



LYDIATE
LEARNING
TRUST

Fire Safety Policy (LLT)



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ENGAGE, ENABLE,
EMPOWER

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1. Introduction

Fire is a potential hazard in all Trust premises. The consequences of fire in any premises can be especially serious because of difficulties and dangers associated with the emergency evacuation of pupils and staff.

The aim of the Trust is to ensure, as far as possible, that outbreaks of fire do not occur. If an outbreak cannot be prevented it must be rapidly detected, effectively contained and quickly extinguished, with no risk to staff, pupils or visitors due to robust fire safety protection and evacuation procedures.

2. Scope

This document applies to all directly and indirectly employed staff within Lydiate Learning Trust and other persons working within the organisation.

This policy encompasses the management of fire safety in all Trust occupied premises. A commitment to be aware of fire precautions and fire procedures is a basic duty of all staff and an essential obligation for everyone with management responsibility.

3. Aims and Objectives

In summary, the Trust aims to ensure that:

- All appropriate fire safety measures are provided to maintain a safe environment for pupils, staff and visitors.
- All Lydiate Learning Trust staff have access to fire training, and are able to accept responsibility for fire safety in their area of work.
- All Lydiate Learning Trust staff and allied staff in a Lydiate Learning Trust owned or occupied building (STEM building) are aware of the action to take in the event of a fire, suspected fire or evacuation of an area or building. Occupied buildings will receive the opportunity to attend termly Fire drills and will adopt the Fire evacuation plan.
- All new developments and major refurbishment works achieve full compliance with legislation and codes of practice.
- As required a programme of works is implemented to achieve standards of fire safety in accordance with current legislation and codes of practice.
- The Trust is compliant with all relevant Fire Safety Legislation and appropriate guidance that are regarded as approved codes of practice.

4. Policy Statement

The Board of Lydiate Learning Trust, the employer of the staff who work at the Trust and the Trust schools, recognises and accepts its responsibility for providing a safe and healthy environment for all Trust staff, for the students attending the schools and for visitors and contractors who come on to the premises. As such it is the Trust's intention to:

- Minimise the risk of Fire throughout the premises and estate owned or occupied by the Trust.
- To eliminate or to minimise the impact from Fire on life safety, the environment and property.

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- This policy will be implemented across the Trust and is intended to safeguard all who have access to the Trust premises (either owned or occupied), including employees, pupils, visitors and contractors.
- This policy should be read in conjunction with related individual Fire Procedures and Lydiate Learning Trust Health and Safety Policy.

5. Roles and Responsibilities

Note: Responsible Person has the duty to implement the articles and regulations of The Regulatory Reform (Fire Safety) Order 2005. The main regulatory authority is the Fire and Rescue Service who have the power to inspect premise and records, investigate, serve notice or begin lawful proceedings to responsible persons. The Fire Authority will determine who in their opinion the responsible person/s is, when there is a need for them to do so.

The **Trust Board (Responsible Persons)** has overall accountability for the activities of the Trust. The Board should ensure they have the appropriate assurance that the requirements of current fire safety legislation are met.

The **CEO / Executive Headteacher (Responsible Person)** is responsible for ensuring that the Trust complies with current fire safety legislation and the implementation of local fire safety procedures in all the premises that it owns or occupies.

The **CEO / Executive Headteacher** delegates this responsibility to Headteachers at each school.

It will be the responsibility of the CEO / Executive Headteacher in conjunction with the Director of Finance & Operations to ensure:

- Lydiate Learning Trust has an effective Fire Safety Management System, an agreed programme of investments in fire safety improvements, and that they are accounted for in the Trust's business plans.

The **Headteacher (Responsible Person)** is responsible for managing Fire Safety within their school.

The **Headteacher** will ensure that;

- Ensuring appropriate levels of management are always available to make decisions and give instructions regardless of the time of day
- A termly Fire Evacuation drill has been completed
- Ensuring that the Fire Evacuation Procedure is reviewed annually or sooner if required.
- Proactive in general Fire Safety awareness across site and within the Senior Leadership team.
- Provide a fit for purpose reporting system for fire incidents
- Ensure the School has in place a clearly defined fire safety policy and relevant supporting
- Protocols and procedures, and this is supported by sufficient resources and staff available to implement the School Fire Safety Policy and procedures

Below is a guide of other fire responsibilities:

- An awareness of all fire safety features in their buildings
- Requirements for mobility impaired pupils, staff, and visitors with regard fire procedures
- Compliance with legislation, taking into account advice from the Fire Safety Advisor or Instruction from the Fire Authority

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The **Director of Finance & Operations**, accountable to the CEO / Executive Headteacher who has responsibility for matters of fire safety. They will be responsible for:

- Undertaking, recording, and reporting fire risk assessments.
- Providing expert advice on fire legislation.
- Providing expert technical advice on the application and interpretation of fire safety guidance
- The development, implementation and review of the Trust Academies individual fire emergency action plan.
- An audit and reporting system of Fire Precautions is undertaken to advise the Trust's management board (and when required The Department of Education) on the current state of fire safety within the Trust premises.
- Championing fire safety issues at board level, which for example, would include proposing agreed programmes of investment in fire precautions are accounted for in the Trust annual business plan
- Review of the content of the Trust's fire safety policy.
- That Fire Safety Policies are uniformly and correctly applied across the Trust
- Assist trust training with the development of a suitable and sufficient training programme for staff, and specialist delivery as necessary.
- The assessment of fire risks within premises owned, occupied or under the control of the Trust.
- The preparation of fire prevention and emergency action plans.
- The investigation of all fire related incidents and fire alarm actuations.
- Liaison with the enforcing authorities on technical issues.
- Liaison with managers and staff on fire safety issues.
- All staff in the premise participates in fire safety training at least once per year.

Where specialist solutions are required to resolve fire safety issues the Fire Safety Adviser would not necessarily be expected to have the level of skill required but would know the limits of their capabilities and, when necessary, seek specialist advice.

The **Premise Manager, Person-in-Charge (Responsible Person)**

The local Person-in-charge must be of a position to be able to take charge in a fire situation. They should appoint a Deputy(s) who can cover for them in their absence. Advice and guidance can be sought from the Director of Finance & Operations.

The Person in charge at a premise or part of a premise has the following responsibilities:

- Initiating and monitoring actions to ensure the day to day maintenance of the fire precautions provided.
- To provide induction fire training to all new staff, this includes volunteers, part time and agency staff. This familiarisation training should include;
 - Local fire procedures and evacuation plan
 - Means of escape
 - Location of fire alarm manual call points
 - Fire fighting equipment
 - Any premise/site fire risks identified
- To organise and record a fire evacuation practice at least once a term/
- Ensure records of testing and maintenance of fire alarms, emergency lighting and fire fighting equipment are being maintained.
- Ensuring staff are aware of the procedures and actions required for reporting fire safety defects.

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- Ensuring written records are updated in the fire risk assessment action plan and the fire log book:-
 - All fire safety defects
 - Action taken to rectify those defects
 - The signing off of defects when cleared
- Contact and inform the Director of Finance & Operations on the following occasions:
 - Any threat to means of escape or fire detection system
- That on handover of responsibility to a deputy or acting person-in-charge, that person is aware of the legal duty to provide supervision of premise fire procedures in the event of a fire or false alarm situation.
- Ensuring all fire safety related records are available for inspection by the Fire Service at any reasonable time.
- Report to estates and keep progress records of any building or equipment defect/risk that has an effect on fire safety.
- Co-ordinate and direct staff in the event of a fire in accordance with the premise emergency Procedures and evacuation plan.
- Ensure local emergency action plans are developed and brought to the attention of staff.

Responsible Person in Multiple Occupancy (Building shared)

In a building with more than one occupier Fire Safety Legislation requires that there is in place consultation and co-operation between all employers and landlord over Fire Safety matters. A Responsible Person must be appointed for the building by the Host Organisation (e.g. this could be a Trust who owns, holds the lease, or is the main occupier). Each occupier should appoint a Responsible Person for the areas under their control (this would normally be the Person-in-charge of a department or in a Middle / Senior Management role). It is desired that Responsible Persons are based within the building they are responsible for.

The Responsible Person has a legal obligation to ensure there is a Fire Risk Assessment that covers their building or area; this document may be provided by the host trust or premise management/owner for the whole building, consultation with the building management will determine if this is provided. If not, then each occupier must provide a Fire Risk Assessment for their area, and building management or the host trust must always provide the FRA for all common areas. Identified risks and remedy information must be shared with all occupiers and management of the premise.

With regards to the any building with shared responsibility (6th Form, STEM, Northway – Changing facilities), often the host trust who manage, own or lease a building will provide a whole building Fire Risk Assessment. The host trust/landlord/lease holder has responsibility for the building. However, fire procedures and policies of all organisations within the premise must be compatible with those of the host or they should adhere to those of the host trust/lease holder/landlord.

The host trust/lease holder/landlord is responsible for the testing and keeping records of:

- The fire alarm system.
- Emergency lighting.
- Fire fighting equipment.
- Providing annual evacuation fire training for staffs working within the building.

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If occupiers fail to comply with the above requirements of they may be committing an offence under Fire Safety Legislation and, if found guilty in a court of law, may receive a fine, a term of imprisonment or both.

Fire Warden

The Fire Wardens should be appointed in all departments or buildings to give appropriate local leadership and direction in Fire Safety matters. They are not in an enforcing role but report to their line manager, and if necessary, to the Director of Finance & Operations. Fire wardens should refresh their training every 3 years.

The Fire Warden should:

- Act as a focal point on fire safety issues for local staff
- Organize and assist in the fire safety regime within local areas
- Raise issues regarding local area fire safety with senior leadership team
- Assist with coordination of the response to an incident within the immediate vicinity
- Be responsible for the roll call during an incident
- Be trained to tackle fire with first aid fire fighting equipment where appropriate

Premise staff

All premise teams will respond to requests following a Fire Risk Assessment. Premise staff must take particular care to ensure that any aspect of new, refurbishment or maintenance works where it is likely to affect the fire integrity of a premise that the Premise Manager is informed and becomes actively involved. Specific and sufficiently detailed instruction should be agreed with the Director of Finance & Operations to enable the works to be undertaken.

General Duties and Responsibilities of all staff

All Trust employees have a duty to ensure that they comply with the fire safety arrangements and procedures at their workplace and that they do not commit acts which could lead to an outbreak of fire. All employees have a duty under the Health and Safety at Work Act 1974, to take reasonable care of their own health and safety at work, and of other persons who may be affected by their acts or omissions.

All Trust employees are required to complete fire safety training and to familiarise themselves with the content of the premises' fire procedures plan.

Staff shall take particular care to ensure that the Premise Manager is informed and becomes actively involved with any aspect of their or others work or actions that is likely to affect the fire integrity of premises.

6. Fire Training

Training is an essential element of fire safety precautions. Lydiate Learning Trust will provide new staff with induction fire training on or before their first day in a new workplace (this includes part-time, voluntary and agency staff).

Within each provision, All Service/Department managers must monitor and encourage their team to attend a formal face to face fire training on an annual basis.

Fire Warden/Marshall – Attend initial course and refreshed every 3 years, or sooner if the candidate or Trust require.

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All staff have a duty to be aware of safety precautions and action to take in the event of a fire in their area of employment, and when visiting other premises in the course of their duties.

Fire evacuation practice drills must be undertaken every year; this is a legal requirement under both the Regulatory Reform Order 2005 and the Health and Safety at Work Act. The law states that responsibility for completion and records of premise evacuation practice is with The person-in-charge of the occupants or building manager.

The Fire Safety Advisor will inspect fire records and audit Trust compliance during fire risk assessments and other premise visits.

An evacuation practice drill should be done in consultation with the Fire Safety Advisor who can provide advise and agree the method plan used. Whenever available the Fire Safety Advisor will observe the fire drill, provide advice and evacuation drill debrief.

All staff involved with the fire evacuation practice shall be mindful of safe handling techniques and shall avoid manual handling tasks that they have not been trained for during the exercise, staff have a responsibility to carry out the evacuation drill in a safe manner so as not to cause injury to other occupants, clients and visitors e.g. do not carrying hot drinks, or to use excessive speed on stairs.

7. The Fire Risk Assessment (FRA)

Minimise the incidence of Fire throughout the premises. Minimise the impact from Fire on life safety, delivery of service, the environment and property.

The external Fire Safety Advisor – will undertake Fire Risk assessment (FRA) to ensure that the appropriate fire safety standards are being maintained and that the appropriate management systems are in place. Fire Risk Assessments produced will be copied to the person(s)-in-charge or in control of the premise, also to Director of Finance & Operations.

Lydiate Learning Trust properties or leased properties will be subject to a Fire Risk Assessment (FRA) this document must be subject to a regular Review by the Premise Manager or Person(s)-in-Charge, they must record the progress of the identified fire risk remedial work in the FRA Action Plan (usually situated on the rear pages of the document) and have space to add any further identified minor items.

Changes to buildings and plant, or medical equipment, may require independent Fire Risk Assessments to ensure that the fire risk has been considered, the Trust Fire Safety Advisor is available for this advice or task.

8. Hot Works at Trust premise and whole leased building

Any planned hot works on or in Trust owned, or Trust controlled premise, the contractor or Maintenance staff must provide the Premise Manager at each site the safety precautions for the intended work, at least 5 days in advance. The hot work should not be permitted to start until Premise Manager has agreed the contractor's safety precautions are sufficient and that this has been put in writing.

Hot works includes hot bitumen roof repair or laying, welding, gas flame metal cutting.

9. Smoking plus Electrically Charged Cigarettes

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Lydiate Learning Trust follows the guidelines of the Department of Health and has a zero tolerance protocol against smoking inside or immediately next to Trust controlled buildings, it is recognised that smoking materials are a fire risk and that they are discouraged in Trust owned or controlled properties.

10. Reporting of Fire and False Alarms

The collection of data for fire incidents and the requirement for investigation of incidents, in healthcare premises is important.

Managers and staff who at the time of an incident would be deemed as the lead person of a department or building, or their job position makes them the responsible person, then they must report fire incidents, false alarms or evacuations, to Lydiate Learning Trust Director of Finance & Operations.

11. Search and Calling the Fire Service

A Government directive to the Fire Service is to encourage and ensure that in all non-domestic premises with a fire alarm activating, the staff should carry out a search of the building to ascertain if a fire situation exists before calling as an emergency to the Fire Service. When an emergency call is made to the Fire Services if an actual fire situation cannot be confirmed or genuinely suspected, and a premise search has not been completed, then the Fire and Rescue Service operator may carry out a 'call challenge' and give instruction to search before any Response will be mobilised. Any alarm activation that is a false alarm is not to be called to the Fire Service but is to be dealt with by the Trust staff or the maintenance provider.

Staff should first read the fire panel to gain information of the zone and location of the activation. Staff should never place themselves in danger when searching, if signs of fire or smoke are seen, smell, cracking sounds within a room or void space are heard, or heat can be felt on an approach to an area or on the outside of the entrance door or the door handle, then they should halt the search, ensure evacuation of all, and immediately report their findings as an emergency to the Fire Service.

12. Reference Documentation

To enable the organisation to meet its legal obligation and achieve standards concerning fire safety as defined by all current legislation and codes of practice, including:

- Regulatory Reform (Fire Safety) Order 2005
- Fire Safety (Employees Capability) Reg. 2010
- HM Government Fire Safety Risk Assessment Guides
- Firecode HTM 05-01 Managing Healthcare Fire Safety
- Firecode HTM 05-02 New Build and Alterations
- Building Regulations 2010: Approved Document B: volume 2
- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Health & Safety Policy

13. Review and Audit

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This document will automatically be reviewed on a three yearly basis unless organisational changes, legislation, guidance or non-compliance prompt an earlier review.

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