CARWARDEN HOUSE
COMMUNITY SCHOOL

FIRE SAFETY MANAGEMENT
POLICY

Updated Spring Term annually by Audit and Resources Committee

Reviewed by Governing Body – February 2024

Due for review – Spring Term 2025

1.Statement of Intent

The academy's primary focus is for the safety of its students, employees, and visitors, to that end the fire safety management of the academy is based around "life safety". To achieve this, the academy will ensure:

- Appropriate advice, competence and resources are provided to carry out the preventive and protective measures required by the Regulatory Reform (Fire Safety) Order.
- A suitable and sufficient fire risk assessment is completed annually or when significant changes occur.
- A management framework to support the Headteacher to fulfil the role of the Responsible Person is in place to ensure the above objectives are met.
- Appropriate information, instruction and training is provided to all staff and to people who may be affected by the academy activities.
- The academy is environment safe and promotes fire prevention at all times.

The Headteacher is ultimately the recognised responsible person. The Board of Trustees as the employer is held by strict liability under the Regulatory Reform (Fire Safety) Order where the premises are to any extent under their control.

In practice responsibility for fire safety is delegated to the Headteacher who manages the academy and its fire safety on a day-to-day basis. The Headteacher has specific areas of responsibility but has delegated defined duties to support staff. Please see fire management responsibilities and the organisation chart for details.

The policy applies to all relevant academy activities and is written in compliance with all current UK health and safety legislation.

Name: Chris Hamilton **Signature:** _____

(Chair of Trustees)

Name: Tim Stokes **Signature:** _____

(Headteacher)

Date: 21st February 2024

Review Procedures

This policy will be reviewed regularly and revised as necessary. Any amendments required to be made to the policy as a result of a review will be presented to the Board of Trustees for acceptance.

Document / revision no.	Date	Status / Amendment	Approved by

Distribution of copies

Copies of the policy and any amendments will be distributed to the Headteacher; All Staff; Trustees and Administration office.

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2. Roles and Responsibilities

2.1 Introduction

2.1.1 The Headteacher is responsible for ensuring that all control measures identified in the fire risk assessment are in place and that further improvement actions are completed so far as is reasonably practicable.

2.1.2 The Headteacher will assign an appropriate member of his team the responsibility to complete each improvement action.

2.1.3 The premises team complete fire management tasks. This includes maintenance and testing of fire safety systems. Some of these duties are contracted to suitably qualified engineers.

2.1.4 Fire wardens have been designated and are suitably trained in their fire evacuation duties. Fire drills are completed once every half term. All staff receive fire safety awareness training annually.

2.1.5 The academy communications system is able to ensure that all of those involved, or potentially involved, in an incident are informed rapidly and effectively, of relevant information. In addition, the systems make use of alternative formats as necessary, with contingency plans for when systems fail.

2.1.6 The following are the defined responsibilities for those working within the academy who have been assigned specific duties:

a) Headteacher
b) Business Manager
c) Premises Manager
d) Head Fire Warden
e) Administration Team
f) Teachers
g) Fire Wardens

The Headteacher for the academy is Tim Stokes, who manages the academy and its fire safety on a day-to-day basis has been identified as the Responsible Person.

2.2 Headteacher

2.2.1. The Headteacher is empowered to ensure that legislative requirements are met; and that testing, maintenance or repairs are initiated as required. Such powers are supported by the necessary, sufficient, and appropriate resources, including funds.

2.2.2. The Headteacher is responsible for ensuring:

a) The school has a fire safety management policy and that such a policy is reviewed annually.
b) That a Fire Risk Assessment is completed and reviewed annually by a competent person
c) Staff are notified of the significant findings of the fire risk assessment.
d) Recommended actions derived from the fire risk assessment are completed.

e) The maintenance/testing of all firefighting systems and equipment are completed and recorded in the fire safety logbook.
f) That the academy emergency plan and evacuation procedures are regularly reviewed
g) The academy has a major incident evacuation plan which may include agreements with local providers and additional training for staff.
h) All pupils, employees, visitors, and others who use the building are made aware of the fire safety precautions and the fire evacuation procedures.
i) The provision of fire awareness training to all staff
j) The provision of fire warden training for designated staff
k) That an emergency fire drill is undertaken every term
l) The preparation of specific personal emergency evacuation plans (PEEPs) for staff and/or pupils with special needs and/or disability
m) The provision of suitable fire safety systems e.g. fire alarm, automatic detection, and emergency lighting
n) The provision of suitable fire safety equipment such as fire doors, fire signs and firefighting equipment.
o) Any fire prevention officer's recommendations and or enforcement notices are complied with.
p) In instances where contractors create hazardous conditions and refuse to eliminate them or take action to make them safe, the Headteacher will take such actions as are necessary to protect the safety of academy staff, students, and visitors.
q) All hirers and contracted users of the premises receive written details of the fire procedure as part of the hire arrangements.
r) The Deputy Headteacher will take on the responsibilities of the Headteacher as the Responsible Person in their absence.

2.3 Business Manager

2.3.1. The Business Manager will assist the Headteacher to ensure:

a) The policy is clearly communicated to all relevant persons.
b) Appropriate information on significant risks is given to visitors and contractors.
c) All staff are provided with adequate information, instruction, and training on fire safety management.
d) Emergency procedures are in place.
e) Fire safety systems and equipment is inspected and tested to ensure they remain in a good working condition.
f) Arrangements are in place to inspect fire safety management of the premises.
g) All servicing and maintenance records are held on file, and the fire safety logbook is maintained up to date.
h) The activities of contractors are adequately monitored and controlled.
i) Hot work permits are in place where required.
j) A report to the Board of Trustees on the performance of fire safety management within the academy.

2.4 Head Fire Warden

2.4.1. Head Fire Warden (this may be the Headteacher) is responsible for:

a) Collecting all the area and classroom information from Teachers and Fire Wardens
b) Controlling the assembly point

c) Ensuring that fire and rescue service access gates are opened.
d) During a practice, noting escape times and general observations for improvement.
e) Liaising with the fire and rescue service to ensure that all relevant information is communicated effectively.
f) Providing the fire and rescue service with a detailed (laminated) plan of the building
g) Ensuring that no one re-enters the building until deemed safe to do so by the fire and rescue service.
h) Implementing the major incident site evacuation plan if required.

2.5 Premises Manager

2.3.1. The Premises Manager is responsible for controlling work, maintaining safety systems and maintenance. A system has been developed proactively with clear lines of responsibility; a permit system; logging and audit processes and routine checking and supervision.

2.3.2. The maintenance system is one where there is dynamic monitoring of the fire safety systems, and the equipment is kept fully functional at all times when the building is in use.

2.3.3. The Premises Manager is responsible for:

a) The formal maintenance and regular testing of the fire alarm system
b) The formal maintenance and regular testing of the emergency lighting
c) The maintenance and inspection of the firefighting equipment
d) The maintenance of exit/escape routes and signage
e) The completion and upkeep of the academy fire safety logbook
f) Supervision of contractors undertaking work within the premises, including hot work
g) Ensuring that fire compartmentation is sound and that any fire engineering solutions are suitably maintained.
h) Reporting any hazards (which cannot be dealt with) to the Headteacher.
i) Ensuring that access can be gained at all times to the electric and gas shut off devices.
j) Ensuring that fire critical plant such as gas boilers are annually serviced in line with the academy's planned preventative maintenance regime.
k) Ensuring that electrical equipment is suitably maintained and that fixed electrical wiring is inspected at least every five years in line with the planned preventative maintenance regime.
l) Ensuring that firefighter equipment is maintained and accessible, e.g. fire hydrants and dry risers.

2.6 Administration Team **(Receptionist/Office Staff/SLT)**

2.5.1. The Administration Team is responsible for:

a) Calling the fire and rescue service to ensure that they have been notified of the alarm.
b) Ensuring that classroom registers are always available and are taken to the assembly point in the event of an evacuation.
c) Ensuring that visitors and contractors are signed in to the building and are notified as to the evacuation procedures.
d) Where appropriate escorting visitors and contractors from the building
e) Collecting information such as contact details of parents.

f) Taking such information to the assembly point for use in a major incident/site evacuation.

2.7 Teachers

2.6.1. Teachers are responsible for:

a) Acting as fire wardens when evacuating their class from the academy.
b) Ensuring that their particular classrooms are kept free of hazards which may block escape routes.
c) Ensuring that all electrical equipment used within the classroom have been suitably maintained.
d) Reporting any hazards (which cannot be dealt with) to the Premises Manager.
e) Ensuring that new pupils are suitably trained in evacuation procedures.
f) Ensuring that pupils who attend class with a prohibitive injury are assessed and that a personal emergency evacuation plan (PEEP) is put in place.
g) Following academy evacuation procedures including reporting to the head fire warden with the results of the register check
h) Controlling their class at the assembly point, ensuring that no pupil re-enters the building until the head fire warden announces that the academy is safe or leaves the academy premises.
i) If required, be aware and trained in the major incident evacuation plan which may require escorting the class away from the premises to a safe site.
j) Taking part in any fire safety training provided by the academy.

2.8 Fire Wardens

2.8.1. The Fire Wardens / Support Staff (given responsibility) are responsible for:

a) Ensuring that their designated areas are clear before leaving the building.
b) Closing all fire doors before leaving their area
c) Taking an active day to day role in fire prevention and hazard spotting
d) Reporting fire safety issues such as missing fire extinguishers
e) Ensuring that fire escape routes/stairs and fire exits are not blocked.
f) Reporting any hazards (which cannot be dealt with) to the Premises Manager.
g) Reporting to the Head fire warden at the assembly point to notify them of the occupancy status of their area.
h) Assisting the head fire warden 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.

2.9 Students

2.9.1. Students, in accordance with their age and aptitude, are expected to:

a) Exercise personal responsibility for the safety of themselves and others.
b) Observe all the safety rules of the academy and in particular the instructions of staff given in an emergency.
c) Use and not wilfully misuse, neglect or interfere with equipment provided for their safety.

2.10 Contractors

2.10.1. Contractors are responsible for:

a) Identify and control any risks arising from their activities and inform the Headteacher of any risks that may affect the academy staff, students and visitors.
b) Be aware of the fire safety management policy and emergency procedures and comply with these at all times.
c) Liaise with the premises management team and ensure any faults are reported.

3. Arrangements

3.1 Introduction

3.1.1. The fire safety order specifically requires a fire risk assessment to be carried out and to be suitably reviewed. This has been completed for the premises and is reviewed annually or when there is a significant change, whichever occurs first. Significant changes include, but are not limited to:

a) Any structural changes (alternations to the layout of the premises, erection of partitions, refurbishments, etc.) which may affect the spread of fire.
b) Any change to the use of the premises which may affect the risk rating.
c) Any change to work processes or work equipment which may introduce new fire hazards.
d) A change in the number of people using the premises to ensure that escape routes can accommodate the numbers safely.

3.1.2. In addition, it is expected that the academy will put in place a management system/policy and procedures to deal with fire safety and prevention.

3.1.3. The fire safety management policy sets out the objectives in respect of fire prevention and emphasises the academy's commitment to fire safety.

3.1.4. The academy aims to have proactive liaison with the local fire and rescue service including effective arrangements for notifying the fire and rescue service of changes to the occupancy, periods of abnormal occupancy, fire growth characteristics and other relevant factors. The arrangements allow for routine meetings with the fire and rescue service and additional meetings where a change in the building or its occupancy is proposed.

3.2 Fire Management System

3.2.1. There is a clear fire management system in place to ensure that the academy suitably manages the fire risk. The system seeks to anticipate and proactively identify the impact of any proposed changes. The management team of the academy identify any alternative protection and management measures that will be required as a result and ensure that they are implemented.

3.2.2. The staffing level provided is specifically appropriate to the fire safety requirements of a special needs' secondary. It includes sufficient trained personnel to ensure that all occupants are assisted or supported, to make their way out of the building effectively in an emergency.

3.2.3. The training ensures that there are sufficient numbers of staff trained in all aspects of fire prevention, fire protection and evacuation procedures and able to use the appropriate

extinguishing equipment (and media), to provide full coverage of the building, with provision for contingencies, sickness or holiday absences.

3.3 Planning

3.3.1. A fire risk assessment of the academy is completed and reviewed annual by Judicium Education Limited.

3.3.2. 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.

3.3.3. The planning system is proactive and takes into account a wide range of possible emergencies and incidents. These are likely to include planning for logistical issues such as the provision of shelter, communications, transport, the weather, time of day, time of the week, time of year (holidays, etc.) and traffic-related issues, as well as scenarios such as power failures or floods.

3.3 Emergency Evacuation Plan

3.3.4. The academy will ensure a suitable emergency evacuation procedure is prepared and made available to all staff. The procedure shall:

a) Describe the responsibilities of all staff during an emergency.
b) Describe the fire alarm activation signal.
c) Describe the actions staff need to take to safely evacuate the premises.
d) Describe the responsibilities for communicating with the emergency services.
e) Describe the location of the fire assembly points.
f) Describe variations to the plan, including out of hours arrangements and academy events.
g) Include a copy of the means of the escape plan.

3.3.5. The academy will ensure the emergency evacuation plan is reviewed following significant changes to the building's infrastructure or following significant events such as fire.

3.3.6. All staff, whether temporary or permanent, will have the evacuation procedure explained to them, together with information on the location of fire alarm call points, the location of the fire alarm and the location of escape routes, exits and assembly points.

3.3.7. The Headteacher will ensure the preparation of specific personal emergency evacuation plans (PEEPs) for staff and/or pupils with special needs and/or disability.

3.3.8. All persons with the responsibility of ensuring the safe evacuation of staff and/or pupils with special needs and/or disabilities will be made aware of the personal emergency evacuation plans (PEEPs) in place.

3.3.9. The Headteacher will ensure parents are consulted during the preparation of the personal emergency evacuation plan (PEEP) for their child.

3.3.10. All personal emergency evacuation plans (PEEPs) will be reviewed following significant changes to the infrastructure of the building, following substantial events such as fire or changes to the user's individual needs.

3.3.11. The Headteacher will ensure emergency evacuation equipment is available and suitable for the user. Emergency evacuation equipment will be maintained in accordance with the manufacture's recommendations. All staff required to assist the evacuation of staff and/or students with special needs and/or disability are suitably trained in the use of equipment.

3.3.12. The academy will ensure evacuation drills are completed on a termly basis and records maintained within the fire safety logbook.

3.3.13. Following the completion of the evacuation drill, the Head Fire Warden will complete an evacuation drill report. The report will detail:

a) Log all details of the fire drill, including how the evacuation drill went and any inappropriate actions of problems which were noted as a result.
b) Fire wardens present during the drill.

An evacuation drill report template can be found in Appendix 4 of this policy.

3.3.14. The Head Fire Warden will carry out a debrief to all fire wardens on the significant findings, including any improvements which are to be made during an evacuation.

3.3.15. A copy of the emergency evacuation plan can be found in Appendix 3 of the policy.

3.4 Hirers and Extended School Providers

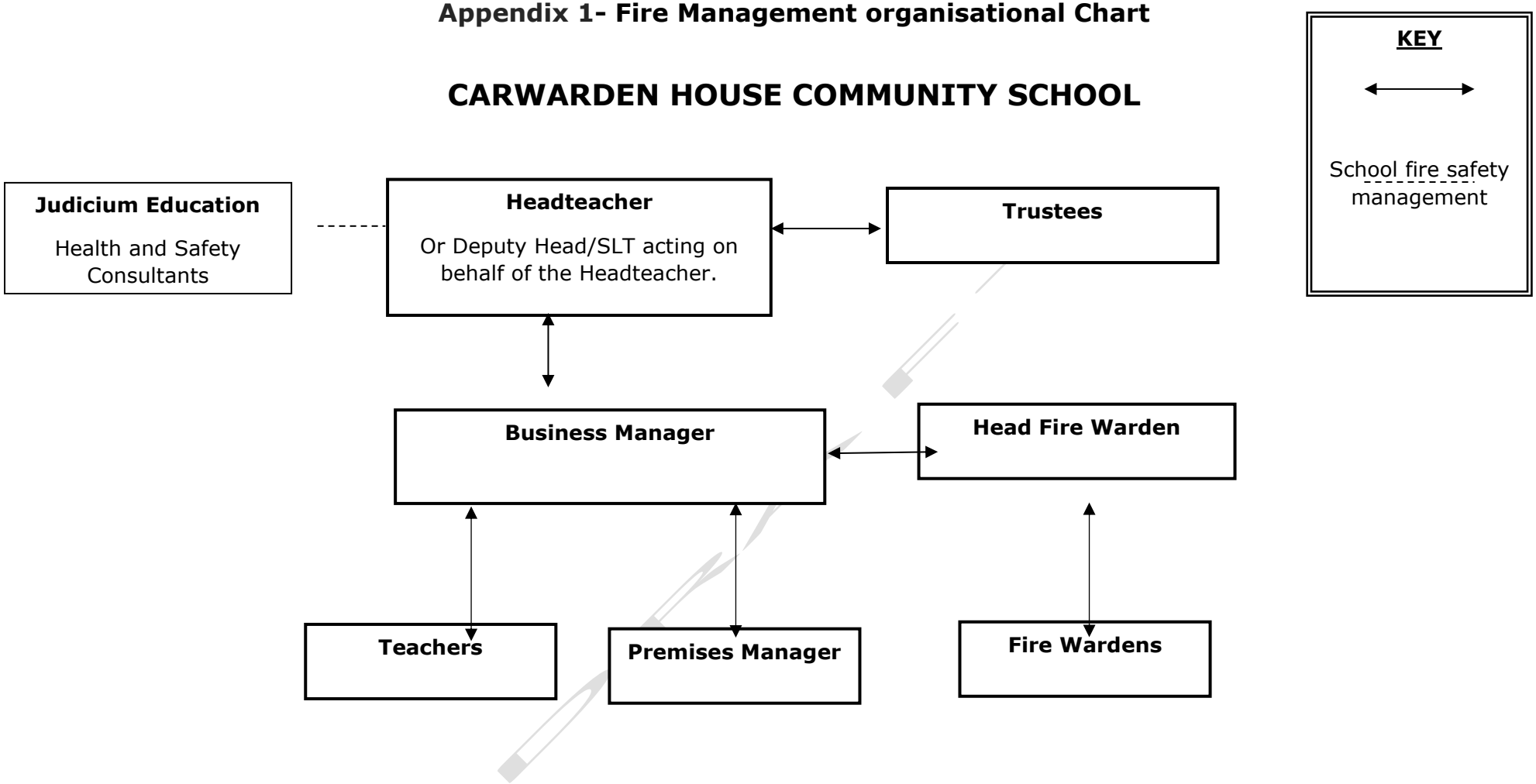
3.4.1 All hirers and contracted users of the premises will receive written details of the fire procedure as part of the hire arrangements. Hirers of the building are required to adhere to the fire procedures at all times and take such measures as are necessary to ensure the safety of those children/persons for whom they have responsibility.

4. Conclusion

4.1 The fire safety management policy reflects the academy's serious intent to accept its responsibilities in all matters relating to fire safety. The clear lines of responsibility and organisation describe the arrangements which are in place to implement all aspects of this policy.

Appendix 1- Fire Management organisational Chart

CARWARDEN HOUSE COMMUNITY SCHOOL



Appendix 3 - Evacuation Procedure

Emergency Evacuation Plan Carwarden House Community School	
Academy address and contact number	Carwarden House Community School 118 Upper Chobham Road Camberley Surrey GU15 1EJ T: 01276 709080
Plan date	21/02/2024
Review date	21/02/2025

Fire Alarm Information
The fire alarm panel in the Main School is an addressable system located in the school reception area and the panel in the 6th Form is in the entrance way. Automatic detection is located to. - Classrooms - Escape routes. - School kitchen - Staff room - Main plantroom - Swimming Pool The alarm sound is a continuous warning siren and the lights in the alarm's sensors flash red.

Raising the alarm
On discovering a fire, the alarm will be raised by activating the nearest call point.

Action to take on hearing the alarm
The following actions will be taken upon the fire alarm being sounded/raised: • The Headteacher will take charge and lead in the fire evacuation. In the event of the Headteacher absent from school, the Deputy Head will take lead.

- The Administration Team will dial 999 and request attendance by the Fire Service and give their name, name of building, building address (as detailed above), contact number and details of fire.
- Reception staff will pick up visitors signing in book and Evacuation Report from reception desk.
- Teaching staff will begin evacuation of the students – ensuring this is done in a calm and orderly manner providing assistance to those needing additional help in evacuating.
- Separate 'Personal emergency evacuation plans (PEEPs)' are in place for staff and students with additional needs.
- Fire wardens to sweep their areas of the school to ensure all areas are clear if safe to do so and ensure all doors are closed on the way out.
- If safe to do, electrical mains and gas supplies should be switched off before leaving the building. The location of these is detailed below.
- The Headteacher will ensure nobody re-enters the building until confirmed safe to do so by the Fire Service
- Meet at assembly point (MUGA) and check all persons are account for. Roll call will be carried out by the Headteacher.
- The Headteacher will liaise with Fire Service

Disabled and temporarily inured persons

Any students or members of staff with a disability will have a Personal Emergency Evacuation Plan which sets out how they will be evacuated in an emergency situation. If our visitors have a disability, we will discuss evacuation with them on arrival.

Escape routes

The escape routes from the building are:

1. Main entrance
2. Hall
3. The classrooms on the main corridor in the Main School all have fire exits.
4. Corridor 1
5. Corridor 2
6. 6th Form – Main entrance, Corridor 1, Classroom 2, Common room.

Means of escape plans have also been attached. Please see appendix 1.

Fire assembly point

The assembly point is: MUGA (near 6th Form)

Fighting fires – Extinguisher use

Fire extinguishers will only be used where:

- Staff have received training and feel confident in their use.
- Where it is deemed safe to do so i.e. there is a clear means of escape, fire is small.

Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire.

Location of key safety hazards or other fire related equipment
• Gas supply shut off: Gas intake. • Mains fuse box: Electrical intake • Location of fire alarm panel: Reception & 6th Form entrance way.

Variations to plan
Out of house arrangement: Upon hearing the fire alarm, evacuate via the nearest exit and make your way to the assembly point. Dial 999 for the fire brigade. Do not make your way back into the building or collect personal belongings. School events Should an evacuation be needed during other times (after school clubs, evening events, weekend events etc.) The adults in change of the activity are responsible for evacuating participants safety and the fire service is called. The fire brigade MUST be made aware of any missing persons.

Hires of the school building
If the school is being used by an external body out of hours, it will be the responsibility of the person in charge to maintain all roles in ensuring participants are evacuated safely and the fire service is called. Evacuation procedures are made clear to the external body at the time of booking. A copy of the evacuation plan is also provided.

Back up arrangements
In the event the fire alarm system is non-operational in any way, all staff will be made aware and back up arrangement implemented. A hand bell is held at the reception and will be used to inform staff of evacuation. The person locating the fire will get a message to the reception so that the handbell can be rung continuously throughout the school (if safe to do so). All staff will ensure they inform staff/students as they evacuate the school. Alternative arrangements will be made to cover staff absences/ leave etc to ensure there are always a sufficient number of trained staff available on site.

Responsibilities	
Review emergency procedures:	Headteacher
For ensuring adequate staff are on duty to carry out the evacuation plan	Headteacher School business Manager
For training staff on the evacuation plan and in their roles and responsibilities	Headteacher School Business Manager

Appendix 4 - Evacuation Drill Report Template

Date of Report:		Completed by:	
Date of Drill:		Time of drill:	
Time taken to evacuate:			
Time taken to complete roll call:			

	Y/N N/A	**Observations:**
Fire wardens reported to the assembly point and performed tasks?		
Staff & students responded to fire alarm and reported to assembly point?		
All windows and doors closed during evacuation?		
Occupants exited via nearest exit?		
Visitors / contractors / students were properly directed?		
Persons with disabilities were accounted for?		
Personal emergency evacuation plans (PEEPs) followed?		
Roll call carried out and missing persons accounted?		
Exits guarded to prevent re-entry?		
Occupants did not attempt to renter the building?		
Emergency grab bags collected (if safe to do so)?		

Student/staff and visitor registers collected?		
School pets, guide/therapy dogs evacuated?		
Communicated equipment used effectively, e.g. radios?		

Effectiveness of drill Satisfactory / Unsatisfactory	
Additional observations (Include notes that will help response, performance and management of future evacuation drills):	

Appendix 5 - Fire Warden List

Head Fire Warden:	**Tim Stokes (Alex Ewen cover)**
Location: Reception Main School	**Karen Leonard/Mandy Lessels/Selena Ramsey**
Location: Main School Downstairs Corridor	**Shabnam Iqbal/Jane Pickup**
Location: Main School Upstairs Corridor	**Jane Thorpe/Claire Lenaghan**
Location: Outside Classrooms	**Sam Jackson**
Location: 6th Form	**Caroline Fegan**
Location:	

Further Guidance

Further guidance can be obtained from organisations such as the Health and Safety Executive (HSE) or Judicium Education. The following are some examples. The H&S lead in the academy will keep under review to ensure links are current.

- HSE
  https://www.hse.gov.uk/
- Education and Skills Funding Agency – Fire Safety in new and existing school buildings
  https://www.gov.uk/government/publications/fire-safety-in-new-and-existing-school-buildings/fire-safety-in-new-and-existing-school-buildings
- National Education Union (NEU) – Fire Safety
  https://neu.org.uk/advice/fire-safety
- National Fire Chiefs Council (NFCC)
  https://www.nationalfirechiefs.org.uk/
- Local Fire and Rescue Service
  https://www.nationalfirechiefs.org.uk/Fire-and-Rescue-Services

Further Resources

- HM Government Fire Safety Risk Assessment – Educational Premises
  https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/14887/fsra-educational-premises.pdf
- CFOA (Chief Fire Officer Association) – Fire Safety in Schools
  http://www.cfoa.org.uk/download/65172&usg=AOvVaw2fwVya49L0beZPSEmwGOQ0