

# FIRE POLICY

**The OHC&AT Board of Directors has agreed this Policy and as such, it applies across the organisation – 15<sup>th</sup> December 2017.**

Jay Mercer  
Chair of OHCAT Board



Darren Coghlan  
Chair of OHC Board



# Fire Policy

## INTRODUCTION

Orchard Hill College and Academy Trust (OHC&AT) is committed to providing outstanding educational opportunities for all our pupils and students and has adopted the 'plan, do, check, act' approach as advised by Health and Safety Executive (HSE). The purpose of this policy is to ensure a safe and healthy environment for pupils and students, staff, visitors, contractors and the general public, in all OHC&AT settings, at all times; to provide information, training and supervision necessary to ensure the above as well as robust health and safety within all OHC&AT-related activities; and to ensure full compliance with the Health and Safety at Work Act 1974 and other relevant legislation.

## POLICY STATEMENT

OHC&AT recognises that fire is a major risk to the lives of staff, students and members of the public who visit OHC&AT sites. The loss of buildings and infrastructure due to fire also poses significant risks to business continuity. OHC&AT will, therefore, ensure that fire safety is a priority in all areas under its control.

OHC&AT will ensure, so far as is reasonably practicable, that the risk from fire will be managed in compliance with the current fire safety legislation. This is the Regulatory Reform (Fire Safety) Order 2005 or "the Fire Safety Order" which applies across England and Wales and came into force on 1 October 2006, and other relevant legislation.

Management of fire risks will be undertaken in such a way as to prevent injury or ill health to employees, students, visitors, contractors and others who may be affected by the activities of the organisation.

The aim of this policy and relevant guidance is therefore to provide a fire safety framework which will be implemented to protect lives and protect OHC&AT assets. To achieve this aim, OHC&AT will:

- Ensure that all sites create and maintain suitable and sufficient Fire Risk Assessments (FRA) of all their buildings and activities within their premises;
- Identify and implement reasonably practicable control measures to control risks from fire;
- Provide suitable and sufficient information, instruction and training in fire safety to all staff, and provide training in the use of fire extinguishers where appropriate;
- Ensure that all sites have an emergency plan – this must be managed/supervised, and should provide a mechanism for developing, implementing and maintaining managed evacuation procedures;

- Regularly test evacuation and other emergency procedures and maintain all emergency and precautionary equipment;
- Conduct regular fire safety inspections and record this information;
- Update and review this information on a regular basis;
- Ensure effective liaison with the local fire authority where appropriate.

## **RESPONSIBILITIES**

### **Within OHC&AT**

#### **Directors will:**

- Ensure that this policy is reviewed annually by the Board, or when there is change to legislation.
- Ensure that health and safety remains a key consideration in any strategic planning across OHC&AT.
- Monitor organisational health and safety performance via Health and Safety reports, Incident & Accident reports and feedback to the Board from the Health & Safety, Child Protection and Safeguarding Portfolio Directors.

#### **The Executive Senior Leadership Team (ESLT) will:**

- Ensure that comprehensive health and safety procedures are in place throughout the organisation, and that procedures are regularly updated in response to new and emerging information around health and safety.
- Ensure compliance with current fire safety legislation throughout the organisation.
- Ensure that all relevant policies, procedures and information are communicated to senior leadership teams at each OHC&AT provision for dissemination to staff.
- Ensure that adequate resources are made available to meet new and emerging risks.
- Monitor health and safety performance at each OHC&AT provision through the monthly monitoring system.
- Regularly report to the Board of Directors on health and safety performance across OHC&AT.
- Receive and act upon information relating to health and safety from Heads/Principals, portfolio governors, Corporate Health & Safety Unit and other relevant OHC&AT stakeholders.
- Monitor corporate risk assessments.

#### **The Director of Business Services and the Head of Facilities will:**

- Work closely with the ESLT and with facilities staff at each OHC&AT provision to ensure that:
  - Any work or new projects carried out are compliant with current Fire Safety Legislation, Building Regs, HM Government Fire Safety Risk Assessment Guidance and relevant Approved Documents.
  - Contractors are suitably qualified to carry out works to the required standard and are monitored whilst working on OHC&AT sites to make

sure their work does not compromise any Fire Safety control measures put in place.

- Monitor the Facilities staff to ensure compliance is met, tests are undertaken on Fire Alarms and relevant equipment and recorded adequately.
- Ensure that any remedial actions from Fire RAs are actioned appropriately.

### **Within each OHC&AT provision**

#### **Governors will:**

- Monitor health and safety performance within the College or Academy via Health and Safety reports, Incident and Accident reports and feedback from the designated Health & Safety, Child Protection and Safeguarding Portfolio Governor.

#### **Heads/Principals/Heads of Centre will:**

- Ensure there is an appropriate FRA in place for their Academy or College centre, and that this is reviewed on a regular basis.
- Assume the role of the Responsible Person
- Ensure there is an appropriate Emergency Plan in place for their Academy or College centre.
- Ensure that the induction and training of staff is comprehensive, up to date and recorded.
- Ensure that appropriate equipment provided is in place and in good working order.
- Regularly report to governors on health and safety within the Academy or College.
- Ensure that staff are kept informed of health and safety matters through regular internal communication such as briefings, bulletins and training.
- Ensure that appropriate PEEPs are in place for students.
- Ensure the safety and care of visitors whilst on the premises.
- Ensure that Fire Evacuation drills are carried out termly for non-residential and twice termly for residential sites, and that these are recorded within the Fire safety Log book.
- Ensure that any Means of Escape are kept clear at all times.

### **Failure of Automatic Fire Alarm Systems**

**If at any time the fire alarm system suffers a major defect and becomes inoperable, the Head/Principal must immediately seek advice from the Director of Business Services.**

#### **Staff will:**

- Ensure they are aware of this and other related policies and procedures and put them into practice at all times.
- Actively promote a safe and healthy workplace
- Report and record any incidents or accidents promptly and thoroughly.
- Promptly report any damage to equipment, which could affect fire safety.

- Understand that all OHC&AT employees have a responsibility to help maintain a healthy and safe workplace and to take reasonable care of themselves and others.
- Carry out risk assessments in accordance with the OHC&AT Risk Assessment Policy.
- Participate in health & safety training as identified and agreed with their line manager
- Undertake fire safety training as required

### **The 'Responsible Person'**

You're responsible for fire safety in business, or other non-domestic premises if you're an employer, the owner, the landlord, an occupier, or anyone else with control of the premises.

If there's more than one responsible person, you have to work together to meet your responsibilities.

The Head/Principal/Head of Centre or designated deputy or person in charge of the centre will assume the role of the Responsible Person, with regard to the requirements listed under Responsibilities section on the previous page.

### **VISITORS**

On arrival all visitors, including contractors and/or their workers and volunteers, must sign a record of the date and time of their arrival and, on leaving, record their time of departure in the log book found in reception. The member of staff who has organised the visit will ensure a representative is available to escort them and take responsibility for the visitor(s)/volunteer(s) whilst on site which includes assisting in evacuation from the building during an emergency or arranging help in the event of an accident.

Visitors, volunteers and/or contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to the OHC&AT representative as designated on posters within the main reception area of each building, who will investigate and report as appropriate.

Contractors and visitors will maintain strict standards of Fire Safety and Health & Safety at all times whilst on site, and their actions must not jeopardise the occupants or structure of any OHC&AT site.

### **OTHER RESPONSIBILITIES / CONSIDERATIONS**

#### **Fire Risk Assessment**

The responsible person must carry out and regularly review the FRA of the premises. This will identify what you need to do to prevent fire and keep people safe. You must keep a written record of the FRA, and this should be available within the Fire Safety

Log Book. Due to the complex layout of our buildings and sites, and the increased risk due to our occupancy, any FRAs or reviews need to be carried out by persons who have a comprehensive knowledge, training and experience in carrying out FRAs in educational buildings. Therefore this function may need to be discharged to a specialist provider.

Every centre requires a FRA. This should be based on the following criteria:

- 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

It is important that this and any other health and safety procedures are reviewed regularly, or if there are significant changes to the use of the building or occupancy or layout.

## **Emergency Plans**

All sites must have a specific plan for evacuation in the event of an emergency. These plans should consider the specific requirements of both the site and the occupancy.

Emergency plans must (where appropriate) include the following features:

- Action on discovering a fire
- Warning if there is a fire
- Calling the fire brigade
- Evacuation of the premises including those particularly at risk
- Power/process isolation
- Places of assembly and roll call
- Liaison with emergency services
- Identification of key escape routes
- The firefighting equipment provided
- Specific responsibilities in the event of a fire
- Training required
- Provision of information to relevant persons

The emergency plan must be presented to staff regularly via staff briefings and copy held within the Fire Safety Log Book.

See Appendix 2 for template.

## **Emergency Services Information**

Every site must hold information for attending emergency services. This either needs to be available for them from an approved box in a prominent place available 24 hours a day, or handed to them by the fire evacuation controller when they arrive on site. Information should include:

- Site plans
- Location of sleeping risks
- Electrical, gas, oil intakes and shut off valves
- Location of the fire alarm panel
- Any storage of chemical or high risks items, including the relevant data sheets
- Any codes to locked doors or gates
- Electronic key fobs

## **RESIDENTIAL SITES**

Outside normal day-time hours, the night time staff within residential sites will be appointed and are required to act as Fire Wardens or Fire Marshals.

During these night time hours, they must:

- Ensure that all fire safety measures are followed as per the emergency plan.
- Ensure that end of day procedures are correctly adhered to, all fire doors are closed, all non-essential electric items are switched off and unplugged.
- Where practicable, ensure the building has been evacuated in the event of a fire alarm activation and all students are taken to the assembly point.
- If a fire can be identified, call the Fire and Rescue Service immediately reporting an identified fire;
- Liaise with the Fire and Rescue Service when they arrive and report if any persons are unaccounted for, and the location of the fire if known.
- If possible, determine from the fire alarm system where the fire alarm has been activated and try to determine from staff/students from that area if a fire caused the activation;
- Report all fire alarm activations (whether due to fires, faulty equipment, accidental activations or malicious activations) to the Head/Principal/Head of Centre at the first opportunity.

Full procedures detailing precise duties will be produced for each residence, and included in the Fire Evacuation Plan/Emergency Plan.

## **Annual Fire Safety Reviews**

These should be carried out by the School Business Manager/site supervisor in conjunction with the Head/Principal of the College or Academy. They should include a review of Fire Risk Assessment, fire safety measures within the site, relevant documentation. Following the review a report/action plan should be compiled, this should contain, any action points, people responsible for carrying out the actions and time frames. The Responsible Person should make sure that these are acted upon. A copy of the report should be sent to the Director of Business Services.

## **Organisers of Events**

Any person organising an event should produce a written risk assessment and make sure that the event does not affect or compromise fire safety, or the health and safety of students, staff and visitors. Consideration should be taken to the increased number of occupants that may be in attendance and the effect it could have on the MOE.

## **Lettings of OHCAT Premises**

If any sites are let out to outside organisations, then this must be included in the FRA. Consideration must be given to how these persons will effect the fire safety of our site, whether or not appropriate arrangements are in place to manage a Fire incident and evacuation whilst they are onsite, and that the number of occupants does not exceed the agreed number.

## **FIRE SAFETY GUIDANCE**

### **Fire Prevention**

Fire kills and thus it is vital that people are aware of the serious consequences of fires.

Fires require an ignition source, a fuel and oxygen – removal of any one of these will stop a fire. The fire safety precautions are all based on removal of some part of these requirements for a fire.

It is vital that all staff, where practicable, actively try to remove either ignition sources or fuel for fires by good housekeeping procedures.

### **Actions on Discovering a Fire**

Actions to be taken in the event of a fire are detailed on the Fire Action Notice. These notices should be posted at every 'break glass' fire alarm call point (see fire signage).

On discovering a fire, you should follow the instructions given in the Fire Action Notice. Instructions will be site specific, however they should include the following:

1. Sound the alarm either by activating a 'break glass' point or shouting 'Fire'
2. Leave the building by the nearest available exit
3. Report to the assembly point
4. Lifts must not be used unless it is a designated fire lift

On hearing the fire alarm:

1. Leave the building by the nearest available exit

2. Close all doors behind you
3. Report to the person in charge at the Assembly Point
4. Lifts must not be used unless it is a designated fire lift

Do not try to fight the fire, unless you have been trained to do so and it is safe to tackle without taking personal risk.

### **Fire Detection Systems**

Every site has a fire detection system – this is detailed in the FRA. This system should meet the requirements of BS 5839, with a L2 Classification as a minimum, and L1 for any new buildings.

The fire alarm system must be linked to a call handling centre, and arrangements should be made with this company to summon the Fire Service on activation of the alarm. These arrangements for calling the fire service should be included within the emergency plan. Every site must also make arrangements for the handling of an out of hours activation of an alarm, as an undetected fire during this time is likely to spread with the impact on the infrastructure being far greater.

### **Fire Signage**

All sites must make sure the correct fire signage is displayed. This will include Escape signs, Fire Door signs, Fire Evacuation Notices. See link to *Educational premises Part 2 section 6 page 103* for further guidance on signage.

### **Fire Alarm Test and Fire Drills**

The site supervisor will ensure that the fire alarm for their building is tested weekly, using a different 'break glass' call point each week. The purpose of this test is to ensure that the system is fully operational, that all staff can hear the fire alarm in all parts of the building as well as staff being able to identify what the alarm sounds like. It is therefore vital that the test should take place at a time when staff are in the building, but consideration should be given to the impact it will have upon students. This test should be recorded within the fire safety log book and any defect immediately reported to the facilities team, or your approved contractor.

### **Fire Doors**

Fire doors must never be wedged open. These doors are an important part of the infrastructure of the building: they are designed to protect the occupants, assist their evacuation and stop the spread of smoke and fire. The effect of smoke may adversely affect people with complex health needs. If any fire doors are held open on an approved device, it is important that the area around this door is not blocked thus preventing the door closing on the sounding of the alarm.

See link to *Educational premises Part 2 Page 121 B2 Fire-resisting doors* for further guidance on doors, seals and closing devices.

It may be that all doors in use within OHC&AT premises do not meet the current standards, this should therefore be included in any Risk Assessment and future planning.

All fire doors need to be regularly checked by the site supervision team, for the following:

- correct operation of the closing device
- damage to the integrity of the door and glass
- damaged or missing smoke seals

Any damage should be noted on the testing records and the defect actioned by the appropriate agreed method.

### **Dorgard Systems**

These are installed in a number of OHC&AT sites. Whilst providing a solution to holding open doors, which can be vitally important, it is paramount that they are installed correctly. Please refer to *HM Government Guidance Doc Educational Premises*, page 123. If a Dorgard system is installed, please make sure the Commissioning Certificate is completed and kept in the Fire Safety log book. This needs to be reviewed yearly and recorded.

### **Door Fastening Devices.**

The relationship between the securing of doors against unwanted entry/egress and the ability to escape through them easily in an emergency has often proved problematical. Careful planning and the use of quality materials remain the most effective means of satisfying both of these objectives.

Any device that impedes people making good their escape, either by being unnecessarily complicated to manipulate or not being readily openable, will not be acceptable.

See link to *Educational premises Part 2 Page 124 B3 Door fastenings*, for further guidance on electrical locking devices.

### **Fire Drills**

A fire drill should be carried out for a building at least termly and twice termly in residential sites. Buildings should be completely evacuated in a fire drill without exceptions. The evacuation time will be location dependent, and it is vital that onsite staff determine if the evacuation time is acceptable based upon the occupancy and risk of the building. Where significant delays in evacuating a building have been identified, they should be rectified and the test repeated.

Staff should be aware that their normal access/egress route may not be available so should make themselves familiar with all fire exits.

All fire alarm tests and fire drills must be recorded in the Fire Safety Log Book.

### **Fire Detection / Alarm System Tests and Emergency Lighting Tests**

In addition to the weekly site supervisor checks the Fire detection systems should be maintained, and tested by a competent person 6 monthly and emergency lighting systems yearly. It is good practice to keep records of this within the fire log book.

### **Covering Fire Detectors**

Fire detectors are a vital part of systems for warning staff and students of the potential risk of a fire, and thus should never be covered over during normal operations.

There are certain circumstances where it may be necessary to cover fire detectors (e.g. refurbishment/construction where there is a lot of dust being generated which activates the detector). In these cases, a 'Permit to Work' should be obtained from Facilities to cover the detector during the relevant work period. The cover must be removed at the end of work every day and/or during significant breaks in work, to ensure suitable warning of a fire outside normal working hours, and the 'Permit to Work' cancelled.

### **Fire Extinguishers**

OHC&AT has a range of extinguishers across our sites. Every extinguisher is clearly marked with its type, operating procedures and use (see Appendix 1).

However, these should only ever be used by an appropriately trained person, using the correct extinguisher for the type of fire.

- Water – Water Spray – Water Mist: Use on paper, cardboard, wood and clothes BUT NEVER ON ELECTRICAL EQUIPMENT OR FLAMMABLE LIQUIDS.
- Dry Powder: Particularly effective on flammable liquid and metal fires.
- Carbon Dioxide CO<sub>2</sub>: Effective on flammable liquid and particularly effective on electrical fires. Very noisy when in use. Do not hold the discharge horn as it will freeze during use and will burn your hand.
- Foam: Can be used on flammable liquids and also very effective on carbonaceous fires, paper cardboard wood.
- Wet Chemical: For use on cooking fats and oils which have reached a high temperature – this type of extinguisher will be found in industrial kitchens.
- Fire Blanket: Effective at smothering a fire and protecting you from heat and flames. To operate, remove from container and unfold. Ensure you grip the blanket in such a way that your hands are inside the fold. Hold the blanket in front of you and lay it over the burning material, do not throw the blanket.

Do NOT fight a fire if:

1. It is too big with flames reaching the ceiling.
2. Any hazardous materials are involved.

3. There is any risk of your personal safety and/or escape route being cut off either by fire or smoke.
4. You have not received appropriate training and are not confident in the use of fire extinguishers.
5. You have already discharged an extinguisher to no effect on the fire.

Due to the large number of different types of extinguishers on OHC&AT sites, staff should make themselves aware of the type and location within their site.

## **Furniture**

The Furniture and Furnishings (Fire Safety) Regulations 1988 (as amended in 1989, 1993 and 2010) set levels of fire resistance for domestic upholstered furniture, furnishings and other products containing upholstery.

It is a requirement that any current furniture meets these standards, and any future purchases or relocated furniture meets these standards.

## **Electrical Equipment**

All electrical equipment powered by mains electrical supplies must have been PAT tested within the last year and a certificate for this testing must be available for inspection. Only electrical items approved and purchased by the site facilities team are acceptable.

Cuboid adaptors are prohibited. Only 4/6 Way Gang Individually Switched UK Fused Mains Extension Leads may be used where there is a need for additional electrical sockets.

Maximum load for any one socket should not exceed 13 amps. Extension cables should be replaced with additional wall sockets where necessary, to reduce the need for these cables.

Where an extension lead is required, additional electrical adaptors should not be piggybacked onto an existing extension cable.

Further information on electrical safety can be accessed here:

<https://www.electricalsafetyfirst.org.uk/>

## **Portable and Temporary Space Heaters – General Guidance**

Open Electrical Bar or Halogen – these types of portable fire should not be used for general safety reasons.

Convactor type heaters are not recommended. Convactor type heaters require clear space around them to work effectively, which must be kept clear of combustible materials to ensure that they do not overheat – this type of heater has a higher risk of causing a fire.

If you need to use a portable heater, it is recommended that Oil Filled (Radiant) Radiator type is safest.

### **Electrical Equipment in Corridors**

Various electrical appliances are used within corridors and escape routes on OHC&AT premises. As faulty electrical equipment has a high potential for starting and spreading fire, it is necessary to ensure a level of proportionate controls which ensure that such equipment is well managed and not likely to start or spread a fire.

The broad term electrical appliances covers a wide variety of apparatus which operate at mains voltage and includes refrigerators, photocopiers, computers, soft drinks dispensing machines, cookers, heaters, kettles etc.

*Protected escape routes* are stairs/corridors entered by fire doors and which lead to the open air. The location of any electrical appliances within protected escape routes shall not be permitted under any circumstances.

*Unprotected escape routes* are normally corridors linking parts of a building sometimes connecting to protected escape routes. The location of electrical appliances in unprotected escape routes is generally highly undesirable.

The location and use of electrical appliances such as photocopiers or soft drinks vending machines may be approved in these areas providing all the criteria listed in the following risk assessment are met:

- Does the appliance have to be there? – Appliances should not be put in the corridor for the sake of convenience. Check whether it can be moved to a more suitable location within a room.
- Escape route obstruction and width – The appliance must not obstruct the escape route. The minimum escape route width must be maintained (this width varies in different premises, but generally is between 1-2 metres).
- Automatic Fire Detection (AFD) system – The premises must be fitted with an AFD system. The appliance should be sited within a distance of 3 metres from the nearest detector head.

Note: High current electrical appliances such as cookers, heaters, kettles are not permitted in these routes

### **Food and Drink Preparation**

This generally involves heating which introduces potential ignition sources into the workplace. Food and drink preparation must therefore be confined to designated areas to reduce the risk of fire by separating potential ignition sources from the significant amounts of combustible materials normally found in the workplace, and should be supervised in order to minimise this risk and to prevent false alarms.

The following definitions should assist:

- Office/Classroom – a room, set of rooms (including lecture theatres, seminar rooms and teaching areas) or a building used as a place of business. See note below.
- Tea Point – designed for the small-scale preparation of hot drinks and snacks in areas close to the workplace (these will not be a separate fire compartment or have any form of fire safety measures in the immediate area). Kettle, hot water machine.
- Kitchens/Kitchenette in Departments (Small) – designed for the small-scale preparation of hot drinks, snacks, light meals in areas close to the workplace. The area does not form part of an office space or corridor without adequate fire separation. The area is enclosed with a 30min fire door that should be kept shut at all times, and has the appropriate fire safety measures and detection (some staff rooms may meet this criteria). Kettle, hot water machine, microwave, toasters may be used if risk assessed and appropriate control measures are in place.

In certain circumstances it may be acceptable to have a small corner of an office used for the preparation of hot drinks, particularly, if there is no fully designated Tea Point/kitchen on the floor or in the local area. For general guidance:

- Do not introduce a drinks prep area in a work room or office, if a local designated and properly designed Tea Point is available close by;
- If a drink preparation area is located in a room other than the designated Tea Point, care should be taken to ensure that the kettle or coffee maker does not generate steam in close proximity to the smoke detector(s) within the room, does not present a risk to students, is located on an appropriate work top and not placed upon other electrical items.
- Never leave the Tea Point / kitchen when you are cooking food, and be especially careful with microwave ovens, as overheating food or packaging will produce smoke that may activate the fire alarm system.

Prohibited items and equipment in offices / work areas / Tea Points include:

- Toasters
- Sandwich makers
- Cooker hot rings & fat fryers – only permitted in professional / industrial kitchens
- Candles - birthday cakes with candles or similar must not be used anywhere other than within a designated kitchen (with fire door closed) as candles blown out in the office or tea point will activate smoke/fire detection system, causing an unwanted fire evacuation of the building. Lit candles must never be left unsupervised.

### **High Fire Risk Activities**

High risk activities using ignition sources (e.g. naked flames, lasers etc.) and those with high fuel loads (e.g. areas storing highly flammable materials) must be carefully managed.

Where it is reasonably practicable, naked flames or other potentially high risk ignition sources should be replaced by alternative means which do not pose a risk of fire.

Where this is not practicable, all hot work must be controlled by a 'Hot Work Permit' system (see Appendix 3). Contractors must get the appropriate 'Permit to Work' from Facilities. No more than 50 litres of highly flammable liquids/solids should be stored in any laboratory D/T room or cleaners storage area within OHC&AT sites. These should be stored in the appropriate cupboard (see HSE website).

The use and storage of LPG cylinders must be carefully managed, due to the impact these have on fire spread and business continuity. See link to cylinder storage

Where there is a potential for chemicals to initiate a fire, effect the spread of fire or lead to an emergency situation (e.g. chlorine leak), they must be carefully risk assessed and appropriate measures taken to minimise this risk. These assessments must be made available to all relevant staff; they must also be made available to all attending emergency services, together with all relevant data sheets.

### **Pyrotechnic Displays**

Any display should be fully risked assessed by a competent member of staff, with the same restrictions applied to storage of materials as above.

The risk assessment should consider the number of people attending the site, how this affects the access and egress of the emergency services, and the location of the display in relation to the building.

Please refer to HSE guidance or [direct.gov.uk/fireworks](http://direct.gov.uk/fireworks) in the Links section of this document.

### **DT/Science Labs**

All activities within these rooms should have a suitable and sufficient risk assessment in place, with consideration for the effect of fire included.

### **Personal Emergency Evacuation Plans (PEEP)**

Staff, students or members of the public who have an impairment which would affect their egress from a building in the event of an emergency should have an appropriate PEEP produced and all relevant staff informed of this PEEP.

### **Fire Safety Log Book**

Every site must maintain a Fire safety Log book.

This should contain a copy of the FRA, Emergency Plan, Fire Evacuation record sheet, any records for testing fire equipment, doors and escape routes and details of all Fire Training undertaken by staff.

## Fire Safety End of Day Procedures

(These are suggested best practice and do not substitute any procedures already in place).

- Switch off and unplug (if possible) any non-essential electrical items.
- Do not leave on any washing machines or tumble dryers overnight.
- Do not leave on any electrical items unless specifically risk assessed (this may be during an emergency breakdown of the heating system).
- All chemicals within Science rooms, D/T rooms, and kitchens should be locked away within the appropriate cabinets.
- Any combustible waste, cardboard boxes paper etc. should not be left within the means of escape, or blocking fire exits.
- Any internal fire doors should remain closed.
- Any internal fire doors that are on auto closing devices must be closed.
- All industrial type waste bins should be locked and away from the building, this area should be checked for security.
- Any Hot Work Permit which has been issued should be reviewed at the end of the day, with a final check made 60 minutes after completion of work, and confirmation received from the contractor that the above has been complied with.

This list is not exhaustive and can added to depending upon site requirements.

## APPENDICES

- 1 Fire Extinguishers
- 2 Emergency Plan template
- 3 Hot Work Permit

## LINKS

<https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises>

<https://www.gov.uk/government/publications/fire-safety-risk-assessment-means-of-escape-for-disabled-people>

<https://www.gov.uk/government/publications/fire-safety-risk-assessment-sleeping-accommodation>

<http://www.hse.gov.uk/index.htm>

[www.direct.gov.uk/fireworks](http://www.direct.gov.uk/fireworks)

<https://www.calor.co.uk/media/.../PDF/code-of-guidance-for-storage-of-cylinders.pdf>

<https://www.electricalsafetyfirst.org.uk/>

## **POLICY REVIEW DETAILS**

<i>Version:</i>	1.0
<i>Reviewer:</i>	Steve Goodsell, Stephanie Hill
<i>Approval body:</i>	Family Board
<i>Date this version approved:</i>	15 <sup>th</sup> December 2017
<i>Due for review:</i>	Autumn 2018

## **RELATED POLICIES AND PROCEDURES**

Child Protection, Adult Protection & Safeguarding Policy and Procedures  
Critical Incident Business Continuity Plan  
Health & Safety Policy  
IT Acceptable Use Policy  
Risk Assessment Policy

## APPENDIX 1: FIRE EXTINGUISHERS

The choice of fire extinguisher depends on the nature of the risks likely to be encountered.

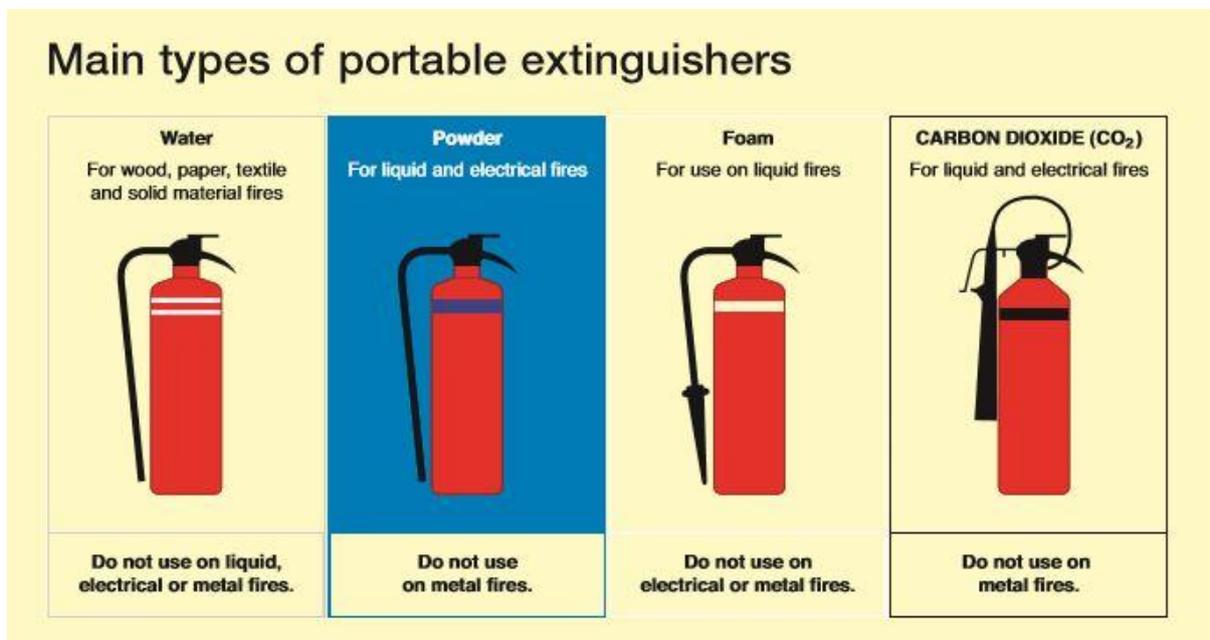
### Classes of fire

Fires can generally be classified into five groups, see BS EN 2: 1992 (including amendment 2004). Fire extinguishers provided should be appropriate to the specific risks found in the premises in accordance with the table below:

<b>Class of fire</b>	<b>Description</b>
Class A	Fires involving solid materials such as wood, paper or textiles
Class B	Fires involving flammable liquids such as petrol, diesel or oils
Class C	Fires involving gases
Class D	Fires involving metals
Class F	Fires involving cooking oils such as in deep fat fryers

### Types of fire extinguisher

Different types of fire extinguisher are used for different fire types. The main types are illustrated below, along with the types of fire they are not suitable for.



The recommended type and general location of firefighting apparatus is given in the table below:

<b>Recommended type and location of firefighting apparatus</b>	
<i>In general two 13A rated extinguishers should be provided on every floor, more if the floor area exceeds 400m<sup>2</sup>. Additional extinguishers should be provided to cover different types of risk.</i>	
<b>Type</b>	<b>Location</b>
Water	Design and technology spaces
Foam or dry powder	Laboratories <sup>(1)(2)</sup> Food technology <sup>(2)(3)</sup> Kitchens
Wet chemical	Kitchens/food technology for deep fat fires <sup>(3)</sup>
Foam	Boiler rooms where oil fuel is used
Carbon dioxide or dry powder <sup>(4)</sup>	Electrical switch rooms and places where live electrical equipment is known or thought to be present e.g. stage lighting control areas and ICT classrooms
Dry powder	Vehicle protection
Fire blankets	Adjacent to fire extinguisher in kitchens, laboratories, design technology practical spaces and assembly halls

**Notes:**

1. In some laboratories where very volatile liquids are used or fragile equipment is installed, dry powder or carbon dioxide may be preferable to foam.
2. In laboratories and food technology rooms, the capacity of extinguishers should be: for water about 9 litres capacity (13A rated), dry powder about 1.5kg and carbon dioxide not less than 2.5kg.
3. Where there is no fixed frying equipment, a Class F extinguisher (wet chemical) may be preferable to dry powder or foam.
4. Dry powder and carbon dioxide do not conduct electricity.

**Number of extinguishers required**

In simple premises, having one or two portable extinguishers of the appropriate type, readily available for use, may be all that is necessary. In more complex premises, a number of portable extinguishers may be required and they should be sited in suitable locations such as on the escape routes at each floor level. It may also be necessary to indicate the location of extinguishers by suitable signs.

Typically for the Class A fire risk, the provision of one water-based extinguisher for approximately every 200m<sup>2</sup> of floor space, with a minimum of two extinguishers per floor, will normally be adequate.

Where it is determined that there are additionally other classes of fire risk, the appropriate type, number and size of extinguisher should be provided. Further information is available in BS 5306-8.

## **Positioning of extinguishers**

Whatever type of extinguishers are used, their siting in the building should, as far as is practicable, be standardised, especially if the building is on several levels. A bracket should be provided for every extinguisher and should preferably be either specially designed to prevent it being dislodged or sited in a recess. Where the wall will not support a bracket a purpose-built stand is permitted. Brackets and stands should be located so that the handle or carrying device of the extinguisher is 1m above floor level for larger extinguishers (with a total weight greater than 4kg) and 1.5m above the floor for smaller extinguishers.

Where the fire risk is not confined to a particular location e.g. Class A fires, the fire extinguishers should be positioned on escape routes, close to the exit from the room or floor, or the final exit from the building. Similarly, where the particular fire risk is specifically located e.g. flammable liquids, the appropriate fire extinguisher should be near to the hazard, so located that they can be safely used.

Extinguishers should be located in areas where they can be easily accessed by trained members of staff, but not in areas where equipment is open to misuse or vandalism.

Ideally no one should have to travel more than 30m to reach a fire extinguisher.

## **Further information**

For further information on fire extinguishers and other portable firefighting equipment, refer to the RRO *Guide for Educational Premises*, Part 1 section 3.4.2 and Part 2 section 3.1.