



Achieving excellence together

Fire Safety Policy

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| Approved by: | Trust Board | | |
| Responsible department: | Core Mat Team | | |
| Last review date: | August 2025 | Last reviewed by: | COO – Jayne Firth |
| Last updated: | August 2025 | Last updated by: | COO – Jayne Firth |
| Next review due: | August 2026 | | |

RATIONALE

Good management of fire safety is essential to ensure that any fire safety matters that arise are always effectively addressed. This is achieved by the Trust Estates Manager/Academy Principals and Premises staff maintaining and planning fire safety in conjunction with general health and safety. It is also recognised that fire safety operates at all levels within the academy and all staff are aware of their responsibilities to ensure that the risk of fire is managed.

To comply with the regulatory reform (Fire Safety) Order 2005, the Trust Estates Manager/Academy Principals and Premises staff annually review the Fire Safety Risk Assessment. This is signed off and retained on site. (**To Note:** in PFI schools this duty is undertaken by Dalkia). In addition, a fire register is maintained and together these two documents enable the Principal to demonstrate that fire precautions are being effectively managed, that employees are made aware of their duties and that the premises fire precautions are maintained to an appropriate standard that will ensure the safe and effective evacuation of the premises by all occupants.

RESPONSIBILITIES

The Principal must ensure employees are aware and informed of:

- The means of raising the fire alarm
- The identity of fire wardens in their workplace
- The premises evacuation procedure
- Emergency exits from buildings
- The need to assist visitors to evacuate
- The procedures for assisting people with disabilities to evacuate from the premises, including the use of refuge areas (where a person with a disability may wait accompanied, for a short time, whilst arrangements are made to assist them to leave the premises).
- The location of fire action notices which details the fire evacuation procedure
- Any Personal Evacuation Emergency plans (PEEP) for individuals who may temporarily require help (e.g. staff/pupil on crutches).

In addition, the Principal must ensure that each building, for which they are responsible, is provided with suitable and sufficient provision of firefighting equipment and that whilst the premises are in use, that a suitable number of members of staff are available, who are trained and competent to use firefighting equipment. These members of staff must be recorded in the premises fire register, and they must be provided with regular appropriate training.

LINKS WITH OTHER POLICIES

Health and Safety Policy
Gas Safety Policies – site specific
Staff Handbook