



ODBST Fire Safety Policy

ODBST Level 1 Statutory Policy:	ALL Schools require this policy with no changes allowed to core text. No changes are necessary to personalise this with school name and branding, as this is a Trust level policy for use, without change, by all schools, except where a school contact is required as identified in the content of the policy. LGBs will note adoption in LGB meetings. Review will take place at Trust level, and schools will be notified of updates and review dates as necessary.
Other related ODBST policies and procedures:	Health & Safety Policy
Committee responsible:	FRAPP
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1.0 Fire Safety Policy Statement

1.1 Policy Statement

The Oxford Diocesan Bucks Schools Trust is committed to high standards in health and safety and ensuring the provision of a healthy working environment is available to pupils, employees, contractors and persons who may visit the school, including all aspects of fire safety. We will strive to achieve comfortable working that is, as far as is reasonably practicable, safe from the risk of fire.

We recognise that in accordance with the *Regulatory Reform (Fire Safety) Order 2005*, the government has laid down guidance for fire safety in educational premises.

The nominated 'responsible person' as required by the above legislation is Paula Shaw, and they have day to day responsibility for fire management.

Great Horwood Church of England School will ensure that we meet all our legal and moral responsibilities regarding fire safety and to do this we will:

- Where practicable, prevent the possibility of all causes of fire;
 - Adopt a risk assessment approach to all fire safety matters by assessing and reducing risks generically where possible and creating systems to localise procedures and working practices by commissioning an Appointed Competent Person to conduct a full fire risk assessment every 2 years and to be completed and followed up by the third year or after any significant change is made to any building(s) re- evacuation plan/process;
 - Provide information, instruction and training to staff and will monitor incidents and near misses in order to identify where to improve systems and procedures and reduce the risk of recurrence;
 - Use competent persons to carry out fire risk assessments of all our properties and to advise our management of fire safety issues;
 - Implement the protective and preventative measures identified in the risk assessments and advice from our competent persons;
 - Consult our employees on relevant risk reduction measures that are necessary;
 - Liaise with our employees to reduce the risk from fire as far as reasonably practicable;
 - Develop roles and responsibilities to cover all aspects of fire safety and ensure that everyone understands their roles and responsibilities;
 - Train our employees and where necessary assess their competency in fire safety matters;
 - Develop an emergency evacuation plan for all our properties and personal emergency evacuation plans (PEEP) for all special needs persons who are employed or taught at our premises;
 - Provide all our employees, pupils and others, who visit or work in our properties, with relevant information on fire safety matters;
 - Deliver a recorded programme of checks to equipment for fire prevention, fire alert and firefighting, plus checks to possible ignition sources, storage of flammables and combustibles and evacuation routes; and
 - Implement suitable and appropriate management arrangements to plan, organise, control, monitor and review fire safety throughout our premise portfolio.

1.2 Contact Details for Advice on Fire Safety and best practice

Email or ring the ODBST Competent Person: Handsam

Tel: 03333 207 0737

Email: info@handsam.co.uk

2.0 Introduction

2.1 Purpose of Policy

The Fire and Rescue Services Act 2004 places a duty on Fire and Rescue Authorities to promote fire safety by providing information and giving advice on how to prevent fires, restrict fire spread, and ensure the safe escape from properties if a fire was to occur. The Regulatory Reform (Fire Safety) Order 2005 also places a duty on Fire and Rescue Authorities to enforce the fire safety duties placed on employers, occupiers or owners of premises to protect employees or the general public from fire.

The purpose of this policy and manual is to communicate to site staff the importance of fire safety, their responsibility for maintaining the fire safety logbook, the role of ODBST, the precautions which both ODBST and site staff are required to implement, and the responsibility for record keeping.

It is important that Managers and site users fully understand the actions necessary to control the risk, and their role in the control process.

Failure to adopt appropriate measures for the minimisation of fire risk (in accordance with the Regulatory Reform (Fire Safety) Order 2005 and the Health and Safety at Work etc. Act 1974) renders the ODBST, Responsible Premises Managers, staff and others liable to prosecution.

There is a legal duty to adopt measures of the type presented in this policy document.

2.2 The 5 steps of a risk assessment

The following is a summary of the 5 steps that will be adopted for fire risk assessment at ODBST premises:

Step 1 - Identify fire hazards

- Sources of ignition
- Sources of fuel

Step 2 - Identify people especially at risk

- Members of staff
- People not familiar with the premises
- People working alone

Step 3 - Evaluate, remove, reduce and protect from risks

- Measures to prevent fires
- Measures to protect people from fire

Step 4 - Record, plan, instruct, inform and train

- Record significant findings and actions taken
- Prepare an emergency plan
- Inform relevant people, provide instruction, co-operate and co-ordinate with others
- Provide training

Step 5 - Review

- Keep assessment under review
- Revise where necessary

3.0 Legal requirements

3.1 Regulatory Reform (Fire Safety) Order 2005

There is no statutory requirement to maintain a Fire Safety Log Book, but Article 17 of the Regulatory Reform (Fire Safety) Order 2005 Requires the 'responsible person' for the premises to ensure that all fire safety facilities, equipment and devices are maintained in efficient working order and in good repair.

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The 'Oxford Diocesan Bucks Schools Trust - Fire Safety Logbook' has been produced by Oxford County Council in consultation with Oxfordshire Fire and Rescue Service to help meet the ODBST's duties under the Regulatory Reform (Fire Safety) Order 2005

This legislation is usually referred to as "the Fire Safety Order", or simply "the RRFSO". It applies to virtually all non-domestic premises and covers nearly every type of building, structure and open space.

4.0 Enforcement and internal monitoring

As the local enforcing authority, Buckinghamshire Fire and Rescue Service have a duty to enforce the Fire Safety Order in all ODBST premises. Officers will inspect and audit the fire safety management systems in premises in accordance with their enforcement policies and procedures.

[Enforcement Register - Buckinghamshire Fire & Rescue Service \(bucksfire.gov.uk\)](https://www.bucksfire.gov.uk)

Compliance with the Fire Safety Order's requirements and prohibitions will also be monitored in accordance with the ODBST's will be monitored/audited by both the ODBST Operations team and Handsam health and safety team. Who undertake the duties of the "responsible person" for the Oxford Diocesan Bucks Schools Trust.

The Fire Safety Order places the primary responsibility for fire safety in premises on the "responsible person". As ODBST is the employer, it is the "responsible person" and as such the main duty-holder under the RRFSO.

The ODBST Trustees delegate responsibility to the Headteacher and local governing body. The ODBST's Competent Person advisory service is provided by Handsam who supports the ODBST in meeting its statutory responsibilities in this regard.

4.1 Duties of other "person(s) in control" (Responsible Premises Manager)

It should also be noted that the duties of the responsible person are extended to include "every person.....who has, to any extent, control of those premises so far as the requirements relate to matters within his control". This therefore includes the Governing body, a Responsible Premises Manager, Headteacher, or other person in a similar position of authority. Persons in Control could be held liable for their own acts or omissions.

This also includes persons who, by virtue of any contract or tenancy, have an obligation in relation to the fire safety of the premises or the maintenance or repair of the premises or anything in or on them.

4.2 General fire precautions

The responsible person has a general duty under the RRFSO to *“take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of any of his employees”*. However, the RRFSO applies not only to persons at work but also to all *“relevant persons”*.

These are defined as any person *“who is or may be lawfully on the premises and any person in the immediate vicinity of the premises who is at risk from a fire on the premises”*.

In relation to such non-employees, the responsible person has a general duty to *“take such general fire precautions as may reasonably be required in the circumstances of the case to ensure that its premises are safe”*. In both cases, these *“general fire precautions”* are a combination of:

- the *“preventive measures”* designed to reduce the risk of fire occurring on the premises and to reduce the risk of the spread of fire on the premises, and
- the *“protective measures”* provided to protect relevant persons in the event of a fire occurring (i.e., the fire detection and alarm system, the means of escape, the emergency lighting system, signs, fire-fighting equipment, staff training, the emergency plan etc).

4.3 Fire safety arrangements

The responsible person must make arrangements for *“the effective planning, organisation, control, monitoring and review of the preventive and protective measures”* identified by the risk assessment.

This means that the fire safety arrangements implemented at each premises must:

- comprise fire safety systems and procedures that actually work - taking account of the risk, nature of the activities and size of the premises
- be planned, using a systematic approach which identifies priorities and sets objectives. (Whenever possible, the elimination of any risk of fire should be planned through the careful selection and design of facilities, equipment and processes. If the risk cannot be avoided, then it should be minimised by the planning of effective control measures applying the principles of prevention specified in the RRFSO)
- be organised with a coherent structure of responsibilities, communication and accountability

- include controls to ensure that decisions for achieving the reduction and management of the residual risk from fire are actually implemented as planned
- be reviewed, tested and modified as necessary and new control measures introduced where required.

4.4 Records

The Headteacher and other site responsible persons has a duty to ensure there are records made and kept of:

- the significant findings of the Fire Risk Assessment (including any group of persons identified as especially at risk), and
- the fire safety arrangements for the premises

The complete Fire Safety Order is available from the internet at:

<http://www.opsi.gov.uk/si/si2005/20051541.htm>

4.5 Building Regulations 2010 approved document B

All projects irrespective of whether submission for building regulations approval is required, must wherever possible comply with the guidance included in approved document "B" (ADB) of the Building Regulations 2000 (as amended).

4.6 Building Bulletin 100 (<https://www.gov.uk/government/publications/building-bulletin-100-design-for-fire-safety-in-schools>)

All projects irrespective of whether submission for building regulations approval is required, must wherever possible comply with the guidance included in Building Bulletin 100 (BB 100) - Design for fire safety in schools.

4.7 British standards

A fire safety strategy statement is to be prepared for all projects and must include all aspects of the design with particular reference to any issues that do not comply with the guidance included in ADB and for school's BB 100. The reasons for non-compliance must be clearly identified together with the proposed alternative engineered solutions be it BS 7974 - Application of Fire Safety Engineering Principles to the Design of Buildings or BS 9999: 2017 Code of practice for fire safety in the design, management and use of buildings selected for adoption to compensate for the non-compliance with the above guidance.

4.0 ODBST Strategic Approach

4.1 Fire Safety Logbook

All ODBST sites should have a Fire Safety logbook or use Safemsart Smartlog to log, track and record all required actions. It will be the responsibility of the Headteacher to ensure the Responsible Premises Manager fully complies with the requirements of the logbook and that all records are kept up to date. The Headteacher will also ensure that all users of the site are aware of their responsibility as part of the Fire Risk Assessment and action plan.

A copy of a blank Fire Safety logbook can be found in the policy folder on SharePoint level 1.

4.2 Fire safety strategy

The Trust's Fire Safety strategy for all work carried out at or to its properties is set out below. This work includes new build, alterations and improvements, refurbishment and maintenance of property. Strategies must cover arrangements for taking account of children, vulnerable people, visitors, contractors and hirers

4.2 Fire risk assessment

To identify the nature and extent of the general fire precautions necessary, the Headteacher will organise for a suitable qualified person to carry out a fire risk assessment (FRA) of the premises every 2 to 3 years or earlier if there have been any building changes to the site and of any "*dangerous substances*" that are, or are liable to be, present in or on the premises. The FRA should be reviewed annually. The FRA on Smartlog should be used in the years in between. Fire logbooks must be uploaded to the Smartlog system by the school so that they can be review by ODBST.

4.3 Fire safety action plan

A Fire Safety Action Plan will be developed to assist in planning the actions necessary to rectify any identified deficiencies in the preventive and protective measures to ensure their continued effectiveness.

In all premises a responsible person will be nominated to have overall responsibility for organising staff training and coordinating the actions of employees in the event of fire. The name of the nominated person(s) will be recorded at the front of the Fire Safety Logbook or in Smartlog.

Training will include suitable and sufficient instruction on the fire precautions and actions necessary to safeguard employees and other relevant persons on the premises. It will be based on concise, comprehensible, and relevant written instructions, copies of which should be retained in this section of the Fire Safety Logbook for reference.

Training will normally take place during working hours and be:

- repeated periodically where appropriate (but at least annually)
- adapted to take account of any new or changed risks
- provided in a manner appropriate to the risks identified by the fire risk assessment

The aim is to ensure that all employees receive instruction, practical demonstration and training appropriate to their responsibilities in the event of an emergency and will include employees on flexible or shift duties who work outside the normal working hours.

4.3 Fire safety tests and routine checks

Regular testing, maintenance and servicing of fire safety facilities, equipment and procedures will be undertaken. The nature, frequency and recording of the tests/inspections carried out will be set down in the Fire Safety Logbook or Smartlog. These tasks will be carried out either internally by staff or by external contractors/service engineers and will include -

- Fire extinguishers
- Fire alarm systems, including sounders, detectors, call points and panel
- Emergency escape lighting
- Fire safety drills – Evacuation procedures
- Visual inspections of fire escape routes

5.0 Management Procedures

5.1 ODBST Operations Team will ensure all its work is carried out in accordance with current legislation.

5.2 Action to be carried out by Handsam Health and Safety (H&S) Team

Handsam H&S team will carry out on site bi-annual H&S monitoring to include review of Fire Safety Logbooks/Smartlog for all schools in the ODBST. The outcomes of these visits will be sent to the school and Chief Operating Officer (COO) for ODBST.

5.3 Actions to be carried out by Buckinghamshire Fire and Rescue Service (BFRS)

BFRS will only visit ODBST sites to carry out fire safety audits when invited to do so or following a fire at the property. BFRS will review projects submitted for building regulation approval to ensure that work carried out complies with the requirements of the Fire Safety Order.

5.4 Action to be carried out by Responsible Premises Manager

General duties include -

Comply with Fire Safety Duties including the completion of:

- **Fire Safety Risk Assessment** completed reviewed, signed and dated annually or as required.
- **Fire Safety Action Plan** to address and record defects identified in the Fire Safety Risk Assessment.
- **Plan of premises** annotated with Fire Safety data (call points, escape routes, fire doors etc).
- **Emergency Evacuation Plan** giving details of duties and responsibilities of all employees to ensure safe evacuation. Safe evacuation of all site users from the site to a designated place of safety is the primary consideration
- Signs and Notices are suitable and sufficient to assist safe evacuation.
- **Personal Emergency Evacuation Plan.** Particular attention will need to be paid to people with special needs, including those with a disability. Persons in control of county council premises should consider the need for "Personal Emergency Evacuation Plans".
- Employees are provided with clear and relevant information on the risks to them identified by the fire risk assessment including the measures that have been taken to prevent fires and how these measures will protect them if a fire breaks out.
- Employees (and their health and safety representatives) are consulted about nominating people to carry out particular roles in connection with fire safety and about proposals for improving the fire precautions
- Before a young person is employed, a parent/person with parental responsibility is provided with information about the risks and precautions to protect that child
- The necessary co-operation and co-ordination with other responsible persons who also have premises in the building takes place, and that they are informed of any significant risks found, and how those risks, which might affect the safety of their employees, will be reduced or controlled.
- The employer of any person from an outside organisation who is working in the premises is provided with clear and relevant information on the risks to those employees and the preventive and protective measures taken
- **All Fire Safety Training** (annually in Smartlog). All training must be logged, a completion certificate for each acquired. This will prove that you are fulfilling your training responsibilities, as advised under the Regulatory Reform (Fire Safety) Order.
- **Evacuation Drills** – To be held at least every term and logged in Smartlog.
- A debrief following an evacuation drill is an essential element of the drill and must be recorded separately as evacuation training.
- **Alarms (Panel only)** – Visual check required daily to ensure no faults are indicated. Check noted on Smartlog and any *defects* need to be recorded.

- **Alarms (Call points)** must be tested weekly on a rotational basis and these checks logged on Smartlog. Quarterly and Annual inspection and tests by a qualified engineer must also be recorded.
- **Emergency Lighting** – Must be tested monthly to ensure these lights illuminate. Annual tests to be carried out by a qualified electrician and recorded.
- **Fire Extinguishers** require a visual check monthly to ensure they are in position, have not been tampered with/used and there is no sign of leakage. They must be serviced annually by a competent person.
- **Self-contained smoke/heat detectors** must be tested weekly, by operation of test button.
- **Escape routes** should be checked daily to ensure they are clear and any *defects* need to be recorded.
- **Near misses** need to be recorded and investigated.
- **COSHH (including Radiation sources)** – An up-to-date list of all hazardous substances, amounts and places of storage needs to be kept in the Fire Safety Logbook.

THESE ACTIONS NEED TO BE RECORDED IN THE FIRE SAFETY LOGBOOK or on Smartlog.

5.5 Additional duties regarding the hiring/leasing of premises and out of hours/additional use

The person responsible for hiring or leasing out a venue or premises must ensure that the legal duties and responsibilities of those hiring or leasing the premises are clearly established and documentation for each unique, occasional or separate event or function is completed.

5.6 Employees Duties

It is the statutory duty of all ODBST employees at work to:

- Co-operate with the ODBST as their employer to ensure the workplace is safe from fire and its effects and not do anything that will place themselves or other people at risk.
- Remain vigilant to the risk of fire and report any defects in the fire safety arrangements to their line manager when first identified.

6.0 Reporting/recording fire incidents, near misses and other fire safety hazards

All occasions where a fire has, or could have occurred, will be properly recorded and the cause investigated so that the effectiveness of the preventive and protective measures can be reviewed and, if necessary, revised.

To ensure this is done in a systematic way, all such occurrences must be recorded using the Fire Incident, Near Miss or Other Fire Safety Hazard report form in the Fire Safety Logbook and in Safesmart Smartlog.

Section A of the form must be completed as soon as possible after any such occurrence by the most appropriate line manager/member of staff with knowledge of the circumstances. It must be forwarded to the person in charge of the premises for action and completion of Section B. This must then be sent to the Chief Operations Officer at ODBST.

The person completing the form is to make clear the nature of the occurrence by circling or highlighting either:

- “Fire Incident” where a fire has occurred.
- “Near Miss” where a fire has not actually occurred but all the components for a fire are discovered, e.g. a quantity of highly flammable liquid is found in close proximity to an uncontrolled ignition source.
- “Other Fire Safety Hazard” where fire safety related hazards might not in themselves cause a fire but could impact upon the safety of relevant persons in the event of a fire, by for example, jeopardising their means of escape – e.g. the discovery of an obstructed fire exit. Defects with fire safety systems and equipment etc should also be reported for remedial action.

7.0 Changes to Premises and Occupation of New Premises

7.1 Building change of use

Where a change of use of building is planned a risk assessment must be carried out to determine if any added fire risks will result from the new activity.

7.2 New build, alterations, extensions, refurbishment and maintenance

Work carried out by external contractors e.g. ODBE Property department may be managed and commissioned by either the Trust or the school directly.

7.3 Acquisition of buildings

ODBST will request a copy of the Fire Safety risk assessment and action plan for any property joining the Trust. Where this information does not exist, the school will be required to provide it. ODBST Operations Team will be comment on the content of the information provided and any action that is necessary to ensure that the property is safe to occupy.

7.4 Disposal of buildings

A copy of the current Fire Safety Logbook or Safesmart Smartlog records will be included with the sale details of any Oxford Diocesan Bucks Schools Trust properties that are to be sold. Any requests from the purchaser for further information will be dealt with by ODBST.

7.5 Self- funded projects (SFA)

Schools carrying out work to their premises including planned maintenance projects will be required to submit all relevant information of the proposed work to the ODBST Operations team at least 6 weeks before the work is due to start.

Schools are responsible for checking this information to ensure compliance with building regulations / bulletins and the Fire Safety Order.

7.6 Handover procedure:

7.6.1 New build

On completion of new buildings, prior to handover, ODBST Property Services are to ensure that a copy of the policy document and the fire safety logbook is provided and that details of the fire precaution systems are recorded in the Fire Safety Logbook. The Responsible Premises Manager and appointed representatives of the site are to receive full training in the operation of new fire safety systems to include smoke/heat detectors, fire alarms, emergency lighting, extinguishers, and procedures to include means of escape. Property services will ensure that this process has been carried out appropriately and that a Handover Checklist is completed and signed as received by the Responsible Premises Manager.

7.6.2 Extensions, alterations, refurbishment and maintenance

On completion of the above work and prior to handover ODBST Property Services will ensure that details of any additions or alterations to fire precaution systems in existing establishments are recorded in the Fire Safety Logbook. The Responsible Premises Manager and appointed representatives of the site are to receive full training as detailed in 7.6.1 to cover alteration and additions to equipment and/or procedures. Property Services will ensure that this process has been carried out appropriately and that a Handover Checklist is completed by the Property Services and signed as received by the Responsible Premises Manager.

8.0 Procedures for premises with automatic fire alarms

8.1 During periods when the premises are occupied

When the automatic fire alarm is activated for any reason, the following actions must be included in the premises emergency action plan:

- All non-essential persons are to be evacuated from the building.
- Nominated persons with the relevant training should check the fire alarm panel to determine the location of the suspected fire and carry out a sweep of the area to ensure the evacuation of people has taken place plus determine if possible if there is a fire or a false alarm. They must not put themselves at risk at any time – if in doubt get out.
- If fire or smoke, smells of burning or any other indications of a fire are discovered, or there are suspicions of a fire, then the fire and rescue service must be called by dialing 999.
- A nominated person should await the arrival of the fire and rescue service to provide relevant information including details of any persons who may be missing and the extent, location and nature of the fire, along with details of any hazards and dangerous substances.
- If the nominated persons can find no evidence of a fire or smoke, then the fire and rescue service should **not** be called but the alarm system reset (whilst the people evacuated remain outside the building). **If the alarm resets satisfactorily** the building can be reoccupied.
- **If the alarm will not reset** for any reason, the nominated persons should leave the building, dial 999 and inform the fire and rescue service that the premises have been checked, that no signs of fire were found but the fire alarm will not reset. Depending on all the circumstances (eg if there have been similar previous alarms at the premises), the fire and rescue service may decide to either attend the premises or simply advise that the alarm system be urgently examined by a service engineer.

NOTE – The fire and rescue service will not automatically respond to alarms received via an Alarm Receiving Centre (ARC) during periods that the premises are occupied. If there is a fire or signs of a fire it is therefore essential that a nominated person at the premises calls the fire and rescue service by dialing 999.

8.2 During periods when the premises are unoccupied

When the premises are unoccupied, and the fire and rescue service receive a 999 call from a passer-by or automatically via an Alarm Receiving Centre (ARC), an emergency attendance will be made. Whilst awaiting the attendance of the key-holder, the fire and rescue service will carry out an external check of the premises.

If the key holder does not attend within 20 minutes to provide access, depending on a risk assessment at the scene, the fire and rescue service may force entry to allow an internal search of the premises or return to their base station. If the fire and rescue service have left the scene by the time the key-holder arrives, it will be the key-holder's responsibility to make a check of the premises and to 999 if they discover a fire or smoke, smell burning or suspect there is a fire.

The fire and rescue service cannot be held responsible for any damage to the premises as a result of these procedures.

9 Signs and notices

9.0 Signs

Appropriate signage is provided and maintained throughout the premises and is in accordance with BS 5499. Arrangements are managed by school procedures. These are included within the school fire safety logbook and an understanding of signage is the subject of regular staff training. This will be reviewed on an annual basis by Paula Shaw and confirmed by the regular Fire Risk Assessment visit and report by the appointed Competent Person (**Handsam**).

9.1 Notices

Notices should be used, where the fire risk assessment deems necessary, to provide:

- instructions on how to use any fire safety equipment
- the actions to be taken in the event of fire
- information to assist the emergency services, e.g. location of dangerous substances, locations of Sprinkler valves etc.

NOTE – Some signs and notices may need to be duplicated to take account of the occupancy of the premises, e.g. in several languages or at two levels (i.e. for ambulant and wheelchair users). For further guidance on signs and notices see Part 2, Section 6 of the appropriate government guide on the <http://www.firesafetylaw.communities.gov.uk/> page of the Fire Gateway web portal.

9.2 Emergency Lighting

This will be specific to each building and is documented in the fire logbook or Safesmart Smartlog for each site, all in accordance with BS 5266.

Weekly:	Visual inspection of all emergency lighting points including illuminated exit signs.
Monthly:	Monthly 'flick test' of emergency lighting, not exceeding 25% of rated duration of the system. Simulate a momentary power interruption/mains failure to show if emergency lighting works under loss of power condition. Walk around the premises to check if each emergency light is working in these conditions.
Six monthly:	Test in the same manner but leave on emergency mode or deny power for one third of the rated duration of the system (i.e. on hour for a three hour rated system).
Annually:	Maintenance in accordance with BS 5266, by a competent electrical engineer.

9.3 New buildings and alterations

As part of any new building construction or alteration to existing buildings, Designers and Project Managers will, in liaison with OFRS and the local authority building control, ensure necessary signage is provided to comply with the current Building Regulations/ Building Bulletin requirements. Those people in charge of schools that undertake Self-Financed works, will be responsible for complying with this requirement.

9.4 Maintenance of Firefighting Equipment

This will be specific to each building and is documented in the fire logbook for each site all in accordance with BS 5306 by a competent nominated person. Routine visual inspections will be undertaken to ensure firefighting equipment has not been discharged or suffering from any obvious damage. A formal inspection of firefighting equipment by an external competent service engineer will be undertaken annually.

10. Emergency Evacuation Plan (EEP)

10.1 The Fire Evacuation Signal

The fire evacuation signal for Great Horwood School is a continually sounding siren (warble) throughout the premises.

The signal will sound on activation of the fire detection system or the operation of a break-glass call point.

On hearing the fire evacuation signal for any of the buildings above, everyone (employees, pupils, contractors, visitors) must leave immediately by the nearest available exit.

The fire evacuation signal is tested weekly covering call points on a rotational basis, ensuring each call point is tested at least annually.

10.2 Action on Hearing the Fire Alarm

Staff:

- During school opening hours, Paula Shaw will check the fire alarm panel to verify the zone and location of the alarm actuation and despatch staff to the area to check and begin evacuation as necessary;
- If fire is discovered this will be confirmed to the Fire Service by dialling 999;
- Teachers and classroom teachers will direct pupils to the evacuation assembly points; and
- Other staff will report to the evacuation assembly points and await instructions.

Visitors and contractors:

- Leave the building immediately by the nearest available exit;
- Make their way to the nearest designated assembly point in a calm orderly manner;
- Once at the assembly point wait for instructions from the Fire Service Liaison Officer or the Fire Officer; and
- Do not re-enter the building until directed by a member of staff on the advice of the Fire Officer.

Pupils:

- Cooperate with their teachers and classroom assistants to ensure a safe and orderly evacuation to

assembly points;

- Know who their assembly point roll call teacher/classroom assistant is;
- Know the main fire evacuation routes and which assembly point to muster at;
- Do not attempt to use fire-fighting equipment or save personal possessions;
- When unsupervised; on hearing the alarm:
 - Leave the building immediately by the nearest available exit;
 - Make their way to the nearest designated assembly point in a calm orderly manner;
 - Once at the assembly point wait for instructions from their assembly roll call teacher or the Fire Service Liaison Officer or the Brigade Fire Officer; and
 - Do not re-enter the building until directed by a member of staff on the advice of the Fire Officer.
- Pupils may also raise the alarm, if it is they who discover a fire or evidence that there may be a fire, such as smoke.

Action on Discovering a Fire

- Raise the alarm by activating the nearest break glass call point;
- Evacuate the immediate area;
- The person confirming there is a fire is to call the Fire Service by dialling 999; Paula Shaw is responsible for checking the Fire Service has been called;
- Tackling the fire will always come secondary to the evacuation. However, if trained and it is safe to do so, staff may tackle the fire with the nearest portable extinguisher, always ensuring there is a safe exit route available;
- A sweep of the building will be carried out by facility management. Once staff and visitors are at the assembly points a nominal roll will be carried out and provide the information to the Fire Service Liaison Officer;
- Any person trying to re-enter the building without the express permission of the Fire Brigade Lead Officer will be restrained using appropriate means; and
- Only competent personnel with appropriate training will be allowed to re-set the alarm system as the Fire Service are under no obligation to do so.

Evacuating People Identified at Specific Risk

Visitors:

- All visitors will sign in on arrival at reception and be handed a visitor's badge. Emergency plan information will be provided for them; and
- Visitors should be accompanied by the host at all times whilst on site and escorted to the assembly point by staff in the event of an emergency.

Contractors:

- All contractors will sign in on arrival at reception at the start of the work period. Unless other arrangements have been made e.g. long term contractor may have their own sign-in book, they should be made aware of the emergency procedures for the premises and the location of the designated assembly points.

Those with special needs:

- A Personal Emergency Evacuation Plan (PEEP) will be completed for any individuals (staff, pupils, visitors or contractors) that have special needs or SEND.

10.3 Designated Assembly Points

The designated assembly points for the premises are:

THE BOTTOM PLAYGROUND

Everyone will report to one of the above assembly points if the building is evacuated. Only people with designated tasks may remain in the building.

Escape Routes and the Use of Fire Exits

Means of escape routes throughout the buildings have been identified with fire exit signs.

Emergency lighting is also provided to all escape routes and final exit doors. These automatically illuminate on failure of the normal lighting circuits.

10.4 Arrangements for Fighting Fire

- Tackling fires will always come secondary to the evacuation of the premises;
- Firefighting equipment is provided in accordance with BS 5306 and is for use by any member of staff who has received the appropriate training and, on discovering a fire, considers it safe to do so. Firefighting equipment is sited throughout the building in accordance with the risk assessment and is generally found on escape routes adjacent to final exit doors;
- The fire extinguishers are provided to secure the means of escape routes and help prevent a small fire developing into one which could destroy the building. These extinguishers are only to be used if it is safe to do so, or out of necessity to secure an escape route; and
- 'IF IN DOUBT, GET OUT'.

Specific Responsibilities of Staff

Teaching staff:

- Sweep their area of work and ensure all people leave the building and direct/escort them to the assembly point. Tell the person responsible for the area immediately when it is all checked and clear;
- Designated members of staff to remember specific items to be turned off in case of fire if it is safe to do so, e.g. kitchens - all cookers and heat generating equipment should be turned off as they leave the building;
- If requested, call the Fire Service by dialling 999, the emergency operator is the next contact before being put through to the Fire Service. The Fire Service will then require the following information:
 - The full address, including postcode;
 - The telephone number you are calling from;
 - If possible, what is involved in the fire and if there are any flammable materials; and
 - Name of the nearest main road (**INSERT NAME OF NEAREST MAIN ROAD**).
- Take the relevant register and 'grab pack'.

Fixed Fire Protection Systems: Out of Service

If the fire detection system has to be isolated for any reason, (**INSERT NAME OF NOMINATED RESPONSIBLE PERSON FOR FIRE SAFETY**) must be kept informed.

- (**INSERT NAME OF NOMINATED RESPONSIBLE PERSON FOR FIRE SAFETY**) will document this in the fire logbook;
- Hot work will be restricted and only allowed under a strict permit to work system by facility management;
- Any fire doors on magnets or other automatic means of keeping them open to be released and

kept closed;

- All staff in identified areas should be informed and remain vigilant. Alternative systems to be put in place at the time, e.g. staff in area have mobile phone/pager contact with head of facility management, alarms of fire to be relayed directly to the fire service by phone;
- School insurers will be informed if this is going to be over half a day; and
- **(INSERT NAME OF NOMINATED RESPONSIBLE PERSON FOR FIRE SAFETY)** will document the re-commissioning of the system in the fire logbook.

If the evacuation alarm system is isolated for any reason, **(INSERT NAME OF NOMINATED RESPONSIBLE PERSON FOR FIRE SAFETY)** will be informed.

- **(INSERT NAME OF NOMINATED RESPONSIBLE PERSON FOR FIRE SAFETY)** will document this in the fire logbook;
- A temporary method of warning people of fire to be used, e.g. air horn or manual bell; and
- **(INSERT NAME OF NOMINATED RESPONSIBLE PERSON FOR FIRE SAFETY)** will document the re-commissioning of the system in the fire logbook.

Calling the Emergency Services

During normal school opening hours:

- The Fire Service will be called using 999 once the fire alarm has been actuated. On checking if a fire is discovered or if it is a definite false alarm this should be confirmed to the Fire Service by dialling 999;
- The Fire Service will require the following information:
 - The full address, including post code;
 - The telephone number you are calling from;
 - If possible, what is involved in the fire and if there are any flammable materials; and
 - Name of the nearest main road – Main Street Great Horwood.

At night, weekends or during the school holidays:

- The Fire Service will be called by dialling 999. On checking if a fire is discovered before the arrival of the fire service, or even if it is a definite false alarm, this should be confirmed to the Fire Service by the senior member of staff by dialling 999;
- The Fire Service will require the following information:
 - The full address, including post code;
 - The telephone number you are calling from;
 - If possible, what is involved in the fire and if there are any flammable materials; and
 - Name of the nearest main road Main Street Great Horwood.

Fire Service Liaison Officer (FSLO)

Paula Shaw been nominated to act as Fire Service Liaison Officer (FSLO). This individual will be responsible for reporting to the first Fire Service Officer attending any incident at the site. They will advise the Fire Service on the following:

- The location of the incident;
- Confirmation of the evacuation of all people from the buildings or otherwise;
- The last known location of any missing person/reluctant evacuees (if known);
- The location of the main electric intake and gas intake;
- Details on any known highly flammable materials in or around the building(s) involved;
- A floor plan of the building;
- Any other relevant information; and

- Work with emergency services to put in place evacuation plan.

The grab pack contains the majority of this information (contingency plans and contact numbers).

11. Specific Escape Plans

11.1 Full Description of Premises

Victorian School Building	Victorian School Building built 1862. Steps inside lead to front outside door.
Main School Building	Built on two levels and houses the boiler room. Potential fire hazards include: Cooker, hob, hotplate and microwave are fire hazards in the staff kitchen. Boiler Room is accessed from outside but is part of the main building. Cleaning store outside contains chemicals for cleaning. Paper storage in the store room
Outside classrooms	EYFS classrooms and cloakroom area Potential fire hazards: Paper storage EYFS equipment Clothing ie coats/wellies
Occupancy:	Boiler room is housed in the main school building
Times the premises are in use:	School terms 7.30-6.00pm Teachers access school during the holidays by arrangement
Total number of persons employed to work within the premises at any one time:	16
Total number of non-employed persons within the premises at any one time:	100 pupils 80 parents & visitors
Size (metres x metres):	See individual fire risk assessments
Number of floors:	2 floors in the main building
Number of stairs:	2 flights of stairs to the top level in the main building Steps leading down to the bottom playground

11.2 Fire Safety Strategic Objective (Full Evacuation)

The strategy is to provide safety for all occupants of the premises under any reasonably foreseeable circumstances in the event of a fire, in or adjacent to the building.

The strategy recognises that employees in the main are familiar with the premises although new employees, pupils and visitors must be accompanied until familiar with the buildings on site. This is fully acknowledged in the formulation of the Emergency Evacuation Plan (below).

Fire safety provision to achieve the above strategic objective is based on a combination of the requirement for early fire detection and warning for pupils and employees. Key elements of compartmentation in the building and sufficient protection of designated escape routes allow for the safe egress of all occupants, once alerted, to a place of ultimate safety with the assistance of teachers acting as Fire Marshals and the Fire Service Liaison Officer (FSLO) Paula Shaw

11.3 Structural Protection/Means of Escape

Means of Escape: General

Satisfactory means of escape is provided by means of designated protected routes from all areas of the buildings (detailed on the plans located in building fire logs) to dedicated fire exits direct to outside at ground floor level. Ultimate safety is achieved by the provision of a number of alternative assembly points in selected safe areas outside the premises as indicated on the plans for each building. This allows for the selection and use of the most suitable, depending on the location and severity of the fire at the time of the evacuation.

Provision of means of escape is in compliance with the guidance issued by the Department for Communities and Local Government: [Fire Risk Assessment: Educational Premises](#).

Means of Escape: Horizontal

Provided by protected corridor routes linking all rooms and any protected staircases. All doors opening onto such circulation spaces are maintained to an FD30S standard. Corridors are managed to avoid the build-up of combustible materials and prevent their use for unsafe processes such as locating of electrical machinery (such as photocopiers), and are subdivided as necessary by self-closing doors to a FD30S standard to prevent the spread of products of combustion along their length.

Escape from within rooms is provided by appropriate provision of sufficient exit doors in accordance with government guidance standards.

Means of Escape: Vertical

Provided by:

Protected staircases serving all areas of the upper storey, adequately sized at each level, with egress direct to outside and all doors of an FD 30SSC standard.

12. Carbon Monoxide

Carbon monoxide is a colourless, odourless, tasteless and toxic gas produced as a by-product of combustion. Any fuel burning appliance has the potential to produce carbon monoxide gas.

As a result, a carbon monoxide detector will be in the vicinity of all fuel appliances in Great Horwood CE School such as:

- Our boiler/s;
- Gas cookers/hobs; and

Any carbon monoxide detector will conform to the standards set out in BS EN 50291.