

SAFETY ARRANGEMENT

Fire Safety

1. Legal Requirements

The **Fire Safety Act 2021** and the **Regulatory Reform (Fire Safety) Order 2005** places responsibilities on employers and any other person(s) with control of premises (duty-holders) to assess the risk of harm from fire and to put in place appropriate fire safety measures.

2. Associated Documents

Personal Emergency Evacuation Plan Guidance

3. Definitions

Fire Risk Assessment: a fire risk assessment will consider hazards that can give rise to a fire and the level of risk. Risk has two components; the likelihood that a fire may occur and the potential for a fire to cause death or injury, i.e. consequence.

Fire: a chemical process which takes place when fuel, oxygen and a source of ignition combine in sufficient quantities generating combustion.

4. Responsibilities

The **UK Head of Estates** has overall responsibility for the implementation and review of Fire Risk Assessments and ensuring that relevant fire safety maintenance arrangements are established.

Heads are responsible for: -

- (a) carrying out all relevant routine fire safety checks and inspections and maintaining records of same on PP Projects SharePoint.
- (b) Ensuring the suitable fire and emergency evacuation procedures are established.
- (c) reporting all deficiencies and defects to the UK Head of Estates
- (d) providing employee fire safety training at induction and at suitable regular intervals throughout their employment.
- (e) carrying out one fire evacuation drill per term.

Fire Wardens have overall responsibility for implementing the fire safety procedure in the event of a fire or fire alarm activation and for managing the evacuation procedure. Fire Wardens will remain in overall control until the arrival of the Fire and Rescue Service, who will then assume control of the building and the incident.

5. Procedures

5.1 Fire Risk Assessment

Non-domestic properties that are owned and operated by Inspired Education Group UK will be subject to fire risk assessment. Fire risk assessments will be carried out annually by competent persons appointed by the organisation and will: -

- Identify hazards and reduce the risk of those hazards causing harm to as low as is reasonably practicable.

- Determine what fire safety measures and management policies are necessary to ensure the safety of people in the building should a fire occur.

Fire risk assessments will be recorded and subject to review in line with the overall level of risk and/or any significant changes to the premises.

5.2 Fire Emergency Plan

A plan of action to be taken in the event of fire occurring in buildings will be prepared for each school. Plans will be reviewed annually or when there has been a substantial change that materially affects the fire risks or fire safety in a building.

5.3 Fire Safety Checks and Records

A record of all fire safety checks will be maintained by **Heads** who will ensure that the various tests and checks as specified are carried out. Fire safety checks will also be updated on the PP Projects SharePoint.

Fire safety records must be readily available for inspection by the relevant authorities or other authorised individuals.

Various aspects of fire safety equipment require annual maintenance or testing. External contractors have been appointed to conduct these tests and maintenance on behalf of Inspired Education Group UK.

In the event of an alarm activation or a fire related incident, **Heads** must complete a fire incident report to record details of the date, time, cause of the incident and personnel involved in the incident.

5.4 Fire Doors and Fire Exit Doors

Fire Doors and Fire Exit Doors must never be obstructed or wedged/propped open. Weekly inspections will be recorded in the fire safety records.

With the exception of fire doors fitted to storerooms or other service rooms that are normally kept locked, all fire doors must be fitted with a suitable self-closing devices, which will ensure that the doors are normally in the closed position.

Where fire doors are required to be held open during the day, approved automatic door release mechanisms should be installed, but only provided that these mechanisms are connected to the fire alarm panel and will release the doors to close on activation of the fire alarm.

Staff should be aware of all emergency escape exits in the school, to ensure that in the event of fire, the shortest exit route can be used to evacuate children from the building.

5.5 Exit Signs and Fire Action Notices

To enable persons to easily locate emergency exits in an emergency situation, all escape routes and exit doors will be clearly indicated by approved fire safety signage. The signs should take the form of an approved pictogram.

Fire route signs and fire exit signs must be permanently fixed and maintained in good repair and must be clearly visible at all times.

A fire zone plan indicating the layout of the building and showing the location of all fire exits should be displayed beside the fire control panel and in each zone.

Fire Action Notices will be prominently displayed: -

- Adjacent to all fire alarm break glass call points.
- In all staff rest rooms and changing rooms.
- In all high hazard work areas, e.g. Kitchens, Plant Rooms etc.
- On main notice boards in receptions and throughout the building.

Fire Action Notices must be prominently displayed in areas where visitors will clearly see the notices and be able to read them easily.

5.6 Escape Routes

All corridors and stairways that form part of an escape route must be kept clear of obstruction at all times.

External pathways around buildings are external escape routes and must be kept clear of obstruction at all times. Seating areas, staff smoking areas etc. should not be permitted on external escape routes.

5.7 Fire Fighting Equipment

The fire extinguishers provided have been chosen with regard to particular hazards that have been identified and will be located close to the relevant hazard. Spacing and numbers of extinguisher have been determined by fire safety standards and with consideration to the individual and specific hazards within the building.

Interference, tampering or removal of firefighting equipment is an offence. All firefighting equipment will visually checked and subject to annual service a by external contractor.

A suitable Fire Blanket will be installed in a safe and prominent position inside kitchens.

5.8 Fixed Fire Fighting Sprinklers

Where a building has been equipped with a full firefighting sprinkler system which protects all areas including the roof void areas and stairways, the system will have been designed, installed, and maintained in accordance with the requirements of BS EN 12845:2004

Monthly visual checks will be carried out and routine servicing conducted by external contractors.

5.9 Fire Detection and Warning

All schools have been equipped with either conventional, or fully addressable fire detection systems, designed installed and maintained in accordance with British standards and complying with the requirements for the relevant category system.

A Fire Control Panel will be installed, and the alarm can be activated either from this point or from any fire alarm break glass call point in the school/college.

Fire alarm break glass call points are located at every exit door and at prominent locations throughout the school/college to provide the means of raising the alarm in the event of fire.

Automatic Fire Detectors (smoke and heat) may be installed throughout the school (depending on type of fire alarm system) and when triggered, will activate the fire alarm system.

Fire alarm sounders will either be incorporated into the fire detectors or be independent devices to ensure audibility of the alarm throughout the school.

5.10 Emergency Escape Lighting

All internal and external escape routes will be equipped with sufficient emergency escape lighting to enable staff and children to see their way to safety in an emergency and when the school main lighting system is not operational. Escape lighting units should operate for at least 3 hours with loss of mains power.

Emergency escape lighting equipment will be checked monthly and serviced annually by contractors. All checks and servicing will be recorded in the fire safety records.

5.11 Fire Systems Maintenance

The fire control panels will be checked daily. If any faults are apparent or indicated by the fire control panel, details of the problem will be reported immediately to the Head.

Fire alarm system: weekly tests of the fire alarm system will be carried out with results recorded in the fire safety records as follows: -

- Fire Alarm Sounders operating correctly.
- Fire Alarm Call Points used for test
- Automatic Door Release Mechanisms operated correctly.
- All Fire Doors closed fully.

Weekly tests of the fire alarm system should only be conducted using break glass call points. On no account should testing be carried out by the activation of fire detectors.

External contractors are employed to carry out regular inspections of fire alarm systems on a cyclical basis. All inspections will be recorded in the PP Projects SharePoint.

Fire alarm systems should not be modified in any way without the approval of the UK Head of Estates.

Fire Extinguishers: weekly visually check all Fire Extinguisher locations will be carried out to ensure that they have not been removed, discharged, or sustained damage. Details of checks will be recorded in the fire safety records.

Fire Extinguishers that have been tampered with or damaged will be removed from service and replaced until they have been checked by the approved contractor.

Fire Extinguishers that have been used will be refilled as soon as possible.

All Fire Extinguishers will be serviced at least annually by external contractors and the date of service entered on the extinguisher's service label. All routine services carried out by the external contractor will be entered in the PP Projects SharePoint.

5.12 Training

All staff will receive information, instruction, and training in relation to the fire evacuation procedures on a regular basis (at least annually). A fire drill will be carried out within the first two weeks of each term and a review of the evacuation procedures will be undertaken following every drill or evacuation.

5.13 Staff Considerations

Staff will be consulted when developing fire procedures. Where the premises are shared with another employer, Inspired Education Group UK will inform and co-operate with other employer(s).

Where buildings are routinely used by the public, the fire evacuation procedures will consider the arrangements required to ensure that visitors and/or children with disabilities are aware of the fire safety procedures and know where to seek assistance if required.

All staff are legally required to co-operate to ensure the safety of the school and not do anything that places anyone at risk.

5.14 Personal Emergency Evacuation Plans (PEEPs)

Evacuation plans will take account of the specific needs of those with impaired mobility, vision or hearing and those with learning difficulties.

Heads will consult with any staff or children who have disabilities that may affect their ability to evacuate the school safely and develop personal emergency evacuation plans for them. Personal emergency evacuation plans will harmonise the needs of the disabled person with the fire safety provisions of the school and the standard evacuation procedures. The PEEP will be in writing and provide reliable and consistent information that can be used by the disabled person, their assistants, and the fire authority to ensure their safe evacuation and will be subject to regular review.

5.15 Fire Drills

Fire Drills will be carried out within two weeks of the start of each term. Additional drills may be required when there have been significant increases in occupation or when major building works have been completed. Additional drills may also be necessary where previous drills have indicated a serious problem.

A nominated member of staff will be appointed to make all 999 calls, to prevent unwanted calls to the Fire and Rescue Service in the case of a drill. Where Fire Alarm Remote Monitoring is incorporated into the Fire Alarm System, the receiving centre must be notified in advance of all drills.

During the fire drill, staff, children, contractors, and visitors must evacuate the building and be accounted for at the assembly point.

6 Record Retention

- Fire Risk Assessment(s)
- Personal Emergency Evacuation Plans
- Fire Warden/Fire Safety training records
- Fire Safety Records
 - Fire alarm tests and service records
 - Emergency lighting tests and service records
 - Fire door checks

- Fire evacuation route checks
- Fire extinguisher checks and annual service records
- Fire evacuation drills

Date	Review Record	Reviewed by:
17/5/18	No changes required	Lee Craig - Law At Work
30/7/19	Replace "PP Projects SharePoint" with "PP Projects SharePoint"	Lee Craig – Law At Work
24/6/20	No changes required	Lee Craig – Law At Work
23/11/20	Change to fire drill requirement at para's 5.12 and 5.15	Lee Craig – Law At Work
3/8/21	No changes required	Lee Craig – Law At Work
30/6/22	Legislation updated to include The Fire Safety Act 2021	Lee Craig – FD People Ltd
11/6/23	No changes required	Lee Craig – FD people Ltd
7/6/24	Change to Inspired Education Group UK	Lee Craig – AAB People Ltd
4/6/25	Change Property Director to UK Head of Estates	Lee Craig – AAB Group