



Twickenham
PRIMARY ACADEMY

Fire Policy

Whole School and EYFS

This policy is available to parents and prospective parents on the school's website and by request from the School Office. If you require a copy of this document in large print or audio format, please contact the School Office.

INTRODUCTION

Twickenham Primary Academy will ensure, so far as reasonably practicable, that all staff, pupils, contractors and visitors are protected from the risks of fire whilst on the premises.

LEGAL REQUIREMENTS

The Regulatory Reform (Fire Safety) Order 2005

The Regulatory Reform (Fire Safety) Order 2005 (commonly referred to as the RRO) came into effect on 1st October 2006 and replaces all previous fire safety legislation e.g. The Fire Precautions Act 1971, the Fire Precautions (Workplace) Regulations 1997 etc.

The purpose of the legislation is to place a greater emphasis on fire prevention by ensuring that all persons responsible for premises comply with their statutory duties and implement the general fire precautions which are needed to protect all persons from death or injury in the case of fire.

This Policy explains how the school complies with the Regulatory Reform (Fire Safety) Order (RRO) 2005 to ensure that, where possible, fire is prevented and that any fire risks are adequately controlled.

This policy is linked to our Health and Safety, Preventing Arson and Crisis Management policies.

RESPONSIBILITIES

- The School Fire Safety Policy forms part of the Schools Health and Safety Policy and in common with that policy extends through the whole school, with specific responsibilities as below:
- The Multi Academy Trust ensures that an appropriate policy is in place in the school and that arrangements are made for its effective implementation;
- The Principal has ultimate responsibility for this policy and will have support from the Office Manager in the management and implementation of this policy.
- The RRO places duties on the responsible person, who is someone who has control of premises or anyone who has a degree of control over certain areas or systems. In the schools case this is the Principal.
- All employees have the responsibility to cooperate and to ensure that the workplace is safe from fire and its effects and must not do anything that will place themselves or other people at risk.

POLICY OBJECTIVES

- To safeguard all persons from death or injury in the event of fire by the effective management of fire safety.
- To minimise the risk of fire and to limit fire spread.
- To minimise the potential for fire to disrupt services, damage buildings and equipment, or harm the environment.

MANAGING FIRE SAFETY

The Multi Academy Trust has delegated day to day responsibility for managing fire safety to the Principal.

The Principal will:

Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times; and that the means of escape have adequate emergency lighting;

Ensure Contractors provide and maintain in working order all firefighting appliances and devices including:

- a) fire detection and alarm systems;
- b) emergency lighting systems;
- c) firefighting equipment;

Implement the findings of the Fire Safety Risk Assessment on the school buildings to ensure that the schools facilities are compliant; and reduce the potential risk of fire incidences.

Provide appropriate instruction for all school staff on the action to be taken to protect people and property including regular fire evacuation practices for all the school;

Ensure that all staff, students, contractors, visitors and third-party hirers are made aware of and comply with the schools fire procedures;

Identify any special risks, eg the storage of hazardous materials, and put in place appropriate procedures to minimise the risks;

Liaise with the emergency services to ensure that best practice for fire prevention and procedures is in place;

Monitor and review this policy on a regular basis so as to ensure that any new risk or alteration to regulations is addressed.

MONITORING, TESTING, CHECKS AND RECORDS

The school uses the services of *Cambridge Maintenance* to carry out servicing of firefighting extinguishers, distribution boards and emergency lighting and *ADT* to carry out fire system tests. PAT testing is carried out by an independent local service provider. All records are kept in the Fire Log Book.

The school fire alarm call points and panel system is tested on a weekly basis by the Principal and records kept in the Fire Log Book.

Firefighting equipment is checked weekly by the caretaker and annually by our service company and records kept in the Fire Log Book.

Means of escape routes are checked daily by the Principal, records are kept in the Fire Log Book.

Notices and signage are updated as and when required and checked by the Principal

The Fire Log Book contains records of fire safety issues is maintained by the Principal. These records include:

- fire drills

- means of escape
- the storing of hazardous materials
- the inspection and testing of fire detection and alarm systems
- emergency lighting systems
- firefighting equipment
- staff training records are located in each member of staffs HR file

FIRE RISK ASSESSMENT

The school employs an independent specialist to carry out a fire risk assessment. This assessment is kept in the Fire Log Book.

The fire risk assessment identified who will be at risk if there is a fire, where people may be working and who else may be at risk, either in the premises or nearby, such as members of the public, visiting contractors, etc, and where these people are likely to be located.

The fire risk assessment contains action points which the Principal will address within the time scales agreed.

The fire risk assessment will be reviewed and amended if any changes are planned, such as:

- Any structural changes (alterations to the layout of the premises, erection of partitions, refurbishment etc) which may affect the spread of fire;
- Any change to the use of the premises which may affect the risk rating;
- Any change to work processes or work equipment which may introduce new fire hazards;
- Any change to the numbers of people using the premises to ensure that escape routes can accommodate the numbers safely.

FIRE SAFETY TRAINING

- Key staff in the school to receive more detailed instruction including the use of firefighting equipment. These staff members are identified on our Key Roles notice (placed in the staff room, reception area, school office and Principal's office)
- All staff receive Fire Induction training and then refresher fire safety training three times a year
- Pupils are given instruction by their class teachers during the first week of the autumn term on their actions to be taken in the event of a fire.
- Fire drills are planned once a ½ term to evaluate the effectiveness of the schools evacuation procedures. The findings of the drill are recorded in the drill record book.

Places of Safety

The Fire Assembly Point is inside the double gates leading from the main school playground to Colne Road.

Our evacuation point is adjacent to Arthur's restaurant on Twickenham Green. We have an agreement with Archdeacon School that we could then move to their site if required.

Monitoring and evaluation

The effectiveness of this policy will be analysed by the Health and Safety Committee. The Health and Safety Director of the Multi-Academy Trust will complete two audits a year to review effectiveness and to provide challenge and support. Evidence will be provided by Fire Log Book entries.

Policy Review Information

This policy will be renewed every three years.

Key review dates	By whom	Changes made
01/09/16 written	P. Hogg-Andrews	
01/09/18 reviewed	J.Smith	Staff Training records
01/09/21 reviewed	P.Gollob	No changes
01/10/2022 reviewed	E.Moscardini	No changes