

Insert School Logo



# FIRE SAFETY MANAGEMENT POLICY

<b>Date Agreed:</b>	<b>September 2025</b>
<b>Review Date:</b>	<b>July 2026</b>
<b>Type of Policy:</b>	<b>DCAT Statutory Policy</b>

<b>Revision Number</b>	<b>Date Issued</b>	<b>Prepared by</b>	<b>Approved</b>	<b>Personalised by school</b>	<b>Comments</b>
3	July 2025	KG	KH	KG	Awaiting approval by the governors

<i>Type of Policy</i>	<i>Tick ✓</i>
DCAT Statutory Policy	
DCAT Non-statutory Policy	
DCAT Model Optional Policy	
Academy Policy	
Local Authority Policy	

## Contents

Introduction .....	1
School Vision .....	<b>Error! Bookmark not defined.</b>
1. Statement of Intent.....	3
2. Policy Aims .....	3
3. Management.....	4
4. Site Fire Safety Specification.....	4
5. Risk Assessment.....	5
6. Emergency Plan .....	5
7. Fire Safety Training.....	5
8. Fire Drills .....	5
9. Fire Precautions .....	6
10. Maintenance Arrangements.....	6
11. Monitoring and Reviews.....	7
12. Records .....	7
13. Links to other policies .....	7

## Introduction

Our **vision** for our Trust is we exist to:

***Help every child achieve their God-given potential***

Our **aims** are clear. We aim to be a Trust in which:

**D**eveloping the whole child means pupils achieve and maximise their potential

**C**ontinued development of staff is valued and improves education for young people

**A**ll schools are improving and perform above national expectations

**T**he distinct Christian identity of each academy develops and is celebrated

## School Vision

Our work as a Trust is underpinned by shared **values**. They are taken from the Church of England's vision for Education and guide the work of Trust Centre team. They are:

### **Aspiration**

I can do all things through Christ who strengthens me  
(Philippians 4 vs 13).

### **Wisdom**

Listen to advice and accept discipline, and at the end you will be counted among the wise  
(Proverbs 19 vs 20)

### **Respect**

So in everything do to others what you would have them do to you  
(Matthew 7 vs 12)

Our vision of helping every child achieve their God-given potential is aligned with the Church of England's vision for education and is underpinned by the Bible verse from John: *I have come that they may have life, and have it to the full.*

At All Saints our assertion is that:

With God, nothing is impossible Luke 1:37

Our work as a school is underpinned by shared values. These values have been chosen by the school community. Each value supports us in realising our school vision.

**GENEROSITY**- makes things possible as it guides us to give to others those things which they need.

**RESPECT**- makes things possible as it creates an environment in which we feel safe and valued enabling us to do our best.

**HOPE**- makes things possible as it fosters positivity and creativity.

**RESILIENCE**- makes things possible as it allows us to see failures and barriers as temporary.

**KINDNESS**- makes things possible as it allows us to support and encourage others when they face difficulties.

Through God's grace and example we are supported to develop and enact these values within our school and our community both local and global.



## I. Statement of Intent

It is our policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees, pupils and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partnerships, contractors, sub-contractors, employers and the occupiers and owners of premises and land where we are commissioned to work in order to pursue our Health and Safety Policy aims.

Our aims are to:

- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons
- Maintain control of health and safety risks arising from our activities
- Comply with statutory requirements as a minimum standard of safety
- Consult with all staff on matters affecting their health, safety and welfare
- Provide and maintain safe systems, equipment and machinery
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for everyone
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements
- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters

Our health and safety management system has been developed to ensure that the above commitments can be met. All staff and local governors will be instrumental in its implementation.

## 2. Policy Aims

The Diocese of Chichester Academy Trust (DCAT) understand and accept the legal obligations in respect of fire safety and in accordance with Regulatory Reform (Fire Safety) Order 2005 article 3.

They will provide, so far as is reasonably practicable, an environment safe from fire for staff, students, clients and others who may be in or near the building. In this respect suitable, sufficient and risk appropriate “Fire Precautions” and “Management Systems” will be provided and maintained to facilitate safe evacuation from the premises and mitigate the effects of fire should this occur.

We recognise the need to take precautions to maintain the safety of all staff, students, visitors and contractors to the premises against the threat of fire or any other emergencies. In the event of fire, the life safety of staff, children, visitor’s, contractors and the emergency services will be our highest priority; secondary priorities such as extinguishing the fire and saving property will only be conducted if it is safe to do so.

DCAT, the Local Governing Board (LGB) and the Headteacher of All Saints CE Junior Academy will, in consultation with staff and their representatives:

- Ensure that a Fire Risk Assessment is conducted and regularly reviewed.

- Ensure that sufficient arrangements are made to warn persons on the premises of a fire situation.
- Ensure that sufficient and suitable exits are maintained within the building.
- Ensure all staff receive suitable training commensurate with their role and the duties they may be required to perform during a fire.
- Ensure all staff and children are aware of the arrangements for the evacuation of the building, the location of the assembly point(s) and the action to be taken in the event of either discovering a fire or upon hearing the fire alarm.
- Ensure that any persons who are on the premises, who are not employees of All Saints CE Junior Academy or children attending the School (contractors and visitors) are made aware of the action they need to take in the event that the fire alarm sounds or they discover a fire.
- Ensure that our arrangements are reviewed following any “near miss” or fire.
- Ensure suitable liaison, as necessary, takes place with the Local Authority Fire & Rescue Service.

### 3. Management

The Headteacher acting on behalf of the Trust as the fire safety coordinator, is the “Responsible Manager” under article 5 of the fire safety order for the purposes of the bringing into effect in these premises the fire safety requirements and any other fire safety related issues that may have effect now or in the future.

The general daily management of this is delegated to the Site Manager. who is also the Fire Safety Coordinator.

### 4. Site Fire Safety Specification

**For example:**

*The workplace has a total of one building for teaching use and is presented as follows:*

Building

*Multi storey with multiple staircases*

Fire Alarm

*The building has an electrical fire alarm with manual call points at each exit. There is also automatic fire detection connected to the fire alarm throughout. The fire alarm is connected to a Monitoring Centre [East Sussex fire and electrical]. Staff are required to confirm or reject the alarm with the Monitoring Station.*

Emergency Escape Lighting

*Emergency lighting is provided to all escape routes, plant rooms and kitchen as well as areas not having windows used during the hours of darkness.*

Portable Fire Fighting Equipment

*22 fire extinguishers of various types are strategically located throughout the School building. There are also 3 fire blankets located in key places.*

*NB: The location of the Fire Fighting equipment is identified on the map at Section Eleven of the Fire Log.*

Fire Doors and Escape Routes

*A number of fire doors are provided throughout the building which will give a minimum of 30 minutes' fire protection to both the building and escape routes.*

*NB; All escape routes in the building are clearly indicated by suitable escape route signs to BS499 part 1.*

*Sections 10, 11 and 12 of the Fire Log give details of the testing, inspection and maintenance of the above systems and equipment.*

## **5. Risk Assessment**

The Fire Safety Coordinator will complete, or ensure it is completed by a competent person, the fire risk assessment. This will be monitored by the Headteacher as the Responsible Manager and reviewed when changes occur or annually whichever is sooner. The risk assessment will be kept with the Fire Log for audit by the Diocese of Chichester Academy Trust (DCAT).

## **6. Emergency Plan**

An emergency plan will be produced by the Fire Safety Coordinator (Headteacher/Site Manager) indicating the arrangements for the safe evacuation of anyone in the premises. This will be reviewed when changes occur or annually whichever is sooner.

This process will be monitored by the Headteacher as the Responsible Manager and the trustees, the plan will be kept in the fire log for audit by the Diocese of Chichester Academy Trust.

## **7. Fire Safety Training**

Staff will receive fire safety training as part of their "first day induction" and at regular periods thereafter. A training programme for this will be produced by the Responsible Manager/Fire Safety Coordinator and records kept regarding who delivered the training, the subjects covered and who attended.

Nominated staff will receive training as fire wardens and this will include the safe selection and use of portable extinguishers and the safe sweeping of specified areas.

Kitchen staff will be trained separately. If employed by the school, this will be completed on site. For kitchen staff not employed by the school, their employer Relish and kept informed of all details for any Fire related training or changes at the school.

The programme and records will be kept in the relevant section of the Fire Log for audit by the Diocese of Chichester Academy Trust.

## **8. Fire Drills**

The Responsible Manager will arrange for a monitored fire evacuation drill to take place each term. The outcome from these drills will be made known to staff together with any actions that may be necessary.

Records of when drills occur, the findings and actions will be maintained and kept in the Fire Log for audit by the Diocese of Chichester Academy Trust. These arrangements will be monitored by the responsible manager.

## 9. Fire Precautions

All fire resisting doors will be maintained self-closing or locked shut as appropriate. If fire doors are required to be maintained in the open position, they will not be left unattended other than for short periods of time and for specific reasons.

If fire doors are required to be maintained in the open position, other than for short periods of time for specific reasons, this will be achieved by means of suitable hold open devices that will automatically release the door on operation of the fire alarm.

Staircases and fire escape routes will be maintained clear of combustible materials and unobstructed at all times.

Fire exit doors will be maintained unobstructed and immediately available to enable people to exit, without using a key, fob, and pass card or code.

Internal refuse containers will be emptied when necessary and at the end of each day to ensure no undue build-up of flammable or combustible materials occurs within the premises. External refuse containers will be located to minimise the risk to premises should they be set alight to minimise the general threat to the building of an arson attack. The Site Manager will ensure the storage of easily ignitable materials in the bin areas is kept to a minimum particularly during holiday periods when the building is unoccupied for longer periods. Bins will be kept locked using the key provided. An alarm system is in place with an intruder alarm fitted throughout the building.

Combustible materials will be kept in a safe store (COSHH Store). All combustible materials (paper, cardboard, etc) should be held in suitable storage.

The storage of flammable materials will be in accordance with health and safety guidance and when used only the minimum necessary will be freely available for that use.

Where portable heaters are used, the following safeguards will apply:

- Only one heater per fixed socket;
- Only convectors, fan heaters or oil filled heaters will be used;
- Heaters will not be positioned too close to combustible materials, a clear separation of 2m must be maintained;
- Nothing will be placed or stored on top of a portable heater.
- All heaters shall be visually inspected prior to use

## 10. Maintenance Arrangements

The fire alarm will be tested weekly by the Site Manager (using a different manual call point in rotation) and serviced 100% annually by competent contractors managed by the current planned maintenance contractors East Sussex Fire and Electrical and monitored by the Site Manager.

These arrangements will be monitored by the Headteacher and reviewed annually. Records will be maintained and kept in the Fire Log for audit by the Diocese of Chichester Academy Trust.

The emergency/escape lighting will be tested monthly by the Site Manager (which is a simple on/off test 5 minute discharge test) and serviced (1-hour discharge test) by competent contractors East Sussex Fire and Electrical, this will be monitored by the Headteacher and reviewed annually.

Records will be maintained and kept in the Fire Log for audit by the Diocese of Chichester Academy Trust.

All provided fire-fighting equipment will be visually checked monthly by the Site Manager and serviced by competent contractors annually.

This will be monitored by the Headteacher and reviewed annually. Records will be maintained and kept in the fire log for audit by the Diocese of Chichester Academy Trust.

The Site Manager will check fire-resisting doors and final exits quarterly to ensure they are in good order and working correctly. Regular checks will also be made of escape routes to ensure they are clear of any obstructions and/or slip and trip hazards etc.

This will be monitored by the Headteacher. Any repairs and/or maintenance will be undertaken by a suitably competent/skilled person. Records of the checks, findings and necessary actions will be maintained and kept in the fire log for audit by the Diocese of Chichester Academy Trust.

## 11. Monitoring and Reviews

Records will be held which will include:

- Details of repairs/replacement to fire equipment and fire related building defects;
- All defects and fire safety concerns will be reported to the Site Manager as and when they arise either verbally or in the defects book;

If necessary, concerns will be brought to the attention of the Headteacher as soon as possible so that remedial action can be taken.

Monitoring of fire safety issues will form part of the termly health and safety premises inspection conducted by the Headteacher and Site Manager, any concerns will be brought to the attention of the Diocese of Chichester Academy Trust.

## 12. Records

A full record of all equipment testing, inspection and maintenance will be kept in the Fire Log which will be available for audit by the Diocese of Chichester Academy Trust.

Copies of any certificates, issued by contractors for work conducted on fire safety equipment and systems, including gas safety, electrical installation/PAT will also be maintained and made available for audit by the Diocese of Chichester Academy Trust.

Other associated records together with previous manual records will be kept separately for a period of at least seven years.

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Signature</u></b>	<b><u>Date</u></b>
Katharine Hurd	Head Teacher		
Kelly Guntrip	Business Manager		
Matt Wilson	Site Manager		

## 13. Links to other policies

- Health and Safety Policy
- COSHH