

We are an ambitious and inclusive Trust of schools
strengthening communities through excellent education.



Fire Management Policy

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Appendix A Fire Evacuation Procedure / Plan[Error! Bookmark not defined.](#)

Appendix B Fire Assembly Point and Evacuation Routes[Error! Bookmark not defined.](#)

1.0 Policy Statement

- 1.1 We are an ambitious and inclusive Trust of schools strengthening communities through excellent education
- 1.2 The priority of the Trust is to minimise the risk to life and the management of fire risks, undertaken in such a way as to prevent injury or ill health to employees, students, visitors and contractors where reasonably practicable. This policy is written as an extension of the Trust Health and Safety Policy and statement of intent as endorsed by the Board of Trustees.
- 1.3 The Trust undertakes the responsibility to liaise with Devon and Somerset Fire and Rescue Service and insurers as necessary.

2.0 Scope and purpose

- 2.1 It is the responsibility of the Trust to establish and maintain a comprehensive Fire Management Policy. This policy sets out clear arrangements for fire safety, including safe evacuation procedures and the effective management, testing, and maintenance of all fire safety systems.
- 2.2 This document applies to all directly and indirectly employed staff, casual employees, supply and agency workers, volunteers, Trustees, Governors and contractors.
- 2.3 This policy encompasses the management of fire safety in all Trust academies and offices.
- 2.4 This policy requires a commitment of all staff to be aware of fire precautions and fire procedures and an essential obligation to ensure a duty of care to our students.
- 2.5 This policy also sets out the compliance requirements of all schools in maintaining safe systems and processes

3.0 Definition

- 3.1 For the purpose of this document:
 - The Ted Wragg Multi Academy Trust is referred to as **the Ted Wragg Trust or TWT** or **the Trust**
 - FRA – Fire Risk Assessment
 - HSE – Health and Safety Executive
 - CAFM – Computer Aided Facilities Management
 - GEMS – Good Estates Management for Schools
 - PEEPs – Personal Emergency Evacuation Plans

4.0 Legal Framework

- 4.1 This Policy will be published on the Trust's website and will be included in the Trust's Policy Monitoring Schedule.
- 4.2 The Trust recognises its duties under the following Acts and regulations:
 - [Regulatory Reform \(fire Safety\) Order 2005](#)
 - [Fire Precautions \(Workplace\) \(amendment\) Regulations 1999](#)
 - [The Health and Safety at Work Act 1974](#)
 - [The Management of Health and Safety at Work Regulations 1999](#)
 - [Dangerous Substances and Explosive Atmospheres Regulations 2002](#)
 - [The Education \(School Premises\) Regulations 1996](#)

4.3 The Trust schools will consult with the following guidance and facilities management tools in relation to fire safety:

- [Good Estates Management for Schools](#)
- [HSE introduction to fire safety](#)
- School based Fire Log books
- CAFM system (where in place)

5.0 Responsibilities

- 5.1 The board of Trustees are responsible for meeting statutory requirements relating to fire safety
- 5.2 Headteachers are responsible for the overall management of fire safety and staff training. However, they may delegate some of this responsibility at school level to the Health and Safety Lead who will act as the school Fire Safety Officer
- 5.3 Health and Safety Leads are the designated school fire officer and responsible for the day to day operational management of fire safety and implementing a fire precaution strategy (See 6.0)
- 5.4 Each school will identify a designated lead person in charge in the event of a fire alarm activation, who will ensure that they meet the fire service and provide the following information:
- Location of the fire
 - Whether all persons have been accounted for and if not the possible location of missing persons (if known)
 - Location of hazardous chemicals, flammable and corrosive products and compressed gas cylinders
 - Location of radioactive sources
- 5.5 Fire Marshals / Wardens will be appointed at each school to assist with evacuation processes in the event of a fire alarm activation. The number will be determined according to size, type of building, exit points and number of occupants. Where necessary and if in doubt, an external fire assessor can advise. Fire Marshals / Wardens have specific areas of responsibility and duties and will receive additional training. This will include:
- Evacuation of a specific area to the fire assembly point ensuring all persons leave the building quietly and calmly
 - Reporting to the responsible person on cleared areas
 - Identifying where persons may be trapped and reporting to the lead person in charge
 - Have an awareness of exiting strategy of students and staff with a PEEP
 - Assisting with roll call
- 5.6 The Head of Estates and Facilities and shared services Estates and Health and Safety Team oversee the school's obligations in relation to fire safety and offer support and guidance in this area.
- 5.7 All employees have a duty of care to ensure the safety of all persons on school premises and to report any concerns through appropriate channels (e.g. help desk/line manager depending on severity of the risk identified).

6.0 Strategy for Fire Prevention

- 6.1 An effective strategy for fire prevention covers:
- Everyday management and vigilance by staff to ensure that potential hazards are kept under control to prevent the occurrence of fire
 - Alarm, evacuation and emergency action backed up by notices, relevant signage, drills and practice to ensure that correct action is taken in the event of an outbreak of fire

- Planning for the actions to be taken in the event of fire: Training of staff, including any specially delegated function – provision of instruction to students – display of appropriate fire instruction notices and signage – control of risks associated with activities or processes that may cause or adversely affect any outbreak of fire, e.g. process, storage, gas, electricity, contractors on site, vandalism
- Checking existing structural precautions, and seeking further advice where there are thought to be deficiencies
- Monitoring the effectiveness of precautions, e.g. analysis of evacuation drills, annual review by checklist.
- Schools will review and update their fire evacuation plans, fire assembly points and evacuation routes annually, or when changes to processes are made. Copies of these plans will be provided to the shared services estates team and reviewed at annual audit.

7.0 Fire Instruction Notices

- 7.1 Each school must ensure that up to date, printed notices and exit signage is displayed at Manual call points and exit doors from classrooms and offices, stating concisely what staff and others should do if a fire is discovered or if they hear the alarm and where the fire assembly points are located.
- 7.2 It is good practice to include a plan of assembly points and evacuation route in classrooms and offices where the site is more complex.

8.0 Means of escape

- 8.1 In the event of a fire it is imperative that all exit routes are kept clear and free from obstruction with no combustible materials present. This enables a rapid evacuation of all buildings.
- 8.2 All escape routes are appropriately signed and illuminated, indicating the most direct route to safety with pictogram signage.
- 8.3 Specific employees are nominated to assist in the safe evacuation of students/ staff who will have been assessed through a PEEP (see section 12)
- 8.4 The following safety points are applicable:
 - Fire doors are provided to prevent the spread of smoke and heat. Fire doors must be kept shut when not in use (except for those on automatic closers)
 - Access control doors – these systems are designed with a ‘fail safe’ method of cutting the power to the lock in the event that an emergency override is required. This can be automatic, or in the form of a green break glass that can be used to release the door in the event of an emergency fire evacuation.
 - Fire doors should not be propped open and left unattended or the self-closing devices disabled.
 - All corridors and stairways must be kept clear of storage and waste materials.
 - Final exit doors should open readily from the inside without the use of a key.
 - Areas outside of final exit doors should be kept clear of obstruction at all times.
 - Portable fire protection equipment (fire extinguisher) is intended for use as a means of escape and not for fighting a fire.

9.0 Fire Risk Assessment

- 9.1 Each school will have an up to date, suitable and sufficient fire risk assessment in place that is a working document which is reviewed regularly (at least annually).
- 9.2 At least once every three years, the fire risk assessment will be externally reviewed and undertaken by a

competent assessor.

9.3 Any significant changes to the interior of the building will require a new fire risk assessment which will be undertaken by an external competent assessor.

9.4 The Fire Risk Assessment will:

- Identify and maintain safe means of escape in the event of fire.
- Ensure the provision of an effective fire detection and alarm system capable of alerting all occupants.
- Ensure adequate and appropriate fire protection equipment is provided and maintained.
- Appoint competent persons to undertake the fire risk assessment and subsequent reviews.
- Document the number and roles of designated fire marshals within each building.
- Record the testing and maintenance of fire alarm systems, emergency lighting, fire protection equipment, and staff training.
- Provide training for all employees, including evacuation drills, the correct use of fire extinguishers, and good housekeeping practices.
- Develop and maintain training plans for staff to ensure ongoing competence in fire safety procedures.
- Create and implement action plans following assessments and reviews, with clear target dates, named responsible persons, and success criteria.
- Consider additional risk assessments where the use of premises may change (e.g. parents' evenings, events, or out-of-hours activities).
- Set out how fire safety information and updates will be communicated effectively to all staff, visitors, and contractors.

9.5 Schools should ensure that as part of the fire risk assessment process that they also have a suitable compartmentation plan and fire strategy.

9.6 In PFI schools, the Facilities Management Contractor is also responsible for producing a Fire Risk Assessment for the elements that they have responsibility for. The Health and Safety Lead at the PFI school must ensure that a copy is kept on the school site and that combined with the Fire Risk Assessment in the school, they integrate effectively and all areas are reviewed at least annually.

10.0 Fire Drills and Student Training

10.1 All schools carry out three fire drills per year, in Term 1,3 and 5 within the first two weeks of the new term in order to evaluate the evacuation procedure and to ensure all staff, students and visitors are familiar with the procedures. This is also an opportunity for the site team to check that automatic doors linked to the fire alarm are operating correctly and that all classroom doors, windows etc., have been shut upon exit.

10.2 Fire drills are timed and recorded (paper copy or electronic on iAM or similar system).

10.3 Feedback is sought from colleagues and plans in place to rectify any issues highlighted following the drill, with a target date.

10.4 All remedial actions are recorded in the fire log book / electronically and shared with relevant staff

10.5 Suitable arrangements are in place for ensuring that students know:

- How to identify the fire alarm
- The action they should take on hearing the alarm
- The location of the assembly points
- What to do if not in a supervised group, in the event of fire.

10.6 The above is reinforced through termly fire drills.

10.7 Silent fire evacuation drills are encouraged to take place for new cohorts, prior to the termly fire drill so that students familiarise themselves with the procedure (silence) and route to take to evacuate safely. This means that the class can proceed as if a fire alarm had been raised, without the disruption to the rest of the school. It also means that the new students will be familiar with the process before the first formal fire drill takes place.

10.8 Evacuation procedures and assembly points are also reinforced through fire notices and fire assembly plans throughout the school.

11.0 Training and Induction of Staff

11.1 All members of staff should complete fire safety training (iAM or similar) at least once every three years

11.2 All staff receive refresher training at the start of each academic year and are required to read the fire policy and confirm as part of mandatory policies.

11.3 This policy and the fire evacuation procedure will be shared during the induction process for new staff.

11.4 The Health and Safety Lead is responsible for ensuring all staff are trained and refreshed on the provisions of fire management. A record will be kept within the school regarding expiry dates to ensure there is no lapse in training. As a minimum, the training must cover:

- Action to be taken upon discovering a fire
- Action to be taken on hearing the fire alarm
- Method of raising the alarm, including location of call point
- Correct method of calling the fire service
- Knowledge of escape routes
- Fire extinguisher training on use to aid escape
- Evacuation method for the building, location of assembly point and method of accounting for persons
- Appreciation of the importance of fire doors and the requirement to not keep fire doors propped open under any circumstances

11.5 Specific training will be arranged for the following:

- Fire marshal training- every three years
- Evac chair training - every three years
- Externally contracted staff – e.g. catering and cleaning staff
- New Head teacher training – via the TW Institute

11.6 Estates shared services will audit the implementation of this policy at schools as part of the annual estates and H & S visit. In addition to this, estates and health and safety network lead meetings have an annual focus on fire safety, sharing best practice and provide guidance, templates and support visits to assist schools with ensuring the policy is implemented in full.

11.7 Staff working in Trust offices (Great Moor House) will follow local evacuation procedures and assembly points provided by South West Norse. Staff will be briefed on procedures on induction.

12.0 Personal Emergency Evacuation Plans (PEEPS)

12.1 Vulnerable members of the school community who in the event of a fire may have difficulty in evacuating the building quickly, will be issued with a Personal Emergency Evacuation Plan (PEEP). These plans will provide detail on the assistance required for the individual to safely evacuate the building in the event of an emergency.

12.2 A PEEP may be required in the following instances:

- Those with a temporary injury (e.g. broken ankle)
- Those with a long-term mobility issue
- Those who may not hear the alarm
- Those with partial sight or blindness
- Those with a specific need that require assistance with evacuation

12.3 The PEEP must be formulated in collaboration with the person concerned, their parent/carer (where relevant), and those who may be called upon to assist.

12.4 The PEEP should include:

- The method of evacuation
- Equipment to be used (e.g. evac chair)
- Escape route to be followed
- Location of any refuge to be used
- The persons who will assist
- Training requirements
- The responsibilities of the subject of the PEEP

12.5 The PEEP should be rehearsed regularly, and be as part of the regular fire drills

12.6 The PEEP should be reviewed regularly and at least annually.

13.0 Maintenance and servicing Inspections

13.1 Fire related inspections are carried out as follows:

- Weekly Manual call point testing – including sprinkler systems where fitted
- Monthly fire door / automatic door checks
- Monthly emergency lighting tests
- Monthly fire extinguisher check
- 6 monthly testing of the fire alarm system by a registered contractor and in accordance with BS5839-1
- Annual 3 hour burn of emergency lighting by a registered contractor and in accordance with BS5266-1
- Annual fire extinguisher check carried out by a registered contractor and in accordance with BS5306-3
- Fire hydrants, where fitted within the school grounds, are maintained by an external contractor annually

13.2 Electricity and electrical installation inspections and maintenance are carried out as follows:

- Portable electrical appliances are tested in accordance with guidance (usually annually) by an external electrical contractor.
- Fixed wiring installations are inspected every five years to comply with the Electricity at Work Act 1989.
- The installations, distribution boards and circuits are tested and main bonding/earthing inspected at least every five years by an external NIC EIC electrical contractor in accordance with the current Wiring Regulations.
- [Electrical inspection and testing advice from the HSE](#)

13.3 Gas safety appliance servicing and maintenance arrangements are carried out as follows:

- Gas appliances (boilers, kitchen/laundry equipment etc.) are regularly maintained and serviced by Gas Safe registered engineers in accordance with the Gas Safety (Installation & Use) Regulations 1998 and manufacturers recommendations.
- [HSE Gas Safety Advice](#)

13.4 LEV (Local Exhaust Ventilation) systems and canopy maintenance in kitchens

- LEV extraction systems installed in commercial kitchens present a potential fire hazard and as such require regular maintenance and cleaning.
- All ventilation systems should be serviced and cleaned at least annually.
- [HSE guidance on Kitchen ventilation and canopies](#)

13.5 All inspections (above) are recorded (paper or electronic) and any recommendations from these periodic testing results are acted upon swiftly.

14.0 Contractors

- 14.1 All contractors are required to sign in upon arrival to the school where they are issued with an ID badge and either directed to or escorted to the site team
- 14.2 All contractors entering the premises for the first time must be given a fire induction and made aware of the fire precaution measures and procedures, should a fire occur. For PFI schools this is the responsibility of the FM Contractor.
- 14.3 The Health and Safety Lead or Site Manager (Non PFI schools) must be made aware when hot works are to take place to ensure that adequate control measures are in place prior to commencement of works. Contractors will be required to provide RAMS and complete a daily hot works permit for activities of this nature. In completing this form, the contractor must prove that they have the adequate control measures and equipment in place and will not be granted permission to work if they fail to meet the school's safety requirements.

15.0 Visitors

- 15.1 Visitors to schools are required to sign in upon arrival where they are issued with an ID badge. This is to be worn through the visit to the school.
- 15.2 Visitors are made aware of the fire action notices and fire assembly points

16.0 Change of Use and Out of hours

- 16.1 Lone workers - In the event of a fire, when working alone, the normal procedure applies as demonstrated on the fire notices around the building. Members of staff working alone are advised to inform a colleague or family member that they are working alone and follow the lone worker policy, and procedural appendix attached to the lone working policy for the school.
- 16.2 Parents evening and school events - Open evenings etc., taking place outside normal school day will involve school staff who will be available to ensure all visitors follow the fire action notices procedure and are safely evacuated from the building by nominating a sufficient number of trained fire marshals.
- 16.3 School Productions - will be required to complete a production pack which will contain details of fire procedures and how this will be communicated to all. It is the responsibility of the member of staff organising the event to ensure that a sufficient number of designated fire marshals are in attendance and that a risk assessment is in place.
- 16.4 Lettings and external events (not managed by Fusion school Services) - the school will nominate a responsible person to take charge in the event of a fire alarm activation. The school will be responsible for instructing any hirer of their responsibilities in the event of a fire alarm activation. The 'Hirer' will be responsible for ensuring that all their participants evacuate the building in the event of the Fire Alarm sounding. They will also be responsible for nominating a designated person to call the fire service in the absence of a member of school staff. On booking the event, they will be taken through the fire safety procedure and assembly points as displayed at the fire alarm call points. The Hirer will be responsible for producing their own risk assessment for the activity taking place, which should include emergency evacuations.

17.0 Noticeboard, Art Displays and Decorations

- 17.1 Art displays and other decorations of a combustible nature can increase the spread of fire considerably. Accordingly, the quantity and location of such displays is critical in reducing the fire loading.
- Displays should not be placed on escape routes or block exits.
 - Sources of ignition, such as light bulbs, should not be situated near combustible displays.

- Expanded polystyrene and other plastics produce large amounts of toxic, black smoke and considerable heat. These along with any wall displays made from combustible material should not be used on escape routes.
- All displays situated in the corridors should be behind covered display boards or sprayed with fire retardant spray

18.0 Storage

18.1 Bulk storage of any readily combustible materials such as paper must be stored in designated areas where they will be secure against unauthorised entry. These areas must be free of sources of ignition, such as heaters and suspended lighting units.

18.2 Flammable liquids are kept in storerooms and cupboards provided with ventilation. These rooms are locked with fire rated doors.

19.0 General Housekeeping Arrangements

19.1 Good housekeeping is a control measure assists with mitigating the risk of a fire starting and therefore all schools should ensure:

- Any unnecessary lights and electrical appliances are switched off and where possible, unplugged.
- Waste bins are emptied on a daily basis, recycling bins on a weekly basis and stored away from any sources of ignition or heat.
- Smoking is prohibited in the school, the school grounds and in the vicinity of the entrance of the school.
- Paints and solvents suitably marked are to be segregated in properly prepared stores.
- Paint and solvents are disposed of correctly.
- All cleaning chemicals, materials and equipment are stored in suitable, lockable cupboards behind fire doors
- Personal portable electrical appliances are PAT tested. Such items must not be used without the appropriate testing and prior authorization of the head teacher.
- Temporary wiring and extensions are not used unless they have been PAT tested.
- Daisy-chaining extension leads is prohibited
- Electrical faults are reported immediately to the Health and Safety Lead / site team.
- Flexible cable to fittings is as short as possible, inspected regularly and replaced if worn.

20.0 Vandalism / Arson

20.1 The Trust schools make every attempt to negate arson attempts by ensuring the following:

- Outside areas are well lit and lighting is serviceable
- That all entry points to buildings (doors/windows) are secure when the site is unoccupied
- Combustible rubbish is not accumulated inside buildings or by any door
- Frequent checks are undertaken to ensure that all rubbish is not allowed to accumulate, particularly in sight of public gaze
- Outside storage areas are secure
- All boiler rooms are securely locked at night and when not in use
- Waste skips are not left positioned against a building wall
- All Bin areas are securely locked at night and bin lids are kept closed.

- Garage areas are clear of all unnecessary items/clutter/redundant furniture etc., and are secure when not in use
- Fire extinguishers are regularly serviced and kept in entrances.
- CCTV cameras are sited so that they can provide a deterrent and cover
- All fire escape routes are clear of combustibles
- Staff are to remain vigilant at all times

21.0 Policy Circulation

21.1 This Policy will be published on the Trust's website and included in the Trust's Policy Monitoring Schedule.

21.2 This Policy will be circulated annually to all staff via Ted Learn. As part of the annual declaration process, all staff are required to review and acknowledge the policy.

21.3 The Trustees are responsible for overseeing, reviewing and organising the revision of this Policy