract.~~

**4.11 Fire Notices and Signage** are updated as and when required and checked annually by the Responsible Property Officer.

**4.12 Maintenance Records** are maintained on the Trust Compliance System which can be found here:

<https://auth.every.education/Account/Login> . These include the inspection and testing of fire detection and alarm systems, emergency lighting systems, firefighting equipment and fire drills.

**4.13 Training Records** are maintained on the Hays Training Portal and on the Estates Portal.

**4.14 An on-site Fire Logbook** contains site plans, records of false alarms, hot work permits, building and system plans and the location of hazardous materials.

#### 5. FIRE RISK ASSESSMENT

The school has carried out a comprehensive fire risk assessment for each of its buildings. These assessments are kept on the Trust Compliance System

The fire risk assessment identifies who will be at risk if there is a fire, where people may be working and who else may be at risk, either in the premises or nearby, such as members of the public, visiting contractors, etc, and where these people are likely to be located.

The fire risk assessment will be reviewed at least annually, or if it is either no longer valid or if any changes are planned, such as:

- Any structural changes (alterations to the layout of the premises, erection of partitions, refurbishment etc) which may affect the spread of fire;
- Any change to the use of the premises which may affect the risk rating;
- Any change to work processes or work equipment which may introduce new fire hazards;
- Any change to the numbers of people using the premises to ensure that escape routes can accommodate the numbers safely.

#### 6. FIRE SAFETY TRAINING

6.1 All Staff receive annual basic fire safety induction training annually via the Hays Training Portal.

6.2 A Fire Drill is carried out once per term (3 times per year) to evaluate the effectiveness of the school's evacuation procedures. The findings of the drill are reported to staff through Health and Safety Committee meetings] and any conclusions and remedial actions are recorded and implemented.

6.3 A 'nominated person' receives more detailed and specific instruction and training.

6.4 Pupils are given instruction by their form tutors during the first week of the Autumn term on their actions to be taken in the event of a fire.

## Appendix 1

NAMED PEOPLE WITH SPECIFIC RESPONSIBILITIES		
FIRE POLICY RESPONSIBILITY	POST	NAMED PERSON
Responsible Person	Head Teacher	R Hibbard
Trust Health and Safety Coordinator	Trust Director of Estates	D Burrough
Trust Director of Estates	Trust Director of Estates	D Burrough
Local Health and Safety Coordinator	Nominated Person	C Pope
Hays Training Superuser	Hays Training Superuser	C Pope
Responsible Property Officer	Responsible Property Officer	G Stillyards
Evacuation Mat Operator #1	Higher Level TA	S Barnard
Evacuation Mat Operator #2	Teaching Assistant	J Gregory
Evacuation Mat Operator #3	Teaching Assistant	T Hunter
Evacuation Mat Operator #4	Teaching Assistant	M Fitzpatrick
Evacuation Mat Operator #5	Teaching Assistant	J Matthews
Evacuation Mat Operator #6	Teaching Assistant	M Sparham
Evacuation Mat Operator #7	Science Teacher & Head of Year 11	B Waite
Evacuation Mat Operator #8	RE Teacher	C Wheeler
Evacuation Mat Operator #9	Languages Teacher	S Baines
Fire Warden #1	Cover Supervisor	M Hanwell
Fire Warden #2	Caretaker	G Stillyards
Fire Warden #3	Librarian	N Robinson
Fire Warden #4	TA	J Petterson
Fire Warden #5	Child Protection Officer	W Frost
Fire Warden #6	TA	M Fitzpatrick
Fire Warden #7	Finance and H&S Manager	C Pope
Fire Warden #8	TA	THunter
Fire Warden #9	TA	J Gregory
Fire Warden #10	TA	M Sparham
Fire Warden #11	Attendance Officer	L Ellis
Fire Warden #12	Senior Administration Officer	H Farr
Fire Warden #13	Student Liaison Officer	P Fitzpatrick
Fire Warden #14	Caretaker	J Matthews
Fire Warden #15	Cleaner	L Barratt
Fire Warden #16	Science Technician	P Levitt

[add or delete rows above, as appropriate]

## Appendix 2

[add fire evacuation procedures here]

**FIRE DRILL MAP**

YEAR 9  
LEAD: JJ  
HEAD: MC

HSC (9A) BI (9N) CW (9B)

NBE (9M) HT (9W) HO (9V)

YEAR 10  
LEAD: JJ  
HEAD: MC (BG to lead)

SDT (10W) AR (10M) RC (10A)

DM (10N) JTI (10V)

YEAR 11  
LEAD: AK  
HEAD: BW

CCH (11N) EW (11V) AA (11M)

AGR (11W) SRY (11A)

S  
T  
M  
T  
O  
H  
O  
O  
R  
M  
E  
A  
S

L ELLIS P FITZPATRICK WITH PUPIL REGISTERS

YEAR 7  
LEAD: DFI  
HEAD: LH

RHO (7A) LCA (7B) KT (7N)

CST (7V) SB (7M) DA (7W)

YEAR 8  
LEAD: LB  
HEAD: CY

JDI (8W) LL (8M) DE (8N)

DWE (8A) KBR (8V)

POINT A  
MF/WF  
Surnames A to F

A  
C  
Q  
E  
U  
N  
I  
T  
N  
R  
A  
E  
S

POINT C

JP/NR

Surnames N to Z

MR HIBBARD

POINT B

MH/TH

Surnames G to M

H FARR/RECEPTIONIST - INVENTORY REGISTERS MARKS OFF VISITORS

C Block

LB & PL (door monitors)

**FIRE PROCEDURES 2022-2023**  
**EMERGENCY EVACUATIONS**



**DURING A SCHOOL DAY:**

1. Reception & SLO's to distribute fire registers and tutor sheets.
2. Heads of Year to distribute the fire registers to tutors.
3. Reception to print **Inventry** registers on hearing the alarm sound and mark off the visitors and check any staff/student discrepancies.
4. MF/WF at Point A, MH/TH at Point B and JP/NR at Point C will mark off the staff and canteen staff as per their alphabetical lists.
5. CP to be at the front of school to stop public entering the building. *(In the event CP is not available, KG will take over this role)*
6. LB and PL to warden the C Block (Main building) doors to stop anyone re-entering the building.
7. Tutors mark off which students are present and query who is missing with Reception & SLO's.
8. Once all students are accounted for, HOY's will pass the completed and signed sheets to their SLT.
9. SLT to take registers to RH, Reception to take Visitor registers to RH, 3 staff registers taken to RH by appropriate fire warden.
10. RH to record time once everyone is accounted for.
11. CP to liaise with Caretakers during the alarm to work out where the problem is and let RH know when clear.
12. Fire alarm switched off by caretakers if clear
13. RH to let students re-enter the building if clear
14. Registers to CP for filing

**NB.**

- Emergency services to be called as soon as a fire is discovered
- Staff without a tutor, student teachers, canteen staff & cleaners to gather in their assembly point to be marked off
- If any Fire Wardens are missing on the day – SB will help

**Date:-** 5<sup>th</sup> September 2022

**Signed:-** ..... (Headteacher)

..... (Governor)

**FIRE PROCEDURES 2022-2023**  
**EMERGENCY EVACUATIONS**



**AFTER SCHOOL HOURS:**

1. EVERYONE in the building MUST evacuate immediately upon hearing the alarm and head straight to the assembly point
2. Staff must not pick up belongings or go back into the building at any point until the fire alarm has stopped
3. Staff should wait in their usual assembly point as if a normal school day until the alarm has stopped (as per MAP)
4. Michelle Hanwell to control the collection of any Period 6 registers
5. Michelle Hanwell to leave lists for Detentions & Period 6 in Reception to be kept with the tablet.
6. Staff with any after school club or detentions must make a register and bring this out with them in case of a fire.
7. Appropriate person near Reception (such as a cleaner/caretaker after 4pm) to collect tablet based in Reception and mark off **Inventry** registers for Staff and Visitors. This will show who is still in school.
8. Nominated person at Reception to stop anyone entering the building
9. Once all students/staff/visitors are accounted for, caretaker is informed
10. Caretaker to assess school and ensure safety before staff return (fire alarm switched off) or to call emergency services.
11. Time recorded
12. All registers collected and filed appropriately by C Pope

**NB.**

- Emergency services to be called as soon as a fire is discovered
- Staff without a class, student teachers, canteen staff & cleaners to gather in their assembly point to be marked off

**Date:-** 5<sup>th</sup> September 2022

**Signed:-** ..... (Headteacher)

..... (Governor)

[add arrangements for evacuation of less-able people here]

'ResQ mats' are located around school & we have several staff trained in the use of the ResQ mats.  
A PEEP (Personal Emergency Evacuation Plan) is produced depending on each individual need.