Section 7

Fire and Emergency

1. Introduction

The Regulatory Reform (Fire Safety) Order 2005, states that every employer shall:

- establish and where necessary give effect to appropriate procedures to be followed in the event of serious and imminent danger to persons at work in his undertaking
- nominate sufficient number of competent persons to implement those procedures in so far as they relate to the evacuation from premises of persons at work in his undertaking
- ensure that none of his employees has access to any area occupied by him to which it is necessary to restrict access on grounds of health and safety unless the employee concerned has received adequate health and safety instruction

The following guidance outlines procedures to be adopted in the event of the following incidents:

- fire
- bomb alert
- (risk of) explosion
- chemical spillage
- fuel or oil spillage
- serious accident
- external impact

2 Requirements

The headteacher is responsible for providing adequate information and if necessary training to enable all personnel to discharge their responsibilities under this plan.

The headteacher is responsible for ensuring that their personnel understand the requirements of this plan, in particular their assembly points and roll-call requirements.

All personnel have a responsibility to understand and comply with the requirements of this plan and take no action to endanger themselves or others.

The headteacher or a competent nominated deputy will undertake the duties of the incident controller / security coordinator specified in this plan.

The coordinator has responsibility for:

- the production of the risk assessment, and the consequent defensive measures and planning
- devising and maintaining a search plan
- devising and maintaining evacuation plans
- deciding on the extent and direction of evacuation
- deciding when to re-occupy
- liaising with the police and emergency services
- arranging staff training, communication cascades and drills, including training for his or her own deputies

The coordinator should have practiced plans that have been checked with the police, and are regularly audited to ensure that they are still current and workable.

3 Evacuation Procedures

Dependent on the type and nature of each incident, a full evacuation of the site may be required. These are the key general responsibilities in case of emergency evacuation.

The incident controller once in command of the circumstances of the incident will:

- sound the evacuation alarm
- ensure that all relevant emergency services have been summoned

- instruct a suitable competent person to undertake a roll call at the assembly point with each staff member accounting for the people under his / her supervision including visitors

- establish an incident control centre at a convenient SAFE venue, and, from there liaise with the relevant authorities and emergency services to manage the incident and the search for anyone missing or trapped.
- ensure, where appropriate, and it is safe to do so that unnecessary plant and equipment is shut down

- ensure through the nomination of a competent person that the emergency services are directed through a safe access route to the incident. Also, that they are provided with any necessary information to deal with the incident e.g. plans of site, COSHH data sheets and assessments, etc

- ensure that nobody re-enters the workplace until advised by the emergency services that it is safe to do so

- if appropriate, barrier off the area of the incident to prevent unauthorised access and contamination of a possible investigation

- inform the management reporting line of the incident and where appropriate the safety adviser and enforcing authorities

- prepare a preliminary incident report

- where portable fire fighting appliances have been used, ensure that they are replenished as soon as possible for future operation

On very rare occasions the cause of an evacuation may be such that immediate re-occupation is not an option. In such circumstances Hackney Education will offer appropriate additional support to secure and sustain temporary arrangements. This may involve consultation with the council's Emergency Planning Team.

Where such additional support may be needed you should contact the Health and Safety Manager in the first instance.

4 Precautions

A full fire risk assessment checklist is attached

Appendix

Guidance on fire safety management and fire risk assessment

1. Fire Safety Management

1.1 Both the Fire Precautions (Workplace) Regulations and the Management of Health and Safety at Work Regulations require an employer or occupier to undertake a suitable and sufficient assessment of the risks from fire in their building and to identify and put in place adequate precautions. This requirement applies equally to premises that are certificated under the Fire Precautions Act 1971.

The areas to be considered within an assessment include:

- means of fighting a fire
- means of detecting a fire
- means of raising the alarm in the event of fire
- numbers of escape routes
- maintenance of detection equipment
- maintenance and testing of alarm system
- maintenance and through examination of fire fighting equipment
- maintenance of escape routes
- training of staff
- appointment of sufficient numbers of staff to implement fire procedure
- management systems for dealing with fire
- location, type and quantities of combustible materials
- sources of ignition

2. Means Of Fighting Fires

Every employer / occupier has an obligation to provide a means of fighting fires. This can take the form of a suitable number and type of portable fire extinguishers, fixed hose reels, fixed sprinkler systems or a combination of the

above.

The following types of portable extinguisher should be provided in the majority of buildings. In kitchens as well as extinguishers fire blankets should be provided.

Fire Extinguisher Identification

Class of Fire	Type of extinguisher	Cylinder Colour
• Free burning materials i.e. wood, paper, cloth	Water	Red
• Burning liquids i.e. petrol, oils	Dry powder **or** CO2	Red with blue panel Red with black panel
• Gases or liquefied gases	Dry powder **or** Foam	Red with blue panel Red with cream panel
• Electrical	CO2 **or** Dry powder	Red with black panel Red with blue panel

All fire fighting systems must be subject to regular test, examination and maintenance. This should take place at least annually or in the case of a fixed system, at intervals specified by the manufacture/supplier.

3. Fire Detection

The type of fire detection required is dependent upon individual circumstances. In premises with sleeping facilities smoke detection would be required in each facility. Detection equipment in the majority of occupied buildings would not be necessary. However, consideration should be given to the installation of detection equipment in areas that are not frequently occupied.

Where an automatic fire detection system is installed it must be linked to the fire alarm to form a single integrated system. Where fitted the detection system must be tested and examined at regular intervals. This testing should be linked to the weekly testing of the alarm system with alternate tests between alarm and detection systems. Records of all tests and examinations must be maintained.

4. Emergency Routes And Exits

A safe means of exit must be provided from each place within a building. Exit routes must be unobstructed, well maintained, light and adequately signed. In corridors and stairwells which rely on artificial lighting or receive insufficient lighting from windows, emergency lighting and illuminated signs must be provided. External stairways / escape routes should also be illuminated. It is a statutory requirement that emergency lighting is inspected along with fire systems.

Final exit doors, which lead to the outside of the building, must open outwards. All final exit doors must be kept unlocked whilst the building is occupied, although it is permissible to provide additional locks etc. for security purposes while the building is unoccupied. Brake glass bolts are acceptable but must be provided with a means of breaking the glass.

Internal fire doors, unless fitted with magnetic catches linked to the fire alarm system, must be kept closed. Door closers must operate correctly and bring an open door to its fully closed position. Gaps between double doors and the seals in single doors must be as small as possible. Where fitted, intermittent strips doors must be intact. Glass observation panels in doors must be unobstructed allowing clear visibility.

5. Means Of Raising Alarm

Sufficient means of raising the alarm in the event of fire must be provided in all buildings. Such system range from simple word of mouth through to an audible alarm. Where audible alarms are fitted these must be tested at the

following intervals:

- Weekly - the audible system should be tested from a different alarm point each week and at the same time each week to avoid confusion of staff. This should be linked to the weekly testing of the detection system with alternate tests between alarm and detection systems.
- Quarterly - test and examination of other alarm points conducted by a competent person.
- Annually - through test and examination of the whole system by a competent person.

Where defects are identified these must be repaired as soon as is practicable. Records of all tests and examinations must be maintained. Where an alarm system fails completely consideration should be given to vacating the premises until an alternative alarm system can be provided.

6. Management System

All buildings must draw up suitable procedures for both the prevention of fire and evacuation of pupils, staff, members of the public, etc. Refer to Section 7 of the Health and Safety Manual for details.

These procedures must be brought to the attention of all staff and the evacuation procedure (fire drill) practiced at least once every 6 months or more frequently depending upon local circumstances.

7. Training

All staff must be trained in the procedures and in the use of fire fighting equipment.

An adequate number of staff must be appointed to implement the defined procedures.

8. Fire Risk Assessment Process

The responsibility for conducting the assessments rests with the headteacher or a nominated representative. In the first instance, it may be possible to start the assessments through a 'desk top' exercise by identifying the main hazards and risks including those affected, existing control measures, local codes of practice, corporate guidance, HSE guidance and any additional controls required over and above those already identified. Following such an exercise, it will be necessary to verify the assessment through observation of the working environment and discussions with staff. Consultation with employees is necessary to ensure an effective assessment. Assessments should then be forwarded to Trade Union safety representatives and/or representatives of employee safety for comment and consultation.

Alternatively, assessments may be conducted through a team approach. Such an assessment process would involve management and employee representatives, and as and when necessary CHSS. This approach usually produces a more effective and concise assessment.

When agreed, assessments must be brought to the attention of all staff

In order to assist the assessment process the following guidance gives advice on how to assess fire hazards and how to take the necessary steps to reduce the risks.

9. Identification Of Hazards

Potential sources of ignition that could start a fire must be identified. Such sources may include:

- processes being carried out by contractors or maintenance staff such as welding or soldering work
- faulty, misused or over loaded electrical equipment
- storage of waste
- flammable materials
- electrical, gas or oil-fired heaters (fixed or portable)
- use of LPG cylinders in temporary heating units

Physical hazards must also be considered, such as:

- poor condition of fire doors
- fire doors being wedged open
- level of lighting along exit routes
- exit doors remaining locked at the beginning of the day
- obstructions within corridors and stairwells
- inadequate signage

- lack of sufficient fire extinguishers
- poor general condition of exit routes and stairwells
- combustible materials on walls (notice boards)

10. Identify Persons At Risk

Persons who may be at risk include pupils, staff, members of the public. Their locations should be considered e.g. office based; mobile etc. and their functions within the area being assessed. Identifying those items will influence the control measures that need to be implemented to reduce the risk of fire.

11. Evaluate The Risk

All identified hazards need to be evaluated to determine the degree of risks. When evaluating the risks, consideration needs to be given to existing control measures and local / corporate policies and guidance. Decide whether these existing fire precautions are sufficient or whether further action is necessary to reduce the risks.

12. Recording

The findings of the assessment must be recorded. The record must show the identified hazards, the level of risk, those at risk, existing controls and action required.

Once complete the assessments must be brought to the attention of all staff affected.

13. Review and Revise

The assessments are not static. They must be reviewed and updated at least annually and in the following circumstances:

- following change to the fabric or layout of the building
- following change of occupancy
- following change of use
- when new fire hazards are introduced into the workplace

This policy was reviewed in November 2022
Review date Autumn Term 2024

(Signed)_____ Date: _____
(Head teacher)

(Signed)_____ Date: _____
(Chair of Resources Committee of Governing Body)