

Fire Management Policy

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Statement & Objectives

The Guildhouse School is committed to providing a safe environment for its employees, students and visitors and will ensure, so far as is reasonably practicable, that the risk from fire will be managed in such a way as to prevent injury or ill-health to employees, visitors, contractors, and others who may be affected by the activities of the organisation.

Fire is recognised as a major threat to the activities of The Guildhouse School an outbreak of even a small fire creates risk to both life and property, damage to the environment and may compromise our normal business activities.

The organisation will ensure, so far as is reasonably practicable, that the risk associated with fire will be managed in compliance with relevant legislation. The objectives of this Policy are, so far as is reasonably practicable:

- To ensure compliance with all relevant legislation
- To ensure effective liaison with the local fire authority where appropriate
- To undertake suitable and sufficient fire risk assessments of all premises and activities within premises
- To identify and implement reasonably practicable control measures to control risks from fire
- To set out the fire safety framework and procedures and identify the management of this framework
- To conduct regular fire evacuation drills and testing of emergency equipment.
- To conduct regular fire safety inspections

Application

The Policy applies to all premises and activities falling under the school's control. This Policy sets out the framework by which The Guildhouse School and its employees will adhere to in order to meet their fire safety duties.

Organisational Responsibilities

The Guildhouse School is committed to providing a safe environment for its employees, students and visitors. Part of this safety responsibility is in the provision and management of fire safety systems and procedures. All members of The

Guildhouse School, students, visitors and contractors have a statutory responsibility in ensuring compliance with the law and complying with the fire safety provisions defined within this Policy.

Under UK legislation, the Regulatory Reform (Fire Safety) Order 2005, The Guildhouse Schools is the legal Responsible Person as outlined in the legislation. Fire safety management duties will be delegated throughout the team or externally to:

- Assess the risk posed by fire to the health and safety of the employees and to anyone else who may be affected by their activities; and
- Eliminate those risks as far as is reasonably practicable or to otherwise reduce those risks to a tolerable level.
- To ensure this requirement is met and to ensure fire safety is managed across the Group in all locations including outside of the UK the Executive Team is responsible for ensuring current fire legislation is met and that fire safety management is implemented. On a day to-day basis this responsibility is delegated to individuals within The Guildhouse School.

The ‘Responsible Person’ will ensure that:

- Adequate resources are made available to enable The Guildhouse School to fulfil their duties under relevant fire safety legislation.
- Have responsibility to ensure that the nominated personnel are aware of their role and are given the time and training to carry out this role.
- To ensure that the management of fire safety is understood and implemented as per this Policy.

The Guildhouse School liaises and co-operates as required with other responsible persons e.g., tenants and contractors to ensure that they are aware of The Guildhouse Schools’ Policy and to identify any risks arising from their activities that could impact upon The Guildhouse School, its employees, students, and others using the premises.

- All activities and processes under the control of the principal, where appropriate, are assessed for fire safety and suitable control measures implemented in accordance with the principles of control as outlined in fire legislation.
- All their employees are given training and instruction in fire safety in relation to their activities.
- Enough people are appointed as fire wardens/ Marshals, taking in to account the size of the site, numbers of persons and fire risk levels and

- All employees, visitors and contractors comply with the requirements of the fire safety Policy.

The Principal will ensure:

- Fire risk assessments are in place with site responsible persons and that significant findings are being dealt with
- Competent fire safety advice is available to enable The Guildhouse School to comply with its duties under this Policy, relevant fire safety legislation and any other relevant legislation and Policies.
- The fire safety Policy and statutory requirements are monitored and reviewed.
- Ensure that appropriate fire safety information, instruction and training is made available to employees as and when required and
- Appropriate guidance is developed to enable the requirements of the Policy to be properly implemented.

All Employees

All employees have a responsibility to comply with the fire safety Policy. This includes, but is not limited to:

- Observing all instructions, information and training intended to secure fire safety;
- Co-operating with The Guildhouse School on matters of fire safety;
- Not interfering with any building fabric or equipment provided in conjunction with assuring fire safety and
- Reporting any obvious defects or shortcomings in fire safety procedures.
- All employees, visitors and contractors falling under their control comply with the requirements of the Fire Safety Policy.
- Employees in these roles would be considered 'Responsible Persons' on a day-to-day basis and are responsible for ensuring:
- The significant findings of fire risk assessments are properly addressed, and suitable control measures implemented.
- All premises' features (fire doors, partitions etc.) and equipment provided for assuring fire safety is maintained by a competent person and are in a state of efficient working order and good repair.

- All new and refurbished areas are designed to ensure compliance with this Policy and the requirements of any relevant fire safety legislation and fire safety Policies.
- Where relevant, contractors undertake a fire risk assessment before commencing works on site; this should be made available to The Guildhouse School on demand.

Students

Students have a responsibility to comply with the Fire Safety Policy. This includes, but is not limited to:

- Observing all instructions, information and training intended to secure fire safety
- Co-operating with The Guildhouse School on all matters relevant to fire safety including participation in drills or other necessary exercises.
- Not interfering with any building fabric or equipment provided in connection with assuring fire safety for example the fire alarm, fire extinguishers or fire doors
- Reporting any obvious defects or shortcomings in CATS Global Schools fire safety provision
- Complying with the terms and conditions of any lease agreement for rented accommodation.

Contractors

Contractors are required to:

- Assess the fire safety risks arising from their works/activities and implement control measures.
- Co-operate with The Guildhouse School on all matters of fire safety;
- Inform The Guildhouse School immediately if any activities undertaken at The Guildhouse Schools premises may impact on fire measures put in place e.g. hot works
- Ensure that they and all personnel falling under their control, including sub contractors, have received appropriate information, instruction, and training to enable them to comply with this Policy and the sites emergency arrangements.
- Obey all instructions relating to fire safety given by authorised members of The Guildhouse School.

- Sign in at site to ensure that they can be accounted for in the event of an evacuation.

When contractors are required to work on site, it will be the responsibility of the person who has engaged them to ensure that:

- The contractor is aware of and complies with the above.
- Any fire safety provision necessary for the works is in place prior to their commencement.
- That any risk assessment, method statement or contract agreement reflects the need to manage fire risk
- Any works that require use of a naked flame or that may produce heat mechanically are controlled with a hot work permit or equivalent; this should be agreed in advance of any works.
- Where works are requested or put in place by a external persons they should provide or put in place the above with the responsible person to ensure any safety measures are shared with employees and others utilising the site.

Visitors

- Members of the public or other visitors should be made aware of the fire emergency evacuation plan for the site, this can be achieved with the use of fire action notice signage and/or verbally by reception staff as appropriate.
- All visitors must sign in at site to ensure that they can be accounted for in the event of an evacuation.
- Any persons bringing in a visitor must ensure that the visitor is aware of the above and that they are able to account for their whereabouts in the event of a fire evacuation.

Fire Alarms and Evacuation

Fire Emergency Evacuation Plan

Each site is required to have in place a fire emergency evacuation plan; this should be recorded as part of the fire log.

Calling the Fire and Rescue Service

Where a fire is detected by automatic fire detection, the alarm will be raised automatically via a monitored alarm fire safety system. If this is not in place, a plan

for contacting the Fire and Rescue service needs to be implemented and communicated.

For example:

Dial 999; request the attendance of the Fire and Rescue Service, informing the operator of the exact address, location, and an indication of the nature of the call, e.g.: automatic fire alarm activation on the Insert example centre, cause unknown.

Fire Drills

It is a legislative requirement that regular fire alarm drills are carried out at regular intervals. Fire drills should be carried out once each term as a minimum on all sites. The responsible person can select the date and time of the drill. In a boarding setting once a term for each of 'day' and 'dark' Results of these drills should be recorded and kept as part of the fire log; this report should create a record of any deficiencies or lessons learned from the fire drill. Accidental activations should also be recorded and form part of the log.

Where The Guildhouse School operates on a premises managed by a third party schedule should be established and any recorded drills communicated between both parties.

Use of Lifts

The use of lifts during a fire or an alarm activation is strictly prohibited, unless the premises have an evacuation lift specifically provided for evacuation purposes. These lifts are provided for the safe and efficient evacuation of persons with specific physical impairments and must only be operated by trained personnel. Under no circumstances should evacuation lifts be operated by anyone other than trained personnel.

Where a relevant premise has a refuge area incorporated within a protected zone it is required to have a clear means of communication between the designated refuge area and another person in a safe zone. It is the responsibility of The Guildhouse School to ensure evacuation of persons with a physical or mental disability can be carried out and without reliance on the Fire and Rescue Services; this includes any visitors

Personal Emergency Evacuation Plan (PEEP)

Any person that may require assistance in evacuating during an emergency is required to have a PEEP Personal Emergency Evacuation Plan (PEEP) in place. The PEEP form should be completed by the person requiring the PEEP and the person responsible for them:

- Employees should complete the PEEP with their line manager
- Any student identified as requiring a PEEP should be taken through the PEEP process to ensure they are aware and comfortable with the arrangements put in place for them.
- The PEEP should be completed with the student and an appropriate member of personnel from the School.
- Visitors should complete the PEEP with the person responsible for bringing them to site

PEEPs should then be submitted to the responsible person for site, or a person that should be named in the fire emergency evacuation plan. These details should then be shared with fire wardens or others involved with the evacuation process. Any information on these forms should be treated confidential.

Evacuation Chairs (if in place)

Local managers should consider the arrangements that may be required to assist visitors with physical impairments in their area where evacuation becomes necessary. Evacuation chairs may be one way of assisting personnel from the building, if in place chairs should be regularly maintained and any employees that are involved in their use should undergo training.

Fire Wardens / Marshals

Fire warden processes are in place across all The Guildhouse Schools sites. The purpose of these processes is to ensure that all evacuating personnel have left the building and report any issues. Fire wardens should also play a part in preventative fire management. Fire wardens are responsible for undertaking sweeps throughout the building in the event of an alarm activation, they then help control the fire assembly point, and collate information to share with the person responsible for coordinating the evacuation and the Fire and Rescue Service.

Information on who the fire wardens are for each building should be displayed in a prominent place so that employees and students can become familiar with them. Procedures on how the fire wardens should complete their tasks onsite and how these feeds into the building management should be in place for each building.

Fire Wardens responsibilities include but are not limited to:

- Implementing and managing the company's fire and emergency procedure in case of an emergency, including safe evacuation.
- Ensuring that fire prevention and fire-fighting equipment e.g. extinguishers, fire blankets, procedures and notices are maintained, readily available and visible in conjunction with site health and safety responsible person.
- informing new employees in their area of responsibility of fire arrangements
- Recording any findings during fire drills or evacuations and sharing these with site
- responsible health and safety person, health and safety champion and health and safety manager
- Working with the site responsible person to ensure the fire alarm system is tested
- regularly in line with manufacturers' recommendation, for some sites this will be carried out in conjunction with building management or partner University
- Keeping gangways and fire exits clear
- Assist in the implementation of recommendations following any fire incident to prevent their recurrence
- Aiding any staff, students or visitors who may be under a Personal Emergency
- Evacuation Plan (PEEP)

Training

Fire Wardens should undergo fire warden training for their role. Refresher training must be carried out at regular intervals no less than every 3 years. Fire warden training should include:

- Legislative requirements
- Fire safety principles
- Record keeping

- Safe evacuation
- Detailed fire safety guidance

Fire Safety Training

Statutory Requirements

Responsible persons and line managers shall ensure that all employees within their management control receive regular fire safety training and all new employees undertake fire safety training as soon as possible following their start date. This will be achieved with an online training system.

Where young persons (under the age of 18) are employed, account must be taken of their lack of awareness, inexperience and immaturity when assessing work-based tasks and the impact this may have on fire safety arrangements. This should be addressed through a young person risk assessment.

Fire Inductions

All new employees must be informed of the fire safety provisions that are relevant to the workplace. The line manager is responsible for ensuring that arrangements are made to ensure new employees are advised of the following.

- Fire action arrangements, including the Fire Safety Policy
- Means of escape within the premises
- Location of fire exits
- Location of firefighting equipment
- Details in relation to relevant findings of the fire risk assessments and dangerous substances

Fire Safety Training

All employees must undertake fire safety awareness training; this training should be refreshed every three years and can be undertaken face to face or online. General fire safety awareness should include the following topics as a minimum:

- The common causes of fire
- The behaviour of fire
- Fire prevention
- What to do if a fire breaks out
- How to use fire extinguishers

- Raising the alarm and personal safety
- Emergency evacuation procedure
- Means of escape

Maintenance

Regular maintenance, inspections and testing are required to ensure that any systems or items provided for fire safety are kept in good condition and operational. This would include but is not limited to the fire alarm system, sprinkler systems, and fire extinguishers. Emergency lighting, fire doors, external fire stairs and signage.

The responsible person is required to ensure that trained and competent persons carry out any maintenance, testing or inspections. If this work is carried out by an external company or landlord clarification should be sought as to what testing is carried out at what frequency and whether The Guildhouse School is responsible for any of this testing, this should then be documented.

Fire Logbook

A fire logbook is a record of all actions carried out to maintain fire safety systems, this should be available for review by the Fire and Rescue Service if requested and forms part of fire safety management.

Fire Doors

Fire doors are designed to restrict the spread of fire and smoke and they will normally have a self-closing device. All fire doors marked as a fire door should be kept closed at all times. The use of wedges and other items as hold open devices is not permitted and should be actively managed.

The use of electromagnetic hold open devices on fire doors or Dooryard products may be used as an alternative way of holding frequently used doors open. These devices could impact on fire safety so a fire risk assessor should be consulted.

Exit Routes

All fire exit routes must be clearly marked with fire signage, no equipment or materials may be stored in any protected exit route or staircase. All exits should be kept clear from all obstructions at all times; final exit doors should be easily opened and do so in the direction of travel. Combustible materials should not be placed on the walls, floors or ceilings in these areas as far as is possible.

Any routes that form part of the escape route should be kept clear and free of any hazards or materials that could create an ignition source or fuel for a fire. I.e. photocopiers, furniture, vending machine.

Storage

Storage of combustible materials should not be permitted in plant rooms, boiler rooms, service voids and shafts, electrical main or sub switch rooms or any other space or room with a fixed source of ignition. Storage of any description should not be permitted in escape stairs or corridors unless within a locked cupboard which is separated by fire-resisting construction and with fire-resisting doors. Regular checks and cleaning of these areas should be carried out to ensure that waste and unauthorised storage do not accumulate.

External / Internal Waste Containers and Refuse Bins

Internal Waste

Good housekeeping should be practiced on all sites, bins should be emptied regularly, and waste should not be allowed to accumulate anywhere. Care should be taken to ensure waste does not build up near to or blocking vents of electrical equipment, in particular around photocopiers.

External Waste

External waste bins are a potential fire hazard and need to be controlled. They should be located in a secure area away from the building and access to the bins should be restricted to prevent unauthorised access reducing the potential threat from arson.

If works require the use of a waste skip, then this should be located away from the building 6 metres minimum should be used as a guide

Related Policies

- Health & Safety
- Safeguarding & Child Protection
- Boarding
- Risk Assessment
- First Aid & Medical
- Visitors

- Crisis Management & Critical Incident

