



**Truro and Penwith**  
Academy Trust

# Fire Safety Policy

## Review Summary

Approved By:	Trust Board
Approval Date:	July 2022
Next Review Date:	July 2025

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## Fire Safety (Statement of Intent)

Truro and Penwith Academy Trust recognises its legal duty of care to its employees, pupils and others who may be affected by the Trust's activities or omissions. It also recognises the management of fire safety is a business-critical function. We as a Trust will endeavour to:

- Always make the Fire Safety Policy available for all employees.
- Monitor for continuous improvement in our Fire Safety performance by setting targets consistent with the aims of the Fire Safety Policy.
- Routinely monitor and report to the Board of Trustees, who will ensure that the necessary resources are provided to support the Policy fully.
- Ensure that all personnel, employees or contractors are aware of their delegated Fire Safety responsibilities and are fully trained and competent to undertake the task asked of them.
- Ensure the Trust complies with current legislation, regulations and standards and codes of practice.
- Communicate with employees on all matters affecting their health, safety and wellbeing.
- Carry out a regular review of all Risk Assessments, identifying proportionate and pragmatic solutions ensuring the risk is reduced.
- Encourage all staff, contractors and visitors to identify and report all hazards so that we can all contribute towards improving safety throughout the Trust.
- Maintain our premises, providing and maintaining safe plant and equipment ensuring a safe working environment for all.
- Ensure our emergency procedures are in place across the Trust for dealing with all Fire Safety and safeguarding issues.
- Where risks cannot be eliminated, they will be minimised by substitution, the use of physical controls or, safe systems of work or as a last resort through use of personal protective equipment.
- Ensure employees undertake training, where required, to ensure they can carry out their duties in a safe manner.
- Provide and maintain safe routes of access/egress as required under The Regulatory Reform (Fire Safety) Order 2005.
- Not intentionally or recklessly, interfere with any rules or equipment provided by the School and or Trust in the interest of Fire Safety.
- Ensure an up to date copy of the Fire Safety policy is available for staff, contractors and visitors to view at all times.

This Fire Safety Policy will be reviewed annually and revised as necessary to reflect changes to the Trust activities or any changes to legislation. Any changes to the Policy will be presented to the Board of Trustees. This will then be brought to the attention of all employees, visitors, and contractors of the Trust.

Signed:

Date: 21.07.2022



(CEO Trust)

Signed: .....  
(Headteacher)

Date: .....

## **1. Roles and Responsibilities**

The Trustees have overall responsibility for ensuring that the Truro and Penwith Academy Trust's statutory obligations in respect of Fires Safety are met. The Chief Executive Officer, external Safety Advisors, Trust's Head of Health, Safety & Estates, and head teachers along with the School's employees are responsible for ensuring that satisfactory arrangements exist within their remit for meeting those obligations and how they will be met will be laid down in safety policy statements. They will also take all reasonable steps to identify and reduce Fire hazards to a minimum. To assist in this all employees and pupils must be aware of their own and others' safety in any of the Trusts activities, both on and off the Trust sites.

## **2. Trustees**

The Trustees have overall responsibility for ensuring that Truro and Penwith Academy Trust's statutory obligations in respect of Fire Safety are met. They will in particular:

Monitor the effectiveness of the Trust's Fire Safety policies and the safe working procedures described within them and shall revise and amend them yearly.

Identify all employees having direct responsibility for particular Fire Safety matters and other employees who are specifically delegated to assist the Trustees and Head teachers in the management of Fire Safety at each of our Academies. Such delegated responsibility must be defined as appropriate.

Carry out an annual performance review of this policy.

## **3. Chief Executive Officer**

The Chief Executive Officer has responsibility for implementing this Policy within each Academy in the Trust. They will:

Ensure that satisfactory arrangements exist within each Academy for meeting those obligations, working with the Head of Health, Safety & Estates to ensure that suitable inspection schedules, preventative maintenance programmes and working procedures are established, which enables the Trust to fulfil its Fire Safety and compliance obligations under all current legislation.

Have arrangements in place to draw the attention of all employees working within the Trust, to the Trust's Fire Safety policies and procedures and of any relevant safety guidelines and information issued by the Head of Health, Safety & Estates.

## **4. Head of Health, Safety and Estates**

The Head of Health, Safety and Estates is the designated Fire Safety Officer for the Trust. They will co-ordinate all arrangements for the dissemination of information and for the instruction of employees, pupils, contractors and visitors on safety matters and to make recommendations on the extent to which staff are trained. This will include:

- Making arrangements for informing employees, children and pupils of relevant safety procedures and appropriately inform all other users.
- Ensure that regular safety inspections are undertaken throughout all the Trust Schools.

- Undertake annual reviews of the overall Fire Safety Policy, Risk Assessments.
- Make all arrangements for the implementation of a compliant accident reporting procedure and draw this to the attention of all employees within the Trust as necessary.
- Support the Trustees by working with the Premises teams to ensure that employees with control of resources, both financial and other, give due regard to Fire Safety.
- Support the Trustees by working with the schools to ensure that suitable inspection schedules, preventative maintenance programmes and working procedures are established which enable the Trust to fulfil its Fire Safety obligations.
- Ensure that all approved contractors are duly qualified and competent to carry out the task asked of them.
- Arrange for the implementation of a compliant accident reporting procedure and draw this to the attention of all employees within the Trust as necessary. Ensuring all RIDDOR reportable accidents are reported in a timely manner. Where required investigations are carried out and relevant actions are taken.
- Ensure the Headteacher is carrying out the implementation, monitoring and development of all Fire Safety policies within the school.
- Monitor general advice on safety matters by relevant bodies and give advice on its application to the Board of Trustees, Management Team and schools.
- Drive the implementation of all relevant Fire Safety policies and procedures throughout the Trust. Monitor as required.
- Investigate any specific Fire Safety issues identified within the Trust schools: taking or recommending, as appropriate, remedial action in a timely manner.
- Co-ordinate arrangements for the design and implementation of safe working procedures and practices throughout the Trust
- Carry out regular audits of the schools and their activities and make recommendations on methods of resolving any issues identified within the report.
- Ensure the school has arranged for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe.
- Monitor the activities of third party contractors present on Trust sites and report any safety concerns to the relevant parties.
- Monitor each school's progress and compliance level within the Safesmart safety portal, reporting any areas of concern.

## **5. Headteacher**

The Headteacher is:

- Responsible for ensuring that all procedures and systems of work are compliant with The Regulatory Reform (Fire Safety) Order 2005 and any other relevant legislation.
- Responsible to ensure that all employees, visitors and contractors abide by the Trust's Fire Safety Policy at all times.
- Responsible to take account of reasonable Fire Safety considerations and are always properly supervised.
- Ensuring all employees, visitors and contractors abide by the Trust's Fire Safety Policy at all times.

- Responsibility for the internal management and implementation of the Trust's and individual Academy's Fire Safety Policy and procedures.
- Ensuring safe working practices and procedures throughout the school, including those relating to the provision and use of machinery and other equipment and apparatus.
- Ensuring that the Fire Safety training needs of all staff are identified, and appropriate training provided.
- Ensuring that sufficient and appropriate Risk Assessments are carried out and effective control measures are put in place and implemented by staff, contractors, visitors and volunteers.
- Ensuring that parents are kept informed on any Fire Safety issues and procedures in place to effectively manage Fire Safety within the school.
- Providing an annual Fire Safety Summary Report to the Trust.
- The health, safety and welfare of staff, students/pupils, visitors, contractors and any other person using the school premises.
- Ensuring safe working practices and procedures throughout the school, including those relating to the provision and use of machinery and other equipment and apparatus.
- Appointing members to the Fire Safety Management Group and directing that Fire Safety issues be put on the agenda of all appropriate meetings throughout the school.
- Making regular progress reports to local governing boards on the effectiveness of the implementation of the Fire Safety policy, and inform them about all relevant changes

## 6. Local Governing Body

The Local Governing Body has the delegated responsibility to monitor the policy and nominate a Fire Safety Consultant to assist the Headteacher in the Trust's Fire Risk management. The Local Governing Body will: -

- Liaise with the Trust's Head of Health, Safety and Estates to ensure Trust policies are implemented by the school in a timely manner.
- Take reasonable steps to provide safe conditions for students/pupils, employees and others who may be affected by its activities.
- Ensure suitable and sufficient instruction, supervision and training are in place and to meet compliance with all relevant Fire Safety legislation.
- Set out all details of the organisation and arrangements in line with the Trust's Fire Safety Policy for the management of Fire Safety in the school, in writing and communicating to all employees.
- Be committed to regular evaluation, monitoring and review of the effectiveness of its Fire Safety Policy.
- Ensure there is adequate provision within the School's budget to enable the Fire Safety Policy to be carried out effectively.
- Acknowledge and actively support the role and responsibilities of employee representatives and give full co-operation to elected Safety Representatives of recognised Trade Unions to enable them to carry out their duties effectively.
- Participate and support the work of the Trust's Head of Health, Safety and Estates.

## **7. Trust Employees**

All employees must ensure they:

- Take reasonable care of their own Fire Safety.
- Take reasonable care of the safety of others affected by their actions or omissions.
- Co-operate with the management of Truro & Penwith Academy Trust with regard to fire safety.
- Observe all Fire Safety rules and legislation
- Comply with the Fire Safety Policy.
- Conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others at all times.
- Dress sensibly and safely for their particular working environment or occupation.
- Conduct themselves in an orderly manner in the workplace and refrain from any antics or pranks that would present a Fire risk.
- Avoid any improvisations of any form, which could create an unnecessary risk to their personal safety and the safety of others.
- Maintain all equipment in good condition and report defects to their supervisor in a timely manner.
- Report any Fire risk or malfunction of any item of plant or equipment to their supervisor.
- Report all accidents or near misses to their supervisor whether an injury is sustained or not.
- Attend as requested any Fire Safety training courses and meetings.
- Observe all laid down procedures for processes, materials and substances used.
- Observe the Fire Evacuation Procedure and the position of all Fire Fighting Equipment, Fire Exit routes and muster points.
- Do not introduce any equipment or items to the school without prior consent, especially items that could affect fire safety. [E.g. electrical equipment that is not certificated as safe.]

## **8. Pupils**

All pupils must ensure that they:

- Co-operate with teachers and school employees on Fire Safety matters.
- Not interfere with anything provided to safeguard their own Fire Safety.
- Take reasonable care of their own Fire Safety and that of others.
- Report all Fire Safety concerns to a teacher.

## **9. Visitors and Volunteers**

All visitors and other users of the school premises are expected, as far as reasonably possible, to observe the Fire Safety rules of the Trust and of the school. It is the responsibility of contractors and their employees to read and comply with the Trust Fire Safety Policy.

All visitors must always sign in at reception and wear an identification badge. Visitors must hand back their identity badge and sign out when they leave.



No mobile telephones or cameras are to be used on school property at any time, without the express permission of the Headteacher or a senior Truro & Penwith Academy Trust member.

## **10. Parents**

Parents are expected to support the Trust in any Fire Safety matter reported to them on newsletters and letters sent home.

## **11. Trade Union Representatives**

Trade Union representatives have the right to:

- Investigate potential hazards and to examine the causes of accidents in the workplace.
- Investigate complaints by any employee they represent relating to that employee's safety or welfare at work.
- Make representations to the Headteacher and or the Trust, as appropriate, on general matters affecting the Fire Safety and welfare of employees.
- Participate as an elected union representative in the work of the schools Fire Safety Committee.
- Carry out workplace health, safety and welfare inspections, reporting their findings to the Headteacher and or Safety Committee and the Trust's Head of Health, Safety and Estates.

None of the above functions given to a Fire Safety representative impose any legal duty or liability whatsoever on that person. A trade union representative is in no way obliged to carry out any or all of the above functions.

## **12. Employee Liaison with Contractors**

Employees working in proximity to contractors on any Truro and Penwith Academy Trust Site have a responsibility to take appropriate action and report the matter to the Premises Manager or Headteacher if they observe the contractor, or their operative, using any working practice or item of equipment that the employee considers dangerous or potentially dangerous.

Employees must ensure that contractors arriving on site report to Reception so that all Contractors are checked against the school's central record. Any contractor not on the school's central record must be accompanied at all times or refused entry to the school and its grounds. The asbestos register is to be read and signed at each visit by a contractor and before approval for any work to begin is given. If any hot works methods will be used, a hot work permit must be obtained prior to the commencement of any hot works.

## **13. Enforcing Authority**

The ***Cornwall Fire & Rescue Service*** are the Enforcing Authority for the Trust. If any enforcement officer arrives at the school, a member of school staff must inform the Trust's Head of Health, Safety and Estates immediately. If they arrive for a visit, then they must be granted full access to the school and must be accompanied at all times by a senior member of staff.

## **14. The Regulatory Reform (Fire Safety) Order 2005**

Most sites and premises throughout England & Wales must now conform with the requirements of the Regulatory Reform (Fire Safety) Order, which has replaced the Fire Precautions Act 1971 and the Fire Precautions (Workplace) Regulations 1997, as well as over 100 pieces of legislation relating to Fire Safety.

The Fire Safety Order does not apply to people's private homes, including individual flats in a block or house, though it does apply to; common areas; shared means of escape and facilities provided to assist the Fire Service, such as dry risers.

The Truro & Penwith Academy Trust has a recognised Fire Safety logbook. This logbook has been prepared to assist building owners, managers and other responsible persons to co-ordinate and maintain a fire safety record keeping system.

The logbook is also seeking to cover the main requirements for demonstrating compliance with current fire safety legislation. It is recommended that it be kept in a loose-leaf format with new record keeping pages photocopied or downloaded when required. The logbook should be kept up to date and readily accessible for inspection by the enforcing authority when required.

In terms of maintaining records, it is important to take note of the following legal requirements;

### **Article 32 (2) (b) Regulatory Reform (Fire Safety) Order 2005**

'It is an offence to make in any register, book, notice or other document required to be kept, served or given by or under, this Order, an entry which he knows to be false in a material particular.'

### **Article 17.1 Regulatory Reform (Fire Safety) Order 2005**

'Where necessary in order to safeguard the safety of relevant persons the responsible person must ensure that the premises and any facilities, equipment and devices provided...., are subject to a suitable system of maintenance and are maintained in an efficient state, in efficient working order and in good repair'

### **The Responsible Person**

The Responsible person is defined as any or all the following;

- The employer, if the workplace is to any extent under his control
- The person who has control of the premises
- The owner

## **Article 8.1 Regulatory Reform (Fire Safety) Order 2005**

The responsible person must:

Take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of any of his employees and in relation to relevant persons who are not his employees, take such general fire precautions as may reasonably be required in the circumstances of the case to ensure the premises are safe.

### **Competent Person**

A competent person is defined as;

A person who is to be regarded as competent for the purposes of the Fire Safety Order, where they have sufficient training and experience or knowledge and other qualities to enable themselves properly to assist in the undertaking of preventative and protective measures.

### **Relevant Person**

A relevant person is defined as:

- Any person who is or may be lawfully on the premises
- Any person in the immediate vicinity of the premises who is at risk from a fire on the premises.

## **15. Information Sharing**

It is the duty of all employees to co-operate with the Senior Management in fulfilling our legal obligations in relation to The Regulatory Reform (Fire Safety) Order 2005.

Employees must not intentionally or recklessly interfere with anything provided in the interests of Fire Safety or welfare at any time.

Employees, visitors, contractors and volunteers are to report any safeguarding concerns to the schools safeguarding representatives as soon as possible.

Employees are required to notify to management of any Fire risk, unsafe activity, item or situation as soon as possible.

Employees will be encouraged to report any concerns regarding Fire Safety by means of emailing the Headteacher or reporting through the completion of a maintenance or defect request.

Recognised Trade Unions are invited to appoint representatives within each school.

## **16. Risk Assessments**

Risk assessments relating to any Fire Safety matter must be carried out by Truro Penwith Academy Trust has approved Fire Safety Consultants only, unless agreed in writing with the Trusts Head of Health, Safety and Estates.

## **17. Employee Information**

Employees will be asked to familiarise themselves with a copy of the new Fire Safety Policy and asked to read the policy to ensure they understand their roles and responsibilities. Their line manager will ensure any issues are dealt with or raised with the relevant manager for clarification.

Key Fire Safety information will also be included in the new staff handbook. This will be issued to all employees on commencement of work for the Trust or school.

New employees will be given Fire Safety information and training on their induction, this will include any additional training required to allow them to competently carry out their role.

They will have online training in the use of the Safesmart portal and include all training available to them.

Management Meetings will include a regular item on Fire Safety for discussion. Minutes of the meeting must be circulated to the Trust's Head of Health, Safety and Estates.

## **18. Information for Pupils, Visitors, Contractors and Volunteers**

Information for pupils will be given at assemblies and in lessons as required.

Information for parents will be given on the school website, in parent handbooks, through letters and newsletters sent home.

Information relating to fire procedures for visitors and volunteers will be provided during the signing in procedure at school reception.

Information for contractors, will be passed to them via email from the school premises team, some information may also be issued via the Truro & Penwith Academy Trust Head of Health, Safety and Estates.

## 19. Training

The Trust will ensure employees carry out training, where required, to ensure they can always undertake their duties in a safe and competent manner.

Fire Safety training and any statutory training required to enable a member of staff to safely carry out their duties, will be identified by the Headteacher, the Head of Health, Safety & Estates-

It is the responsibility of the Head Teacher to ensure that all required training is up to date, and to allow all members of staff to have adequate time to complete any necessary training.

The Regulatory Reform [Fire Safety] Order places duty on the responsible person to:

***“... nominate competent persons to implement those measures and ensure that the number of such persons, their training and the equipment available to them are adequate,”***

In accordance with regulation guidelines, 20% of staff must be adequately trained to ensure that sufficient coverage is provided at all times. This is also to ensure that there is provision in the event of absence.

## 20. Reviewing and Monitoring

The annual review of all matters relating to Fire Safety will be reported to the Board of Trustees for review and monitoring. This will include all key performance indicators and will need to include, all reportable accidents along with near misses. The report will need to include Fire Safety training requirements, safeguarding incidents and any Cornwall Fire & Rescue site visits. The Trust's Estate and Facilities Manager will report to the Board the findings of any internal audit and inspections carried out over the last year.

All Fire Risk Assessments must be reviewed annually; this is to ensure any changes have been considered since the last Fire Risk Assessment was completed. Any reviewed Fire Risk Assessments are to be signed by the Headteacher and held on file. This must be cascaded to the relevant employees, contractors and visitors along with all volunteers. All new Fire Risk Assessments are to be completed using the Truro & Penwith Academy Trust approved Fire Risk Assessment template.

The school must carry out and record all evacuations, along with two termly fire drills. This information must be uploaded to the school's SafeSmart portal within 72 hours.

## 21. Accident Reporting and Investigation

Any accident, injury or near miss is to be reported immediately using the Safesmart portal. The Headteacher must also be informed immediately. Accident forms can be found on the Safesmart portal as well as with all first aid boxes. These forms must be completed as soon as practically possible. The Head of Health, Safety and Estates will ensure that the Board of Trustees are informed of all Fire related accidents and any dangerous occurrences. The Head of Health, Safety and Estates, where applicable, will follow the requirements of current legislation.

All significant incidents that are considered dangerous or near miss situations are to be reported to the Head of Health, Safety and Estates and Headteacher. A competent person should carry out an immediate investigation into the incident in order to identify the cause of the incident and any necessary measures taken to prevent a reoccurrence. The findings are to be sent to the Head of Health, Safety and Estates for information and reporting to the Board of Trustees.

## **22. Rules Covering Gross Misconduct**

An employee found to have acted in any of the following ways will be subject to disciplinary action, which may lead to dismissal:

- A serious or wilful breach of Fire Safety rules.
- Unauthorised removal or interference with any guard or protective device.
- Unauthorised operation of any item of plant or equipment.
- Unauthorised removal of any item of first aid equipment.
- Wilful damage to, misuse of, or interference with any item provided in the interests of Fire Safety or welfare at work.
- Unauthorised removal or defacing of any label, sign or warning device.
- Horseplay or practical jokes, which could cause accidents or incident.
- Making false statements or in any way deliberately interfering with evidence following an incident or dangerous occurrence.
- Misuse of any item of equipment, utensil, fitting/ fixture, vehicle or electrical equipment.
- Deliberately disobeying an authorised instruction.
- to make in any register, book, notice or other document required to be kept, served or given by or under, this Order, an entry which he knows to be false in a material particular

## **23. Contractors**

The Trust will, co-ordinate, control and monitor the activities of contractors to effectively minimise any Fire risks presented to employees, children, staff, visitors, volunteers and members of the public. The Trust recognise that they have a duty of care to those contractors' employees working on their premises and will retain and maintain a register of the Trusts approved contractors. The register will hold information for each contractor including their Fire Safety policy and procedures, letter of assurance, insurances, risk assessments and safe working practices. The Trust's Head of Health, Safety and Estates will constantly review the register and sanctions will be applied due to poor Fire Safety performance including written warnings, suspension and removal from the register. The school must ensure all contractors who require being part of a trade body are checked for their registration which must be documented and kept on the contractor's file.

## **24. Disabled Persons**

The Trust will give full and proper consideration to the needs of disabled employees, volunteers, pupils and visitors to ensure that they are not exposed to risk from Fire and protected by adequate Fire Safety measures.

The school will ensure that they:

- Treat all disabled employees, pupils and visitors with respect and dignity, both in the provision of a safe working environment and in equal access to all the school's facilities.
- Ensure that risk assessments are undertaken to ensure all needs are met and carry out reasonable adjustments to the premises and/or employment arrangements where possible.
- Report any employees found treating their disabled colleagues with less than the expected standards of respect and dignity.
- In an emergency evacuation, ensure suitable plans are in place, which will assist disabled people to leave the premises and ensure this information is shared with all employees, and trained Fire Marshals.
- The disabled or adapted toilet must have a disabled call alarm fitted; this will require weekly testing and recording on the Safesmart system.

## **25. Electrical**

All reasonable steps will be taken to protect employees, volunteers, pupils and any members of the public who use electrical equipment from the risk of Fire. This includes the provision, regular testing and maintenance of safe electrical equipment.

The fixed electrical system of every Trust building must be tested according to BS 7671 [I.E.E. Regulations].

The period between inspections for Educational Establishments is 5 years.

A certificate holder of the National Inspection Council must carry out the inspection for Electrical Installation Contracting [NICEIC] who must issue an Inspection Certificate as prescribed in the I.E.E. Regulations for the electrical equipment of buildings. A copy of all certificates must be kept with the fire records along with a copy being uploaded to the schools safe smart system. Any remedial work identified in the NICEIC inspection, are to be carried out immediately.

All portable electrical equipment must be maintained in a safe condition and the appropriate records must be kept.

Instruct all occupants that no electrical items are to be brought onto the site without management approval. All such items must be suitably tested. It is recommended that all electrical equipment is isolated when not in immediate use.

Coiled 'extension reels' must always be entirely uncoiled when in use. Such extension reels must always be fitted with an RCD (Residual Current Device) Plug.

All employees must visually inspect electrical equipment before use for obvious defects and treat all leads and cables with care. Any equipment seen to be damaged, defective, worn or abused must be reported to the Premises Team and/or the Headteacher immediately and not used.

Decorative 'Fairy lights' are not permitted to be brought onto site unless they are certified and comply with the Electrical Equipment (Safety) Regulations 2016.

## **26. Emergency Evacuation**

All reasonable steps will be taken to prevent a fire occurring. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

The Trust does not require persons to attempt to extinguish a fire, but extinguishing action may be taken if it is safe to do so and the staff have had the relevant training and feel competent to do so.

Immediate evacuation of the building must take place as soon as the Fire Alarm sounds. All occupants, on evacuation, should report to the pre-determined Fire Assembly points to ensure all staff, pupils, contractors, volunteers and visitors are accounted for.

Re-entry to the building is strictly prohibited until the local Fire & Rescue Service or a senior member of staff has given authorisation to do so.

Employees are encouraged to report any concerns regarding fire procedures, so the Trust can investigate and take remedial action if necessary.

You should familiarise yourself with the location of the fire alarms, fire appliances, fire exits and assembly points.

Fire evacuation notices should be on display in prominent areas around the school for staff, pupils, contractors, volunteers and visitors to view.

The means of escape from the building in the event of any emergency is of utmost importance. The Regulatory Reform [Fire Safety] Order places the responsibility for the maintenance of escape routes on the responsible person.

**A Summary is as follows:**

*“In order to safeguard the safety of relevant persons, the responsible person must ensure that routes to emergency exits from premises and the exits themselves are kept clear at all times.*

- (a) emergency routes and exits must lead as directly as possible to a place of safety;*
- (b) in the event of danger, it must be possible for persons to evacuate the premises as quickly and as safely as possible;*
- (c) the number, distribution and dimensions of emergency routes and exits must be adequate having regard to the use, equipment and dimensions of the premises and the maximum number of persons who may be present there at any one time;*
- (d) emergency doors must open in the direction of escape;*
- (e) sliding or revolving doors must not be used for exits specifically intended as emergency exits; (f) emergency doors must not be so locked or fastened that they cannot be easily and immediately opened by any person who may require to use them in an emergency;*
- (g) emergency routes and exits must be indicated by signs; and*
- (h) emergency routes and exits requiring illumination must be provided with emergency lighting of adequate intensity in the case of failure of their normal lighting.”*



## **27. First Aid**

The Trust has assessed the need for first aid provision across its sites and issued guidance on the numbers of fully qualified first aiders holding the First Aid at Work Certificate and the numbers of employees holding the Emergency Aid (appointed persons). This will need to be determined depending on the needs of staff and children. This will require the Headteacher to review, on a regular basis, the required first aid cover.

Certificates are required for each site and it is the responsibility of all first aiders to ensure any supplies used from a first aid kit are replenished immediately.

A competent member of staff should complete accident forms while the casualty is being treated. The reports of a more serious injury must be completed on the Safesmart portal. The Trust's health and safety team, who will update Safesmart accordingly, will complete any accident requiring a RIDDOR report.

Copies of all RIDDOR reports will be held centrally in the TPAT Finance office. Copies will be sent to schools on request from the Headteacher.

### ***Arrangements/Responsibilities***

Head teachers are responsible for ensuring an assessment of first aid needs is made so adequate provision can be made for the school. Although the relevant Fire Safety Law only refers to employees, there is a duty of care to include pupils in the assessment.

The Department for Education has published a guide 'First Aid in Schools' and this should be referred to when making the needs assessment. <https://www.gov.uk/government/publications/first-aid-inschools>

A designated staff member (the Trust recommends a Senior First Aider) should be appointed at each school, who would be responsible for ensuring adequate numbers of appropriately stocked first aid boxes are available and appropriate first aid signage and information is displayed within their areas of responsibility.

A list of first aiders is held at reception or in the main office, this must also be uploaded to the Safesmart portal (a list should also be held in the First Aid Room if one is provided). This list must be maintained and updated as necessary by the Headteacher or nominated person. A full list of first aider's qualification should be uploaded to the Safesmart portal.

### ***Pupil Hospital Admission***

Where a pupil is required to attend a hospital, it is not necessary to accompany the pupil to hospital if a parent can attend promptly. If parents are unable to attend the hospital promptly, a member of staff should go to the hospital. In the exceptional circumstance of parental permission being required, a member of Senior Management can act in loco parentis.

A member of staff will stay with the pupil until discharged or until a handover can be made to a parent or guardian. The member of staff at the hospital must update Senior Management on the condition of the injured pupil as and when information is made available.

### ***First Aid Provision EYFS***

The current requirements for Paediatric First Aid are set out in the Safeguarding and Welfare of the EYFS within the School. This requires:

- At least one person who has a current Paediatric First Aid certificate must be on the premises and available at all times when children are present and must accompany children on outings. Any assistant who might be in sole charge of the children for any period must hold a current Full Paediatric First Aid certificate. Paediatric First Aid training must be relevant for workers caring for young children and where relevant, babies. Providers should consider the number of children, staff and layout of premises to ensure that a Paediatric First Aider is able to respond to emergencies quickly.'

It is recommended that for all groups of pupils containing children under the age of five at least one member of staff will always be available who Paediatric First Aid trained is. This will normally be taken to mean the teacher supervising the class. It is also recommended that an emergency first aider is always available when the children are in school.

To allow for sickness and leave it is recommended that all staff who teach or supervise under-fives will have Emergency Paediatric First Aid training.

### ***First Aid Provision – General (Non EYFS)***

The Headteacher must agree all First Aid training requirements and all training certificates are to be uploaded to the Safesmart portal.

Regarding classes containing over five's, the guidance issued by The Department for Education 'First Aid in Schools' will be referred to. <https://www.gov.uk/government/publications/first-aid-in-schools>

As a recommendation, we would ask you ensure that there is always one Emergency First Aider available on the premises with a ratio of one First Aider to 50 pupils and staff.

Regarding school trips, a risk assessment will be completed, however, it is Truro and Penwith Academy Trust policy to have at least one trained first aider present on a school trip. For larger trips it is recommended, where possible, that there are two first aiders present (consideration will be given to the first aid facilities available at the trip location, and distance).

## **28. Gas and Oil Installations and Appliances**

The Trust is committed to achieving high standards of Fire Safety for all employees, visitors, parents and others. For these reasons employing and assessing the arrangements of contractors that are competent to work on gas and/or oil installations and appliances – servicing, repairing or installing, is highly significant to supporting these aims.

To assist the Trust in achieving this objective the Head of Health, Safety and Estates will ensure that all work carried out on gas and/ or fittings and appliances are in accordance with the requirements of the relevant regulations. The Trust will be responsible for ensuring ALL approved contractors are a member of a recognised body. No work is to be carried out in any Trust school on any gas and/or installation or appliance by an unqualified engineer. To verify a gas engineer, visit [www.hes.gov/gassaferegister](http://www.hes.gov/gassaferegister) .

## **29. Housekeeping**

The Trust recognises that slips, trips and falls are the largest cause of accidents in schools and will take necessary precautions to keep these incidents to a minimum. It is the responsibility of all staff, children, contractors, visitors and volunteers, to notify the school office of any housekeeping issues they come across to ensure they are removed as soon as possible.

A system of inspection by a senior member of staff must be established to ensure there is no accumulation of combustible materials in corridors, classrooms, cupboards etc. The necessity of pendant combustibles must be questioned during the inspection. These must be removed wherever possible.

It is not permitted to have loose vehicle tyres on site. Tyres must not be taken into any school building or stored within 3 meters of any school building. If tyres are to be used outside for whatever reason, they must not be easily moved. Extinguishing tyre fires is difficult. The fire releases a dark, thick smoke that contains cyanide, carbon monoxide, sulphur dioxide, and products of butadiene and styrene. Burning tyres are heated, and, as they have a low thermal conductivity, they are difficult to cool down.

It is the responsibility of all staff, students, contractors and visitors to ensure all rubbish is put into the bins provided. The school must ensure they have a licenced contractor in place to make regular collections of the school's waste.

Any specialist waste requiring removal from the school must be removed in accordance with relevant legislative guidelines. The school will need to ensure they are issued with a full waste disposal notice for any waste removed from site.

## **30. Lone Working**

The Trust recognises that they have a duty to identify and manage the increased risk of their employees whilst working remotely from other schools and/or outside of "normal" working hours. In such circumstances, these risks will be identified and managed adequately using suitable controls to ensure that all risks are minimised in consultation with the Trust's Head of Health, Safety and Estates or Headteacher.

No staff are to lone work without the ability to raise the alarm which can be achieved with the use of a mobile telephone. No member of staff is to lone work without informing their line manager or obtaining Head teacher's permission.

### **31. Smoking and Vaping**

Truro & Penwith Academy Trust schools operate a 'No Smoking or Vaping Site' policy. This is applicable to all buildings and premises.

### **32. Arson**

Reasonable measures must be taken to prevent fire as a result of arson. The school site should be adequately secure to prevent the entry of unauthorised persons. A Waste Management system must be established and maintained to reduce waste material that could be used in an arson attack. Bins and legitimate areas to store waste material should be enclosed and locked. If necessary, CCTV coverage and security lighting should be considered for these areas. Wherever possible, such storage areas should be at least 10 metres from a school building and not immediately inside the school boundary fence or wall, (These dimensions can be determined at the time of the Fire Risk Assessment).

### **33. Heating**

The use of portable heaters should be avoided as far as practicable. Fixed heating maintenance must be carried out by an Accredited Company in compliance with relevant specifications and Codes of Practice. Copies of certificates must be kept in the Fire Safety Logbook.

Ensure that there are up to date drawings of the premises showing all gas and / or oil equipment and shut off valves. All gas and / or oil shut off valves must have a sign "Gas shut off" adjacent to them. [Alternatively, oil] The fuel safety shut-off system maintenance must be included in the gas inspection and servicing contract.

### **34. Cooking**

Other than the immediate school kitchen area, cooking must be limited to the preparation of hot drinks and snacks by staff only. No cooking must take place anywhere within the school premises unless authorised expressly by the TPAT Head of Health, Safety and Estates.

Cooking oils must not be taken outside of the immediate kitchen area unless to be disposed of by an approved waste disposal contractor.

In schools where Food Technology is a specific subject, the Food Technology department must be established in compliance with national standards.

Table top cookers such as 'Baby Bellings' are not permitted on the school premises.

### **35. DSEAR (Dangerous Substances and Explosive Atmosphere Regulations)**

If substances that are subject to the Dangerous Substances & Explosive Atmospheres Regulations 2002 are present in the form of ... LPG, Petrol, Diesel Fuel, and Swimming Water Treatment Chemicals, Process dusts [e.g. produced by woodworking processes], pressurised gasses [Oxygen, Hydrogen, etc. in chemistry departments.] a suitable DSEAR Assessment should be current and kept up to date. Some senior schools will have many dangerous substances in the chemistry department in small quantities. These must be supervised and controlled by competent technicians and stored appropriately.

### **36. Lightning Protection Systems**

If a lightning protection system is fitted, the school must enter into a maintenance agreement with an Accredited Company for regular servicing. A copy of the certificates must be kept in the Fire Precautions Log.

The standard applicable to lightning protection systems is BS EN 62305.

### **37. Other Ignition Sources**

If there are processes that take place on site that involve potential ignition sources, each process will need to be considered. This process must be included within the Fire Risk Assessment and any remedial action carried out immediately.

If Barbecues are permitted on the school site, this must also be included within the Fire Risk Assessment and there must be a specific Barbeque Policy to cover the safe use.

### **38. Means to Limit Fire Spread & Development**

The school building should be constructed in such a manner as to have a number of compartments that are designed to limit the spread and development of Fire. All escape routes must be 'protected'. A drawing of the building showing each compartment and all protected escape routes must be established. This will identify what walls, doors, glass and other materials must not be compromised to ensure that these compartments remain intact. It will be necessary for all roof voids and other voids to be identified and these also must be sealed compartments to limit fire spread.

If there is any doubt regarding the suitability of the compartmentation, survey must be conducted and a report prepared.

Where any services [pipes, cables etc.] pass through fire barriers, whether vertical or horizontal, any gaps around such services must be sealed in such a way that fire cannot pass through.

This must comply with Approved Document B Section 11: 'Protection of openings and fire-stopping.'

All fire doors must be compliant. If there is any uncertainty, a Fire Door Survey must be carried out to establish what doors are required to be fire rated and to determine the condition of such doors. A register of all doors must be kept up to date. All doors should have a unique identification marked on and should be shown on a scale drawing of the premises.

All Fire Doors must be inspected every month and any necessary remedial work must be carried out as a matter of urgency. This must be documented.

Glass fitted in fire doors, screens and other fire barriers must comply with the Building Regulations. It must be suitably fire resistant and impact resistant. It must be marked accordingly. If there is any uncertainty, a Glazing Survey must be carried out to establish what glass is required to be fire rated and to determine the condition of such glazing. A register of all glazing must be kept up to date. All glazing should have a unique identification marked on and should be shown on a scale drawing of the premises. All Fire rated glazing must be visually inspected every month and any necessary remedial work must be carried out as a matter of urgency.

There must not be an introduction of any unnecessary material that would promote the spread and development of Fire. This includes paper, cardboard, wood, plastic, rubber, hessian, netting or any other combustible materials.

It is not permitted to have loose vehicle tyres on site. Tyres must not be taken into any school building or stored within 3 meters of any school building. If tyres are to be used outside for whatever reason, they must not be easily moved. Extinguishing tyre fires is difficult. The fire releases a dark, thick smoke that contains cyanide, carbon monoxide, sulphur dioxide, and products of butadiene and styrene. Burning tyres are heated, and, as they have a low thermal conductivity, they are difficult to cool down.

### **39. Furniture**

It is important that any Furniture brought onto the school site comply with the applicable Fire Safety standards specific to commercial premises. *Please note: This is different from the standards that cover domestic premises.*

Full compliance with BS 7176 / 7 requires that each item bears a permanently attached label, positioned so that it is clearly visible. The minimum dimensions of the label and size of lettering are also specified within this Standard. The label shall state 'Complies with BS 7176 / 7 for (Low, Medium, High or Very High) Hazard', as appropriate.

The applicable standards are:

- BS 7176: 2007 Upholstered Furniture
- BS 7177: 2008 Mattresses
- BS 5867: Part 2: 2008 Furnishings – Curtains and Drapes [incl. Window Blinds.]

If there is any doubt a Furniture Survey must be conducted, and a report prepared.

Non-compliant items should be removed immediately.

The advice of an accredited furniture supplier should always be followed.

## 40. Emergency Lighting

Any part of the premises that may or is to be used during the hours of darkness must be provided with escape lighting to BS 5266. Any part of the premises that does not have a source of natural light, must be provided with escape lighting to BS 5266, including escape routes.

All first aid points must be provided with emergency lighting.

All Escape routes [even rear 'staff only' routes] must be illuminated whenever the building is occupied. If natural light is not available, artificial light must be provided, both mains powered AND emergency lighting.

Emergency lighting must be fitted inside and outside of all final exits. The lighting level must be appropriate to the circumstances.

Some emergency lighting is classified as 'self-testing'. These fittings feature a digital self-test facility, allowing the unit to perform its own self-check giving a visual warning if a fault is detected. It remains the duty of the responsible person to arrange for each emergency light fitting to be viewed each month to monitor record and rectify all faults.

It is a requirement of BS 5266 [emergency lighting] that a drawing of the premises showing the location of all emergency lighting is kept up to date.

This drawing should be used to ensure that there is emergency lighting that complies with BS5266. See the appendix at the end of this report re Escape Lighting.

**Please note:** All EXTERNAL escape lighting must include 230v lights and Battery Back-up lights.

Records of all testing and maintenance must be kept in the Fire Safety Logbook.

## 41. Signs & Notices

Escape route signs must be provided such that occupants can readily find their way out of the premises to a place of total safety.

All 'push to open' devices must be fitted with a relevant 'PUSH TO OPEN' signs. All turn knob devices must be fitted with appropriate directional signs.

Signage relevant to Fire Safety must comply with BS5499-10:2004, which is the current British Standard "Code of practice for the use of safety signs including fire safety signs."

A drawing of the site showing the position and type of each fire escape sign must be established and kept up to date. This drawing should be used to ensure that the signs provided are adequate for the circumstances and comply with the relevant standards and codes of practice. It is strongly recommended that the signs and emergency lighting is shown on the same drawing as signs must be illuminated by emergency lighting.

Fire escape signs should be inspected monthly to ensure continuing compliance. Records of all testing and maintenance must be kept in the Fire Safety Logbook.

## **42. Fire Detection & Alarm System**

All Truro & Penwith Academy Trust sites must have a compliant BS5839 Part 1 Fire Detection and Alarm System fitted. The Fire Risk Assessment will determine the category and level of this system. If there is any uncertainty, a survey must be carried out to determine the status of such systems.

All systems must be maintained and tested periodically in accordance with the relevant standards (BS5839 and the regulatory Reform Fire Safety Order).

Where occupants are hearing impaired, a suitable means of warning those persons must be provided. This may be strobes or vibrating devices or both.

Up to date Zone charts must be provided adjacent to all fire alarm panels. Please note: It is a requirement of BS 5839 [fire detection and alarm systems] that a drawing of the premises showing the location of all fire detection and alarm system devices is kept up to date. This drawing should be used to ensure that the fire detection and alarm system complies with BS5839 Pt1.

Manual Call Points must not be obscured in any way. This must be the subject of a weekly check.

Records of all testing and maintenance must be kept in the Fire Safety Logbook.

## **43. Firefighting Equipment**

All Truro & Penwith Academy Trust sites must have a provision of manually operated Firefighting Equipment in accordance with BS5306. The Firefighting equipment must be positioned such that it is readily accessible and clearly visible and must have the relevant signage adjacent to them.

All fire extinguishers should have a unique identification marked on and should be shown on a scale drawing of the premises. This drawing should be used to ensure that the provision of firefighting equipment complies with BS5306.

A register of fire extinguishers should be kept up to date with provision for recording monthly inspections and any remedial work.

If there are automatically controlled Firefighting systems, training must be provided on how to respond in the event of a fire and a false activation. Such systems will also need to be maintained and routinely inspected.

Records of all testing and maintenance must be kept in the Fire Safety Logbook.

## **44. Testing & Maintenance**



H.M. Government states: "You must 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."

In order to comply with BS5839 Pt1, it is necessary to undertake a regular test to ensure that there has been no failure in the fire detection and fire system that may otherwise go unnoticed. The following should be carried out weekly:

A different manual call point should be activated during working hours to check that the fire detection and alarm system functions correctly. This will include the control panel, alarm sounders, beacons, and such things as automatically closing doors etc. The test should take place at the same time on the same day each week. A system of staff information feedback should be established to ensure that the alarm is effective in all relevant areas of the premises.

If the system is connected to an Alarm Receiving Centre (ARC) for calling the fire brigade, it is very important that the ARC is notified before testing commences and when it is complete.

When carrying out a Fire Drill, the Fire Detection and Alarm system must be activated to sound the alarm. A secondary bell system must not be used. This should be activated by testing a manual call point. This will also ensure that the link between the Fire Detection & Alarm System and the Alarm Receiving Centre (ARC) is fully functional.

If voice alarm systems are fitted, they should be tested weekly in accordance with BS5839 Part 8.

It must be ensured that all items linked to the fire detection and alarm system operate correctly every week.

All emergency lighting must be tested monthly and records must be kept.

The test is a short simulation of mains power failure. The test is required in accordance with BS EN 50172:2004 / BS 5266-8:2004.

The period of simulated mains failure needs only be sufficient for the purpose of this test. During this period, all light fittings and signs must be checked to ensure that they are in good condition, clean and functioning correctly.

Any fittings where lenses are damaged or have degraded such that light output is impaired should be repaired or replaced.

After testing emergency lighting and switching back to 'normal', a 'mains indicator' should be visible on or within the emergency light fitting.

An Accredited Company must carry out an annual test of all emergency light fittings. The test must be for a continuous 3-hour period. Each emergency light fitting must be operating correctly at the end of this test.

Records of all testing and maintenance must be kept in the Fire Safety Logbook., and all detected faults or failures must be remedied as a matter of urgency.

## 45. Records

It is a legal requirement to keep records. The Truro & Penwith Academy Trust Fire Safety Logbook has been prepared to assist building owners, managers and other responsible persons to co-ordinate and maintain a fire safety record keeping system.

The logbook is also seeking to cover the main requirements for demonstrating compliance with current fire safety legislation. It is recommended that it be kept in a loose-leaf format with new record keeping pages photocopied or downloaded when required. The logbook should be kept up to date and readily accessible for inspection by the enforcing authority when required.

In terms of maintaining records, it is important to take note of the following legal requirements;

- **Article 32 (2) (b) Regulatory Reform (Fire Safety) Order 2005**

‘It is an offence to make in any register, book, notice or other document required to be kept, served or given by or under, this Order, an entry which he knows to be false in a material particular.’

- **Article 17.1 Regulatory Reform (Fire Safety) Order 2005**

‘Where necessary in order to safeguard the safety of relevant persons the responsible person must ensure that the premises and any facilities, equipment and devices provided..., are subject to a suitable system of maintenance and are maintained in an efficient state, in efficient working order and in good repair’

Records relating to Fire Drills must be uploaded to the Safesmart system within 5 working days.

Signed: 


Date: 21.07.2022

(Academy Trust Chief Executive)  
Print Name: Dr J Blunden OBE

Signed:   
(Chair of Trustees)

Date: 21.07.2022

Print Name: Ellen Winser (MBE DL)

Signed:   
(Head of Health, Safety and Estates)  
Print Name: Mr J Eddy

Date: 21.07.2022

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ (Chair of LGB)

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ (Headteacher)

Print Name: \_\_\_\_\_

**Please send a signed copy to the Head of Health, Safety and Estates by email at  
[jeddy@tpacademytrust.org](mailto:jeddy@tpacademytrust.org)**