



# Educate U

## Fire Safety Policy

**Approved by: Susan Evans, Director of Education**

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**Last reviewed on:** 09/08/2021 (Susan Evans), 01/09/22 (Susan Evans), 01/09/23 (Sarah Paoletti, Headteacher)

**Next review date:** 01/09/24



## **Fire Policy**

- **Fire Risk assessment on file**
- **Fire and monitoring folder kept in office**
- **This policy works within the Fire Precautions The Regulatory Reform (Fire Safety) Order 2005**

### **Admissions and attendance registers**

The 'responsible person' for the independent school is Kerry Simmons it is their responsibility to ensure the following is adhered to:

- To carry out a fire risk assessment (formally recorded and regularly reviewed so as to keep it up to date); copy attached.
- To produce a fire risk policy which includes the elimination or reduction of risks from dangerous substances.
- develop fire procedures and provide staff training (repeated periodically where appropriate);
- • ensure the safety of staff or anyone else legally on the school premises.
- carry out fire drills and contact emergency services when necessary.
- appoint one or more competent persons (with sufficient training, experience and knowledge) to assist in taking preventive and protective measures (including firefighting and evacuation);
- have a suitable system for the maintenance of clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers (the maintenance should be by a 'competent person' (for example, ISO9001 certified or BAFE approved);
- provide staff and any others working on the school site with fire safety information.

### **Responsibilities**

As the responsible person you must:

- carry out a fire risk assessment of the premises and review it regularly.
- tell staff or their representatives about the risks you've identified.
- put in place, and maintain, appropriate fire safety measures.
- plan for an emergency
- provide staff information, fire safety instruction and training.
- You can read about how to make sure your premises are safe from fire.
- Non-domestic premises
- Non-domestic premises are:
  - all workplaces and commercial premises
  - all premises the public have access to
  - the common areas of multi-occupied residential buildings

### **Alterations, extensions and new buildings**

When building new premises or doing building work on existing premises, you must comply with building regulations. This includes designing fire safety into the proposed building or extension.

Read the fire safety building regulations.

Penalties and enforcement

You could be fined or go to prison if you don't follow fire safety regulations.

Local fire and rescue authorities inspect premises and can issue fire safety notices telling you about changes you need to make.

### **Fire safety and evacuation plans**

**This plan outlines the following:**

- a clear passageway to all escape routes
- clearly marked escape routes that are as short and direct as possible.
- enough exits and routes for all people to escape.
- emergency doors that open easily
- emergency lighting where needed.
- training for all employees to know and use the escape routes.
- a safe meeting point for staff
- People with mobility needs, special arrangements for people with mobility needs, for example make sure there are people to help wheelchair users get downstairs if there's a fire.

### **Carrying out the assessment**

- Identify the fire hazards.

- Identify people at risk.
- Evaluate, remove or reduce the risks.
- Record your findings, prepare an emergency plan and provide training.
- Review and update the fire risk assessment regularly.
- The fire safety risk assessment chart gives more detailed information about these steps.

**You'll need to consider:**

- emergency routes and exits.
- fire detection and warning systems
- firefighting equipment
- the removal or safe storage of dangerous substances
- an emergency fire evacuation plan
- the needs of vulnerable people, for example the elderly, young children or those with disabilities
- providing information to employees and other people on the premises
- staff fire safety training

Fire safety equipment, drills and training

Fire detection and warning systems

You must have a fire detection and warning system. You may need different types of detectors, depending on the type of building and the work carried out in it.

**Firefighting equipment**

The types of equipment you need depend on your business premises. You'll need to have any equipment properly installed, tested and maintained and train your staff to use them if necessary.

- Maintenance and testing
- You must carry out regular checks to make sure that:
  - all fire alarm systems are working.
  - the emergency lighting is working.
  - you record any faults in systems and equipment.
  - all escape routes are clear, and the floor is in good condition.
  - all fire escapes can be opened easily.
  - automatic fire doors close correctly.
  - fire exit signs are in the right place.
- Fire drills and training
- You need to train new staff when they start work and tell all employees about any new fire risks.
- You should carry out at least one fire drill per year and record the results. You must keep the results as part of your fire safety and evacuation plan.

## **Enforcement appeals and penalties.**

Your local fire and rescue authority visits premises to check the fire risk assessment and fire prevention measures are appropriate. Fire safety officers should help you understand the rules and comply with them.

They can also take action if they think your fire safety measures aren't adequate. For example, they might issue an informal notice suggesting safety measures.

They could also give you a formal fire safety notice. They'll tell you how to fix the problems described in the notice.

### **Alteration's notice**

You could get an alteration notice if your premises have high safety risks or will have high safety risks if the use of the premise's changes.

### **Enforcement notice**

You could get an enforcement notice if the fire and rescue authority find a serious risk that's not being managed. It will say what improvements are needed by when.

**Prohibition notice** These take effect immediately if the fire and rescue authority think the fire risk is so great that access to your premises needs to be prohibited or restricted.

### **Appeals**

You may be able to arrange an informal review from your fire and rescue authority if you disagree with the decision to issue a fire safety notice.

You can appeal to your local magistrates' court within 21 days of receiving a notice.

In certain circumstances, you and the fire and rescue authority can ask for a 'determination' from the Communities Secretary to resolve a dispute.

### **Penalties**

You could be fined or go to prison if you don't follow fire safety regulations.

Minor penalties can be up to £5,000. Major penalties can have unlimited fines and up to 2 years in prison.