



**TRENT  
ACADEMIES  
GROUP**

# Fire Safety Management Policy & Procedure

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# 1 POLICY

The Trent Academies Group (TAG) recognises and accepts its responsibilities to ensure the effective and safe management of fire risks within its premises in accordance with current Health and Safety legislation. Schools within Trent Academies Group aim to provide an environment which is safe and which promotes fire prevention at all times.

It is the policy of TAG to ensure that, as far as is reasonably practicable, no persons are exposed to risks to their health or safety due to fire. This includes pupils, teachers, staff, parents, visitors, contractors and others who are reasonably expected to be present on the premises.

This policy will ensure a commitment to comply with all relevant fire safety legislation.

The policy and procedures will apply to all school sites and buildings controlled by TAG and all individuals therein.

The fire safety management of Schools is based on “the preservation of life”. Each School has put procedures in place to protect records but this is not the primary focus. Similarly, business resilience and disaster recovery are beyond the scope of this policy.

This policy and procedure document should be read in conjunction with the **TAG Health and Safety Policy** and the **TAG Managing Contractors Policy**.

Responsibilities for implementing the Policy are described in Procedures section 4.2.1 below.

This Fire Safety Management Policy & Procedure conforms to the general requirements of the The Regulatory Reform (Fire Safety) Order 2005.

The **Policy** is subject to approval by TAG Board.

**Procedures** necessarily need to be flexible to adapt to changing circumstances, and therefore may be revised without the requirement for TAG Board approval.

## 2 Review

The Chief Executive Officer (CEO) shall review, and where necessary revise, this policy to meet with continuing requirements as necessary. The review period shall be every two years or when relevant legislation changes.

The CEO may delegate the review to a competent person or organisation but shall remain responsible for ensuring the review is undertaken in a timely manner.

### **3 Signatures**

## **Signed**

.....  
**Chief Executive Officer**

.....  
**Date**

.....  
**Chair of Board of Trent Academies Group**

.....  
**Date**

.....  
**Date of Next Review**

## **4 PROCEDURES**

The procedures section describes how the Policy shall be implemented at TAG schools.

Detailed advice is also available in *Building Bulletin 100: Design for Fire Safety in Schools* and in *Fire Safety Risk Assessment: Educational Premises*

Specialist advice is also available from the bought-in independent Health & Safety Advisors to TAG.

### **4.1 Fire Management System - Introduction**

In essence, a **Fire Management System** is the interaction between a combination of **people**, **premises**, and **processes**.

Each School within TAG shall devise and implement a Fire Management System that takes into account the site-specific individual nature of each school, its premises, and its operational circumstances.

It is desirable that, so far as is reasonably practical, common procedures and practises are adopted at each school within TAG. This will help staff who work at more than one school or move between schools within TAG.

It is recognised that the individual circumstances at each individual school may mean that some practises and procedures may differ between schools in the TAG.

### **4.2 Fire Management System - People**

All those who have responsibility for the use, control and maintenance and/or repair of School premises have a duty to manage the fire risk present in the premises. The extent of the legal duty is determined by the terms of any tenancy agreement or contract that applies, and in the absence of any such agreement, on the degree of control the party has over the premises.

It is recognised that some school buildings may be managed under a third party PFI arrangement, or similar. In these school buildings it is recognised that the PFI Partner Company will probably hold contractual liability for elements of the fire safety management of the relevant buildings. See **Appendix 1**, which describes instances of buildings where third party organisations exercise an element of fire management responsibility.

To suitably manage the fire risk within the School environment it is policy that designated people shall be responsible for specific roles, responsibilities and tasks unless such tasks are the contractual responsibility of a third party PFI or similar arrangement.

#### **4.2.1 Roles and Responsibilities**

##### **The Trust Board**

- Review and approve the TAG Fire Safety Management Policy.
- Hold the Chief Executive Officer accountable for the implementation of the policy.
- Ensure budget provision is adequate to ensure fire safety as far as is reasonably practicable.

## The Chief Executive Officer (CEO)

- Ensures that a Fire Safety Management Policy exists, is approved by the Trust Board, and is reviewed periodically.
- Holds Head Teachers at schools within TAG accountable for the implementation of the policy at their schools.
- Holds Head Teachers at schools within TAG accountable for the implementation of the Fire Safety Management Systems and Procedures at their schools.

## The Head Teacher

- Shall be the legally designated Duty Holder.
- Implements the Fire Safety Management Policy at their School.
- Implements the Fire Safety Systems and procedures at their School.
- Ensures a commitment to comply with all relevant fire safety legislation, Approved Codes of Practice, Health and Safety Guidance Notes.
- Ensures budgets are available for managing fire safety.
- Ensures that a Fire Risk Assessment is completed and reviewed annually.
- Ensures staff are notified of the significant findings of the fire risk assessment.
- Ensures recommended actions derived from the fire risk assessment are completed so far as is reasonably practicable.
- Ensures the maintenance/testing of all fire-fighting systems and equipment is completed and recorded in the fire log book.
- Ensures that the Emergency Plan and evacuation procedures are regularly reviewed.
- Ensures the School has a major incident evacuation plan - this may include agreements with local providers and additional training for staff.
- Ensures all students, employees, visitors and others who use the building are made aware of the fire safety precautions and the fire evacuation procedures.
- Ensures the provision of fire awareness training annually to all staff.
- Ensures the provision of fire warden training for designated staff.
- Ensures that an emergency fire drill is undertaken every term.
- Ensures the preparation of specific personal emergency evacuation plans for staff and/or pupils with special needs and/or disability.
- Ensures the provision of suitable fire safety systems i.e. fire alarm, automatic detection and emergency lighting.
- Ensures the provision of suitable fire safety equipment such as fire doors, fire signs and fire-fighting equipment.
- Ensures that Fire Prevention Officer's recommendations and or enforcement notices are complied with.
- Ensures that staffing levels provided are appropriate to the fire safety requirements of the school.
  - With sufficient trained personnel to ensure that all occupants are assisted or supported, to make their way out of the building effectively in an emergency.
  - Ensuring that there are sufficient numbers of staff trained in fire prevention, fire protection and evacuation procedures and able to use the appropriate extinguishing equipment (and extinguishing media), so as to provide full coverage of the buildings, with provision for contingencies, sickness or holiday absences.

In practise the Head Teacher is likely to delegate the undertaking of many of the above tasks to competent members of staff (usually the Facilities Manager or the Site Manager as appropriate), but shall nevertheless retain responsibility for ensuring the tasks are undertaken.

## The Governing Body

- Shall review, monitor, and make recommendations with respect to the Fire Safety System at their School.

## The Fire Controller

The Fire Controller (Head Teacher, Deputy Head Teacher, Human Resources Director, or other nominated person[s]) is responsible for:

- Being clearly visible and uniquely identifiable in an emergency.
- Collecting all of the area and classroom information from staff acting as Fire Wardens.
- Acting as Head Fire Warden, receiving information about occupancy status of the buildings and information about unaccounted persons.
- Controlling the Fire Assembly Point.
- During a practice, noting escape times and general observations for improvement.
- Ensuring that no one re-enters the building until deemed safe to do so by the Fire and Rescue Service (or in the event of a drill/false alarm, the Site Manager).
- Implementing the major incident site evacuation plan if required.

**The Facilities & Resources Manager** (Or Site Manager if this role is not represented at the School) is responsible for:

- Implementation of a school work control system which has been developed proactively with clear lines of responsibility; a permit system; logging and audit processes and routine checking and supervision.
- Overall management of the maintenance system which is one where there is active monitoring of the fire safety systems, and the equipment is kept fully functional at all times when the building is in use.
- The development, maintenance and scheduled review of fire safety documentation and procedures, including the completion and upkeep of the **School Fire Log**.
- Having suitable and sufficient procedures in place to ensure that fire compartmentation is sound and that any fire engineering solutions are suitably maintained.
- Ensuring that fire-critical plant such as boilers are serviced at least annually in line with the School's planned preventative maintenance regime.
- Ensuring that electrical equipment is suitably maintained and that fixed electrical wiring is inspected at least every five years in line with the School's planned preventative maintenance regime.
- Ensuring that fire fighter equipment is maintained and/or accessible i.e. fire hydrants and dry risers if appropriate.
- In the event of a 'real' emergency supporting and deputising for the Site Manager as necessary.

**The Site Manager** is responsible for controlling work, maintaining safety systems and maintenance schedules relating to fire safety, including:

- The formal maintenance and regular testing of the fire alarm.
- The formal maintenance and regular testing of the emergency lighting.
- The formal maintenance and organising of testing for the automatic detection system
- The maintenance and inspection of the fire-fighting equipment.
- The maintenance of exit/escape routes, fire doors, and fire safety signage.
- Ensuring that access can be gained at all times to the electricity and gas shut off devices.
- Supervision of contractors undertaking "hot work" under a Permit to Work system.
- Where applicable, liaison with the other organisations sharing the site with regards to joint arrangements for fire safety.

- Confirming buildings are ready for reoccupation following a drill/false alarm.

In the event of a 'real' emergency the Site manager will take responsibility for:

- Ensuring that access gates and barriers are opened for the Fire and Rescue Service
- Liaising with the Fire and Rescue service to ensure that all relevant information is communicated effectively, to include if appropriate to the site:
  - Location of fire
  - Location of isolation points for gas, electricity, water
  - Location of mains connected hydrants
  - Location of asbestos
  - Location of chemical stores
  - Location of sources of ionising radiation (e.g. radioactive sources used in Science lessons)
- Providing the Fire and Rescue service with a detailed (laminated) plan of the building(s).

**The Receptionist or Reception Team** is responsible for:

- Calling the Fire and Rescue service to ensure that they have been notified of the alarm.
- Cancelling the attendance of the Fire & Rescue Service in the event of a false alarm.
- Ensuring that visitors and contractors are signed in to the building and are notified as to the evacuation procedures.
- Where appropriate escorting visitors and contractors from the building.
- Taking such information to the assembly point for use in a major incident/site evacuation.

**Fire Wardens - (Staff with specific fire duties)**

- Ensuring that their designated areas are clear before leaving the building – all staff.
- Closing all fire doors (not on automatic closers) before leaving their area – all staff.
- Taking an active day to day role in fire prevention and hazard spotting – all staff.
- Reporting fire safety issues such as missing fire extinguishers – all staff.
- Ensuring that fire escape routes/stairs and fire exits are not blocked – all staff.
- Reporting any hazards (which cannot otherwise be dealt with) to the Site Manager – all staff.
- Reporting to the Fire Controller at the assembly point to notify them of the occupancy status of their area – School Leadership Team.
- Assisting the Fire Controller in securing the building and ensuring that no one re-enters the premises until it is deemed safe to do so by the fire and rescue service – Site Team staff.

**Teachers** are responsible for:

- Acting as Fire Wardens when evacuating their class from the School. This means:
  - checking the room is empty and left safe,
  - checking other rooms on their way out if safe so to do,
  - escorting pupils safely to the Fire Assembly Area,
  - supervising pupils at the Fire assembly Area,
  - reporting anything relevant to the Fire Controller.
- Ensuring that their particular classrooms are kept free of hazards which may block escape routes.
- Ensuring that all electrical equipment used within the classroom have been suitably maintained.
- Reporting any hazards (which cannot be dealt with) to the Site Manager.
- Ensuring that new pupils are suitably trained in evacuation procedures.
- Following School evacuation procedures including reporting to the Fire Controller with the results of the register check (if held).

- Controlling their class at the assembly point, ensuring that no pupil re-enters the building until the Fire Controller announces that the School is safe.
- If required, being aware of and trained in the major incident evacuation plan which may require escorting the class away from the premises to a remote safe site.

**Pupil Support Unit (or equivalent) Staff** are responsible for:

- Ensuring that pupils who attend class with a prohibitive injury are assessed and that a Personal Emergency Evacuation Plan is put in place.
- Ensuring that classroom registers are always available and are taken to the assembly point in the event of an evacuation.
- Collecting information such as contact details of parents.
- Taking such information to the assembly point for use in a major incident/site evacuation.

**All Staff** are responsible for:

- Taking part in any fire safety training provided by the School.
- Familiarising themselves with and following their described roles in the **School Evacuation Plan**.

**Hirers and After Hours Providers (including Lettings Management Partners)**

- Hirers and contracted users of the premises shall receive written details of the fire procedure as part of the hire arrangements.
  - This may take the form of a Fire Alarm Evacuation Plan displayed in each occupied room.
- Hirers of the building are required to adhere to the fire procedures at all times and take such measures as are necessary to ensure the safety of those children/persons for whom they have responsibility.

**Special Educational Needs / People with Mobility Impairment**

- So far as is reasonably foreseeable, arrangements for **pupils** with Special Educational Needs or with mobility impairment and for **staff** with mobility impairment shall be recorded in **Individual Care Plans** and **Individual Risk Assessments**, according to the circumstances pertaining to each individual.
  - Such arrangements shall include:
    - Assistance with emergency evacuation including cover if the regular helper is absent.
    - Re-rooming of lessons where practical to ground floor rooms if mobility on stairs is restricted.

#### **4.2.2 Training – Staff**

- All staff shall receive fire safety awareness training as part of their initial induction, and at least annually thereafter. This shall be through the Smartlog internet based safety training system if the School subscribes to Smartlog. Otherwise alternative training arrangements shall be made.
- Staff with Site and Premises management and/or maintenance responsibilities shall receive training in the operation of fire alarm and fire-fighting equipment provided at the School.
  - Such training may be provided by a competent external provider, or may take the form of knowledge cascaded from experienced colleagues shared via “tool-box” talks. In any case the training shall be recorded in a **Fire Training Log** within the Fire Safety Management System.

- Staff with management responsibilities for the site and buildings will undertake bi-annual Fire Warden up-date training. This shall be through the Smartlog internet based safety training system if the School subscribes to Smartlog. Otherwise alternative training arrangements shall be made.
- An evacuation drill shall be held at each school in each term of the academic year, to familiarise building occupiers with the alarm activation indication and with appropriate evacuation routes to a place of safety/fire assembly point.
  - Each terms' drill shall be advised to staff via the relevant school calendar system so that teachers can plan lessons appropriately for the day of the drill.
  - If a false alarm results in a full evacuation prior to the date of the planned drill, the planned drill may be cancelled for that term at the discretion of the Head Teacher in order to minimise lost curriculum teaching time.
  - Additional drills may be held at the discretion of the Head Teacher in order to ensure the effectiveness of the evacuation procedure.

#### **4.2.3 Training – Pupils**

- An evacuation drill shall be held at each school in each term of the academic year, to familiarise building occupiers with the alarm activation indication and with appropriate evacuation routes to a place of safety/fire assembly point.
  - Pupils must not be told of the drill date/time in advance.
- New pupils in Year 7 and who are new to the School in Year 12 shall rehearse an emergency evacuation during the first few weeks of each new autumn term.
- New pupils who join the School at other times during the academic year shall be informed of the emergency evacuation procedure as part of their induction to the School.

#### **4.2.4 Training – Contractors**

- The **TAG Managing Contractors Policy** covers the safety management expectations of contractors visiting School sites. It includes:
  - Requirements for site and task specific risk assessments and method statements (RAMS).
  - Fire alarm and evacuation procedures.
  - No smoking rules.
  - Hot Works Permit requirements.
  - Maintaining emergency access and egress routes for evacuation and the emergency services.

#### **4.2.5 Training – Other Visitors**

- Visitors to TAG premises shall be advised of the site specific fire alarm indicators and fire assembly areas.
  - This may be via a predominantly displayed notice at the School Reception, or a message screen displayed in a computerised visitor management system.
  - Reception staff shall draw the attention of visitors to the arrangements at their site.
- Occupied rooms shall display a current Fire Alarm Evacuation Plan.

## **4.3 Fire Management System – Premises**

### **4.3.1 Buildings - New Build and Refurbishment**

- New school buildings and major refurbishment projects shall be designed from a fire safety point of view in compliance with the current version of Building Bulletin 100: Design for Fire Safety in Schools.
  - The **Fire Risk Assessment** shall be updated to take into account the presence of a new building at a School site and/or the demolition of a redundant building on site.
  - The **Fire Risk Assessment** shall be reviewed and if necessary updated to take into account the refurbishment works undertaken.
- Building and refurbishment work shall comply with the Building Regulations enforced by the local building control bodies.
- Contractors shall be required to work in accordance with the **TAG Managing Contractors Policy**. The policy includes reference to:
  - Use of Risk Assessment s & Method Statements
  - Hot Works Permit
  - No Smoking Policy
  - Fire Safety arrangements
  - General safety precautions

### **4.3.2 Buildings - Maintenance and Operation of Existing**

- Minor refurbishment projects, and premises repair and maintenance works shall be undertaken with the impact upon fire risk and safety in mind.
  - The **Fire Risk Assessment** shall be reviewed and if necessary updated to take into account the maintenance and repair works undertaken, for example (but not limited to):
    - Additions or reductions to the Fire alarm system.
    - Additions or reductions to fire-fighting equipment such as fire extinguishers, fire blankets, fire hose reels.
    - Changes to locking and access arrangements for fire exit routes.
- Materials and products used to maintain and operate schools shall be stored and used in accordance with the relevant Material Safety Data Sheets and COSHH Risk Assessments.
- Contractors shall be required to work in accordance with the Trent Academies Group Managing Contractors Policy.

### **4.3.3 Fire Fighting Equipment**

**Portable Fire Extinguishers** - commonly found throughout schools.

- Shall be provided as necessary and as determined by a competent person.
- Shall conform to current Standards (currently BS EN-7).
- Shall be selected and installed in accordance with BS 5306-8.
- Shall be labelled with their home location and a unique identification number .
- Shall be checked at least monthly for discharge condition.
- Shall be serviced annually by a competent independent contractor in accordance with BS 5306-3.

- If extinguishers are found to be subject to regular tampering by pupils they shall be provided with anti-tamper hoods.
- Fire extinguishers must **NOT** be removed from their home location without good cause and must **NOT** be used as temporary door stops.

**Fire Blankets** – usually found in kitchens, laboratories and workshops

- Shall be provided as necessary and as determined by a competent person.
- Shall conform to current Standards (currently BS EN-7).
- Shall be serviced annually by a competent independent contractor.

### **Fire Hoses and Reels**

A concern is that untrained people may attempt to stay and fight a fire when escape is the safer option. In use hose reels present a trip hazard on a final escape route.

Therefore over time, Schools should seek to replace Fire Hose Reels with appropriate alternative means of ensuring a safe egress.

- Where provided, fire hoses and reels shall conform to current Standards (currently BS EN-671-3: 2000).
- Shall be checked at least monthly for condition.
- Shall be serviced annually by a competent independent contractor.
- Shall be treated as an “infrequently used outlet” and flushed at least monthly for the purposes of the prevention of legionella.

### **Fire Sand Buckets**

Dry sand is useful for containing spillages of flammable liquids.

- Sand Buckets should be marked “Fire” and have lids to prevent contamination.
- It is recommended that two buckets of sand are provided in each laboratory, and at each garage/store where containers of liquid fuel are stored (e.g. where used for mowers/blowers/2 stroke engines etc.).
- Shall be checked and if required topped up with fresh dry sand at least every two months.

## **4.3.4 Building Systems**

### **Fire Detection & Alarm Systems**

- A schematic plan showing fire alarm zones shall be located adjacent to the control panel.
- To avoid accidental or malicious operation, vulnerable fire call points shall be fitted with protective covers that have to be manually lifted before the call point can be operated.
  - In areas that are particularly vulnerable to tampering by pupils, as a deterrent the protective covers may be fitted with a loud “screecher” device that draws attention to the lifted cover. In the event of a genuine activation, such devices draw attention to the area where the problem lies.
- Fire alarm control panels shall be visually checked for fault conditions and disablements as part of daily unlocking procedures (not recorded).

- A minimum of one manual call point per building shall be activated per week to test the correct operation of the call point, the control panel, and the connection to remote monitoring stations (using a different call point for each successive test). This test shall be recorded.
  - The test shall take place around the same time each week, timed to minimise disruption to the normal operation of the School.
  - Where systems are connected to a central monitoring station, arrangements shall be made prior to testing to avoid unwanted false alarms and unwanted attendance by the Fire & Rescue Service.
- Six-monthly servicing and preventative maintenance shall be carried out by a competent person with specialist knowledge of fire warning and automatic detection systems.
- All formal tests, fire alarms and servicing/repairs and alterations to the fire alarm system shall be recorded in a Fire Log Book.

## Emergency Lighting Systems

Maintained Emergency Lighting is that which is on at all times.

Non-Maintained Emergency Lighting only operates when normal lighting fails.

- An annual service shall be undertaken by a competent person to ensure all fittings are functioning correctly and are free from damage.
- An annual full-discharge test shall be taken by a competent person. The test shall be recorded.
  - Batteries typically take up to 24 hours to recharge following a full discharge test. The premises should not be occupied until the emergency lighting system is fully functional
    - For this reason the annual full discharge test should ideally take place on a Friday afternoon in the school summer holidays when staff presence on site is minimised and daylight hours available is maximised, and when no lettings are booked for the following Saturday.
- The Emergency Lighting System shall be visually checked as part of daily unlocking procedures (not recorded).
- A monthly function test shall be undertaken by a competent person to ensure that each emergency lamp illuminates. The test shall be recorded.

## Escape Routes including Fire Exit Doors

- Shall be kept free from obstacles and obstructions at all times, both internally and externally.
- Shall be fitted with conforming signs indicating the direction of movement towards a place of safety / eventual egress from the building (see **Signage** below).
- They shall **not** be used for the temporary storage of deliveries, furniture, items in transit, or waste
  - This is to minimise the presence of flammable materials along escape routes, and to ensure that speedy evacuation free from obstacles and trip hazards can be achieved.
- Fire Exit doors shall be checked for sound working order on a weekly basis (recorded).
- Displays of pupils work etc. shall be contained within approved fire resistant display cases so far as is reasonably practicable.
  - New school buildings shall be fitted with appropriate display cases from the outset.
  - In older school buildings there may be a legacy of older displays on pin board or affixed directly to walls.

- At each school so far as is reasonably practicable a rolling programme shall be initiated to upgrade the displays to fire rated cases, based upon the highest risk areas with the greatest circulations upgraded first.
- Otherwise single display items may be affixed individually to fire rated walls in secure clip frames of up to A1 size, in order to limit the amount of combustible materials attached to walls.

### **Automatic Door Closer Systems**

- They shall be checked at least every two months for correct operation.
- They shall be serviced at least annually by a competent person.
- Where door closer systems that use batteries are deployed (such systems typically hold corridors open unless a fire alarm sounds) the batteries shall be changed for new at least annually.
- Checks and servicing shall be recorded in a log.

### **Manual Fire Doors**

- In recent school buildings, manual fire doors will comply with the building regulations in force at the time the doors were installed. This will normally mean that they are generally fire resistant to a minimum of 30 minutes, are fitted with intumescent fire seal strips, automatic door closers and reinforced glazed vision panels.
- In older school buildings it is likely that the originally fitted fire doors will not comply with current standards.
  - In such cases, so far as is reasonably practicable a rolling programme of fire door upgrades shall be undertaken based upon the highest risk areas with the greatest circulations upgraded first.

### **Drama and Performance Stages and Spaces**

Stages and performance spaces may attract significantly sized audiences and production casts, and dark environments where hot equipment is present.

- Stage lighting systems shall be serviced annually by a competent person, and records of servicing and maintenance kept.
- Stage edges shall be indicated with a high-visibility edge line.
- Trailing cables shall be secured to minimise trip hazards.
- Scenery and stage curtains shall be of fire resistant materials and/or treated with fire retardant spray, and shall be deployed such that they do not come into contact with hot surfaces such as stage lamps.
- Productions and events involving the presence of naked flames or theatrical pyrotechnics or similar shall undertake and implement an event-specific Risk Assessment to eliminate or manage the risks arising.

### **Sprinkler Systems**

- Where fitted, shall be designed, installed and maintained in accordance with BS EN 12845 and BS 5306-2.
- Shall be checked at least monthly for pressure gauge readings, alarm condition status, water supplies, anti-freezing devices, automatic booster pumps.

- Shall be checked at least every 6 months by a competent person.
- Shall be serviced annually by a competent independent contractor.
- Higher-risk processes such as those requiring “Hot Works” should be avoided where sprinklers are fitted.
- Care should be taken not to obstruct the effective range of sprinklers when placing goods into storage.
- Checks and servicing shall be recorded in a log.

### Automated Roller Shutter Systems

Automated Roller Shutter systems located in openings in fire corridors or escape routes shall be specified to operate to retain the fire integrity of such routes and areas.

- They shall be checked at least every two months for correct operation.
- They shall be serviced at least annually by a competent person .
- Checks and servicing shall be recorded in a log.

### Lifts – Passenger and Goods

In an emergency passengers using a lift could become trapped by a power failure caused by the fire.

- Passenger and goods lifts shall have signs affixed instructing that they must not be used in the event of a fire alarm activation.

### Signage

- Signs identifying fire-fighting equipment and evacuation routes and Fire Assembly Areas shall comply with the Health and Safety (Safety Signs and Signals) Regulations 1996 or subsequent legislation.
- Occupied rooms shall prominently display an **Alarm and Evacuation Plan**. This shall be located at a readable height near to the room door so far as is reasonably practicable.
  - The Alarm and Evacuation Plan shall include as a minimum:
    - A description of what the alarm sounds like so that it can be distinguished from other building systems such as lesson bells.
    - Arrangements for distinguishing a routine system alarm test from an evacuation instruction.
    - Instructions on leaving the building safely.
    - The location of the Assembly Area or Place of Safety.
    - Behaviours expected during evacuation.
    - Any additional school-specific instructions.

## 4.3.5 The School Site & Grounds

### Access Roads

Access routes shall be provided such that emergency services vehicles can safely access buildings and waste storage compounds.

- Such routes must not be allowed to be blocked by parked vehicles or other obstructions.

- The Fire & Rescue Services shall be provided with access keys to driveway security gates and fences that their vehicles may be required to pass through.

### Fire Assembly Point

Each school shall have a Fire Assembly Point that can be accessed by a variety of safe pedestrian routes, so that alternative safe routes are available if one route is unavailable due to the incident.

- Clear signage indicating the Fire Assembly Area location shall be provided
- The Area shall be of sufficient size to accommodate all staff, pupils, visitors and contractors.
- The **School Emergency Plan** shall contain details of the location of a safe off-site location to which the school population can be moved on foot if the situation deteriorates to the point that continued occupancy of the Fire Assembly Area becomes unsafe.

### Fire Hydrant / Standpipe Connection

A Fire hydrant or Standpipe Connection is a permanently available external water supply to which the Fire & Rescue Service may wish to connect in order to fight a fire.

- The Site Manager shall be familiar with the locations of such facilities at their sites and shall point them out to the Fire & Rescue Service officer in charge.
- The hydrant or Standpipe connection must be clearly marked in-situ.
- The hydrant or Standpipe connection must not be obstructed in any way that might prevent prompt access.

### Gas Cylinders

Gas cylinders are sometimes stored in schools, for camping / field trip use, or for gasses used in Design Technology Departments.

- Portable Gas cylinders must not be stored inside buildings.
- They shall be stored in accordance with the manufacturers COSHH Safety Data Sheet and in a locked external container that is suitable for the purpose, i.e. any gas leaking can vent to free air, out of direct sunlight, and away from potential ignition sources.
- The lock shall be of a type that the emergency services can quickly remove with a bolt cutter if necessary.
- The Site Manager shall be familiar with the location of gas cylinder storage at their sites and shall point them out to the Fire & Rescue Service officer in charge.

### Ionising Radiation Sources

Small quantities of ionising radiation sources are sometimes held by school Science Departments, contained in appropriate containers to prevent radiation leakage.

- The Site Manager shall be familiar with the location of ionising radiation sources stored at their sites and shall point them out to the Fire & Rescue Service officer in charge.

## Chemical stores

All schools contain chemicals. Those used in offices and non-specialist classrooms are generally of a benign nature and/or are stored in small quantities. However specialist cleaning materials, chemicals used in Science departments; also products used in Design Technology, Art, and Site Team departments may be hazardous in nature, or hazardous in a fire environment.

- Chemicals used in Science shall be stored in purpose designed chemical stores.
  - The doors of such stores shall be clearly labelled with a compliant sign to indicate the hazards therein **unless** it is considered that to draw pupils or public attention to the presence of chemicals would unwanted inappropriate behaviour such as making the store a target for break in.
    - In this circumstance the external store door shall clearly be labelled as “Staff Only no unauthorised access”, and the inside of the door shall be fitted with appropriate chemical hazard warning signs so as to be visible once the door is opened.
- In the absence of dedicated chemical store rooms, COSHH compliant yellow hazardous materials lockable storage cupboards with spillage capture capability shall be used to store hazardous and flammable chemicals.
- The Site Manager shall be familiar with the location of chemical storage facilities at their sites and shall point them out to the Fire & Rescue Service officer in charge..

## Litter and Waste Bins

Many of the materials found in educational premises are combustible can all be a source of fuel for a fire. Good housekeeping will reduce the chance of a fire starting.

- External and internal litter shall be cleared away regularly as appropriate for each site.
- Waste bins in occupied rooms and in circulation areas shall be emptied regularly in accordance with the cleaning specification for the room.
- Waste collected by the Cleaners or Site Team shall be removed to the defined waste compound area before the building is secured each night.
- Confidential waste stored for annual collection for shredding, shall be stored in tied off heavy duty bags of no more than 25kg each within a suitable locked store room until collected by a licensed waste contractor.
- Bags of waste awaiting transfer to the waste compound must not be left unattended by Fire Exit doors where they could cause an obstruction or become a source of fuel for a fire.
- Chemical waste shall be disposed of in accordance with the COSHH Safety Data Sheets for the product, employing a specialist contractor if so recommended.

## Waste Storage Compounds

Waste materials collected from school buildings are generally stored in a dedicated Waste Compound area to await collection by an approved Refuse Disposal Contractor.

- Waste bins shall be of appropriate commercial quality and fitted with lids.
- Waste bins shall not be over-filled – it shall be possible to close the lid securely.

- Waste bins and skips shall be located further than 8 metres away from building perimeters unless locked inside a secure gated area.
  - Waste skips shall be of the enclosed lockable type so far as possible, to maximise fire containment .
- Ashes derived from boiler plant rooms (e.g. coal fired or biomass wood pellet fired) shall be allowed to cool down before being disposed of.
  - They shall be disposed of into appropriate fire proof waste storage bins.
  - Hot ashes must never be placed into waste storage containers that contain combustible materials.

## **4.4 Fire Management System – Processes**

Management systems and processes shall be put in place to ensure fire safety at each school within TAG.

### **4.4.1 Fire Risk Assessment**

The Regulatory Reform (Fire Safety) Order 2005 specifically requires a formal **Fire Risk Assessment** to be carried out and to be suitably reviewed.

- For each School within TAG a Fire Risk Assessment shall be undertaken by a competent person.
  - Suitable formats include those provided by:
    - Judicium Ltd – undertaken by a qualified expert and reported in paper and electronic format.
    - Smartlog – Fire Risk Assessment templates are included within this internet based software. The Initial Assessment can be populated by Smartlog, who will charge for this service. Subsequent reviews by Smartlog or by competent others can then update the online information held.
    - Nottinghamshire Fire & Rescue Service.
- The Fire Risk Assessment shall be reviewed and updated annually or when there is a significant change (such as alterations to a building), whichever occurs first, by a competent person.

The implementation of corrective actions is ongoing following each risk assessment review with priority given to the highest risks. Where budget restraints delay implementation, risk management strategies will be put in place to reduce the risk.

### **4.4.2 Evacuation Plan**

Each School within TAG shall maintain an up to date **Evacuation Plan**.

The plan shall:

- Be made available to all staff.
- Describe the fire alarm activation signal.
- Describe the actions staff need to take to safely evacuate the buildings.
- Describe responsibilities for communicating with the emergency services.
- Describe the location of the Fire Assembly Point.
- Be reviewed following significant changes to the building infrastructure, or following significant events such as a fire.
- Form part of the school **Emergency Plan**.

### **4.4.3 Risk Assessment Generally**

Activities within TAG schools that have the potential to expose staff, pupils, visitors or contractors to safety risks shall be covered by **Risk Assessments** to ensure appropriate control measures are in place to minimise risks.

- The **TAG Hazard Menu** is a checklist referred to when devising Risk Assessments. It reminds risk assessors to consider physical hazards arising from (amongst others):
  - Fire/explosion (including flammable liquids and gases).
  - Hot surfaces.
  - Hot conditions.

#### **4.4.4 Planned Preventative Maintenance**

Each school within TAG shall ensure that an effective Planned Preventative Maintenance Programme is followed to minimise the risk of failures of building systems, plant and equipment provided for fire safety purposes.

- This will normally mean that appropriate maintenance and inspection regimes shall have been set up, either “in-house” or via appropriate professional contractors, to cover the periodic maintenance and inspection of:
  - Fire alarm systems.
  - Emergency lighting systems.
  - Sprinkler systems.
  - Fire hydrants/standpipes.
  - Fire extinguishers.
  - Fire blankets.
  - Fire sand buckets.
  - Automated door holdback/closer systems.
  - Portable Appliance Testing.
  - Periodic fixed electrical installation inspection.
- All planned preventative maintenance works to fire safety systems and equipment shall be logged.
  - Either electronically through a recognised software/on line solution, or via a paper based logging solution.
- Additionally regular routine visual inspections shall be undertaken to ensure that
  - Fire doors operate correctly.
  - Panic release bars operate correctly.
  - Corridors and escape routes are kept free from obstructions.
  - Door wedges are not inappropriately left in-situ.
  - Combustible materials and supplies are not exposed to ignition sources.

#### **4.4.5 Reactive Maintenance & Repairs**

School buildings are subject to high levels of internal wear and tear arising from the nature of pupils and the volume of occupants using the buildings. Building fittings can become damaged or worn out.

- Each school within TAG shall ensure that an effective system exists to communicate to the appropriate site team the day to day repair requirements that arise from time to time.
- All reactive maintenance works to fire safety systems and equipment shall be logged
  - Either electronically through a recognised software/on line solution, or via a paper based logging solution.

## Appendix 1 – Third Party Fire Risk Management

PFI contracts, Lease contracts, Facility Management Service Level Agreements, Lettings Agreements and the like will generally contain contractual provisions with respect to fire and safety management.

School	Building	Notes
<b>Arnold Hill Academy</b>	2 x all-weather soccer pitches	<b>Play Football</b> occupy under a 20 year lease, with school use during the school day
<b>The Farnborough Academy</b>	Main School (Land and buildings owned by Nottingham City Council)	Operated and maintained by Carillion under a PFI agreement. Carillion FM undertakes statutory maintenance and testing of fire safety related equipment within the building.
	Trent House ( <i>also known as Orchard Centre and Yr. 7 Base</i> )	<b>Field Sports Management</b> manage the commercial letting of facilities under a Lettings Management Service Level Agreement (2016), with school use during the school day
	Sports Centre	
<b>Rushcliffe School</b>	Former Leisure Centre (Nottinghamshire County Council = building owner)	<b>Rushcliffe School</b> occupies areas of the building under a Lease (from January 2017) <b>Nottingham Gymnastics Academy</b> occupy the East Midlands Gymnastics Centre <b>Nottinghamshire County Council</b> manage the “moth balled” abandoned Leisure centre premises (from Jan 2017) and is responsible for undertaking statutory maintenance and testing of fire safety related equipment within the building.
	Sports Pavilion, 2 x all-weather soccer pitches	<b>Field Sports Management</b> occupy under a 50 year lease, with school use during the school day. Field Sports Management undertakes statutory maintenance and testing of fire safety related equipment within the building.
	Sports Halls and Changing rooms in main school “A” block used for sports lettings	<b>Field Sports Management</b> manage the commercial letting of sports facilities under a Lettings Management Service Level Agreement (2016), with school use during the school day