



Fire Safety Strategy

Version 1 **DRAFT 2**

The aim of this Strategy is the provision and maintenance of a 'safe' environment of all staff, visitors and pupils throughout Red Gates School, in order to reduce the risk to life, personal injury, property and business losses.

This strategy provides the School's approach to fire safety for the next 12 to 18 months.

Target Audience	All staff employed by Red Gates School	
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Name	Position	Version Reviewed & Date



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1. Executive Summary

The Fire Safety Policy is based on the current legislative requirements in the form of the Regulatory Reform (Fire Safety) Order 2005 and Fire Safety Guidance – Educational Premises (DfE 2006).

Both the legislation and guidance documents require businesses to implement a managed risk approach to fire safety.

This necessitates the preparation of an appropriated Fire Safety Strategy, which covers Red Gates School in regards to fire safety prevention and protection arrangements.

The preparation, approval, implementation and review of this policy doctrine are the responsibility of the School Business Office

2. Purpose

The purpose of this strategy is the provision and maintenance of a 'safe' environment for all staff, visitors, relevant persons and patients throughout the School in order to reduce the risk of life, personal injury, property and business losses.

3. Objectives

The primary objective is the provision and maintenance of buildings, fire safety systems and procedures so that in the event of fire, the occupants are able to ultimately reach a place of safety.

This should be achieved through:

- i. The definition of management systems, standards and procedures for fire safety throughout the School
- ii. The allocation of responsibilities and duties for Fire Risk Assessments and management, incorporating the principles of prevention, active and passive protection and emergency response
- iii. The identification by risk assessment, of standards for means of escape, relevant fire safety system and extinguishing systems in School buildings consistent with occupation and use, to achieve safe evacuation
- iv. The allocation and definition of responsibilities and standards for the provision, installation, testing and planned maintenance of fire safety equipment, devices, alarm and extinguishing systems
- v. The identification of standards for the control of combustible, flammable or explosive materials
- vi. The allocations of responsibilities for the implementation of fire emergency plans including evacuation procedures, first-aid fire fighting, contacting the emergency services, emergency co-ordination and staff training
- vii. The development and delivery of suitable staff training in fire safety awareness



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- viii. The development and implementation of emergency procedures to ensure early recovery from unforeseen incident involving fire in order to maximise safety, minimise problems and enable the core business structure to continue.

Achieving these objectives will ensure compliance with fire safety and related legislations and current best practice.

4. Fire Safety Strategy

The School is committed to protecting the health, safety and welfare of staff, patient's visitors and all relevant persons, its assets, business activities and opportunities against fire.

It is the intention of the School in respect of every building in order to meet the Objectives to:

- i. Provide and maintain passive and active fire protection measures according to the purpose or use of the building, the number of occupants and the activities undertaken therein
- ii. Carry out a fire risk assessment to assess buildings and process fire risks, the existing preventative and proactive measures and identify areas for improvement
- iii. Prepare an action plan identifying the requirements of fire safety in accordance with the fire risk assessment
- iv. Establish a programme of works to improve or maintain the existing fire safety specifications
- v. Prepare and keep under review building specific fire safety plans
- vi. Establish clear lines of responsibility and authority for the day to day fire safety management
- vii. Identify competent persons with the responsibility for initiating the fire evacuation procedure and provide information and assistance to the fire service
- viii. Carry out regular reviews on all fire risk assessments.

5. Fire Prevention Protocols

Red Gates School has developed a set of comprehensive protocols that are set within the Fire Safety Policy.

5.1 Person Specification

- a. The School's Head Teacher (Responsible Person)

Is responsible for ensuring the implementation of the Regulatory Reform (Fire Safety) Order 2005 (RRFSO) and ensuring that all statutory requirements applicable to fire safety are observed and that appropriate fire safety policies and programmes of work are implemented to maintain and improve fire safety precautions on Red Gates premises.

- b. The School Business Manager (SBM)



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The School Business Manager will have nominated responsibility for drawing up and maintaining comprehensive fire precautions, fire policies, fire strategies, programmes of improvements to include in the Schools annual business plan, and will involve managers at each level of the School in the process as appropriate.

- i. Ensuring that all Fire Risk Assessments are conducted in line with RRF50 2005
- ii. Ensure maintenance of fire safety systems to relevant British Standards
- iii. Receive reports to all fire incidents, inform the School Governing Board of their contents and arrange for them to be acted upon as appropriate
- iv. To establish effective liaison with enforcing authorities as necessary
- v. To investigate all fires that occur in the School properties
- vi. Disseminate responsibilities to fire safety advisors/trainers
- vii. This includes making sure the fire risk assessment is completed, reviewed and action plans acted upon. A termly fire safety check of the work area should be carried out and findings recorded.
- viii. Attend major fire exercises
- ix. Will assist in the writing of all fire safety policies and procedures

c. Deputy Head teacher

The Deputy Head for the School will ensure compliance of current Fire safety legislation by:

- i. Ensuring that an effective training programme is implemented, including induction and visitors and keeping a log of training
- ii. Attending major fire exercises
- iii. Assisting in the writing of all fire safety policies and procedures

d. The Emergency Committee

Representatives will be nominated from all employees and Governors to attend these committee meetings. Meetings will be held half termly and reports submitted to the school Leadership and Management Team, the meetings will be chaired by the School Business Manager.

e. Pathway Leaders

Will be responsible for ensuring that the School Fire Policy is implemented and compliant with the fire strategy is being maintained within their respective areas. They will also assist the Fire safety manager in their duty as necessary.

f. All Leaders

All Leaders will be responsible for ensuring that:

- i. Fire safety policies and site specific instructions are brought to the attention of their staff.
- ii. Every member of staff receives fire awareness training
- iii. Fire hazards are brought to the attention of the School Business Office
- iv. Persons are nominated to train and carry out the role of the fire warden
- v. All staff to be familiar with local fire procedures



5.2 Fire Risk Assessment

The Regulatory Reform (Fire Safety) Order 2005 (RRFSO) and the Fire Safety Guidance Educational Premises (DfE 2006) applies to all schools and requires a Fire Risk Assessment to be undertaken.

A copy of the fire risk assessment must be readily available for inspection by the Fire Authority when requested.

To comply with legislation, assessments are undertaken for all School premises by the School Business team and one of the fire safety advisors, who will have third party fire risk assessor's accreditation. This is done every 3 years unless there are changes to the buildings.

All fire risk assessments will be subject to review by the Leadership and Management Team (LMT), on receipt.

5.3 Portable Appliance Testing

All testing must be carried out to the standard defined in C & G 2377 and the IEE Code of Practice for In Service Inspection and Testing of Electrical Equipment.

This will ensure that all electrical equipment complies with the following regulations

- Health and Safety at Work Act 1974
- Management of Health and safety at works Regulations 1999
- Electricity at Work Regulations 1989
- Workplace (Health, Safety and Welfare) Regulations 1992
- Provision and use of Work Equipment regulations 1998

All new electrical equipment should be purchased from a reputable supplier, which implies it would have been tested at source and is safe to use.

All electrical Equipment should be included on an inventory and tested every 3 years.

All other electrical equipment obtained from all other sources should be tested prior to use.

Electrical equipment provides a high risk in starting fires where they are faulty or used in inappropriate areas. Portable appliance testing will be conducted for all portable equipment to ensure that basic electrical safety checks are maintained.

This is to be managed by the School Business Office. This is conducted on a three yearly inspection. New electrical appliances carry a manufacturing warranty and will be picked up for inspection the following year.



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The use of multi socket plug adaptors are not to be used anywhere on School premises. Extension leads are authorised for use where they have been subjected to portable appliance testing and where they are correctly fused.

Personal electrical equipment is not allowed to be used for any purpose or tasks assigned to their employment. No alterations and additions to wiring or fittings may be carried out apart from those carried out by authorised electricians from authorised contractors.

Reporting of defective electrical equipment is essential for fire safety. Staff should report defective electrical equipment and are to remove them from supply by switching off and unplugging any portable electrical equipment that they find defective.

Fire and explosions may occur from use of unprotected electrical equipment used in specific fire hazard areas where flammable and dusty atmospheres may be present.

Electrical equipment used in these areas must conform to the 'Equipment and Protective Systems Intended for use in Dangerous Substances, Explosive Atmospheres Regulations 2002.

5.4 Maintenance of fire precautions and systems

5.6.1 Emergency Lighting Testing (Escape Lighting)

Responsibility for maintenance, testing and recording of Emergency Escape Lighting rests with the School Business Office Maintenance department. This testing is done three times per year. The relevant British Standards recommendations and guidance is to be followed:

- BS 5266: Part1: 2011 'Emergency Lighting'

5.5 Routine maintenance and checks

The School Business Office has the responsibility of conducting Pre Planned Maintenance (PPM) checks which are recorded via the electronic database / compliance log.

5.6 Fire emergency action plans and drills

The basic concept is that all occupants of a building should be able to turn their back on a fire, wherever it occurs, and move away from it using circulation spaces and stairways to a place of relevant safety or ultimate safety which is free from the effects of heat and smoke.

On Red Gates premises, the strategy depends on the principle of 'progressive horizontal evacuation'. This involves the movement of pupils, visitors and staff from an area affected by fire through a fire resisting compartment (normally fire resisting doors) to an adjoining area on the same level, designed to protect the occupants from the immediate dangers of fire and smoke.



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This may be an adjoining room, staircase or refuge. Independent pupils, visitors and staff are expected to vacate the affected areas immediately using the designated emergency exit routes and assemble at the fire evacuation assembly points.

Each building and work area within the School has their own fire evacuation procedure, which is designed for the use and occupancy of each area and reflects these principles. Access to the egress from premises including fire exits **must remain free from obstruction at all times.**

Fire evacuation drills must be carried out at least termly, simulating conditions such as might be found in a fire. The objective of fire evacuation is to test systems and procedures; however, drills must be planned and managed in such a way as to ensure the safety and wellbeing of pupils, visitors and staff. These should be arranged by a senior member of staff in liaison with the School Business Manager.

5.7 Fire safety training

Fire safety training is a statutory requirement of article 21 of the RRFSO that all staff without exception and the nature of their duties receive instruction, training and information as regards the fire safety procedures that are in operation within the School.

The School will provide:

- i. Fire Safety Induction Training (Statutory)
- ii. Annual Fire Safety Awareness training (essential training days)
- iii. Fire Warden Training
- iv. Nominated Person Training
- v. Specific training can be arranged by the Deputy Head on request
- vi. No staff member should go without fire safety training for a period longer than 12 months either face-to-face or e-assessment
- vii. Training records are kept centrally by the Deputy Head.

Fire evacuation training will be delivered annually for full site evacuations and termly for building evacuation by the School Business Manager and Deputy Head.

5.8 Information for the Fire and Rescue Service

Immediate information for the relevant fire and rescue service attending an incident at Red Gates will assist with immediate actions to mitigate risk to life and property.

Red Gates have available an incident information pack containing all relevant information for the Fire & Rescue Service (Emergency Grab Bag)

5.9 Annual statements of fire safety

This strategy will be implemented, monitored and evaluated initially within the first 12 to 18 months and 2 yearly thereafter. Procedures will be monitored through proactive fire risk assessments and reported back to the relevant Senior Leaders and via the School Significant fire safety incident reports which include:

- Reporting on numbers and trends of unwanted fire alarms



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- Fire risk assessment actions
- Nominated Person checks reported.

5.10 Hot work

To achieve a satisfactory standard of care and supervision a formal written permit to work system is in force under a competent supervisor with the authority to ensure compliance with the procedures. Consequently, these recommendations comprise overall advice together with a Hot Work Permit, which is accompanied by a checklist of the more obvious precautions.

General Precautions:

- Hot works should only be authorised where a safer method of work is not available
- Hot works should only be carried out by competent person
- Wherever possible, items to be the subject of hot works should be removed to a safe area designated for that purpose
- When hot work is being undertaken in premises fitted with an automatic fire detection system, only the local detectors or zone where the work is being carried out should be isolated. The zone or detectors should be reinstated as soon as the task has been completed.
- A trained person, not directly involved with the work, should provide a continuous fire watch during and after each period of work to detect and extinguish any incipient burning in the work area and in all adjacent areas to which sparks and heat may spread. These could include the floors below and above, and areas on the other side of walls from where the work is being carried out.
- Before any attempt is made to start the proposed hot work, The Regulatory Reform (Fire Safety) Order 2005 requires the responsible person to carry out a formal fire risk assessment and the result recorded. The assessment should take account of the impact that a fire might have on surrounding premises and people and to assess the possible consequences of the operation in accordance with our school policy Safe Management of Contractors – Code of Practice.

5.11 False alarms and unwanted fire signals

Unwanted fire alarm signals place a large burden on School resources and by unnecessarily tying up fire engines and fire fighters at false alarms, when they may be needed at a real emergency. Every time the alarm sounds, staff may have to down tools and evacuate the building. This may prove to be very costly not only in financial terms, but also because staff will become complacent and will lose faith in the fire alarm system if they are constantly required to leave the building due to a false alarm.



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There are many causes of unwanted Fire Alarms, but the more common ones include:

- Pupil interest
- Fumes from cooking or burnt food
- Steam from showers
- Dust from building work
- Insects
- Poorly trained users
- Lack of maintenance
- Incorrect or poorly designed systems

The School will:

- i. Appoint a nominated person, as per the requirements of the Fire Safety Order 2005, to ensure all matters relating to fire safety within the premises, including the fire alarm system, are adhered to
- ii. Maintain the fire alarm system in good working order
- iii. Ensure the alarm is appropriate to the risk
- iv. Consider upgrading older systems
- v. Ensure all relevant persons are made aware of the impact of unwanted Fire Alarms both on the business and on the fire and rescue service
- vi. Consider implementing a delay in the system to allow for investigation

5.11.1 Fire Alarms

Fire alarms will be maintained and tested by an independent competent contractor to British Standards BS 5839 1:2017 as amended.

Weekly fire alarm testing in accordance with BS 3893 will be conducted by School Business Office and recorded appropriately within the compliance log book and or electronic data system. This will take place each week before 08:00.

The School Business Office should be advised of any faults in alarm systems that may reduce the effectiveness of fire detection. Records of fire alarm testing and subsequent faults must be recorded in the electronic database / compliance log.

5.11.2 Maintenance of Fire Fighting Equipment

The School Business Office is responsible for ensuring that Fire Fighting Equipment is provided and correctly positioned in accordance with BS 5306: Part 8, 2012, Fire Extinguishing Installation and Equipment on Premises' Selection and installation of portable fire extinguishers. Records of FFE and locations is recorded and held by the School Business Office. These are checked weekly with fire extinguishers being checked annually.

The School Business Office and **all staff** are responsible for ensuring that Fire Fighting Equipment is unobstructed and operable.

Termly checks are to be carried out and recorded by the School Business Office, to ensure that equipment is located in position and that it is operational.



Responsibility for annual and periodic testing, maintenance and recording of all FFE rests with the School Business Office. The relevant British Standards and recommendations and guidance are to be followed.

5.11.3 Emergency Water Supplies

Hydrants located in around the School premises are to be subject to annual testing and maintenance by Thames Water. The School Business Office will liaise with the Local Authority for testing of Council owned and maintained hydrants.

- BS 5306, Part 3: 2009 'Fire Extinguishing Installation and Equipment on Premises'
- Code of Practice for the inspection and maintenance of portable fire extinguishers

5.12 Arson

5.12.1 Extent of Arson

Around half of all fires in school properties are started deliberately. Many fires are started in areas of the building used for storage; where materials or commodities are stored provide a ready means for the arsonist.

Areas where fewer people maybe encountered present attractive targets, and allow the arsonist to practice undisturbed. An arsonist may seem to have good reason to be on the premises, for example a contractor or a visitor.

Fires started by arsonists may involve the use of flammable materials available at the location such as waste and shredded materials. In some cases, the fire may exhibit multiple points of origin often closely related in time, either within a localised area, or in various parts of the building.

5.12.2 Motivation for Arson

A number of factors, taken individually or correctively, may provide the most drive for a person or group to undertake an act of arson. The most common of these are:

- Mental Health
- Vandalism
- Ideology
- Self-glorification
- Revenge
- Concealment
- Financial gain

Children are able to gain entry to all types of premises, subject to lapses in security, and may start fires, sometimes to conceal theft.

5.12.3 Management Response to Arson

The managements plan for combatting arson form an integral part of this fire Strategy especially in dealing with fire issues.



Arson from whatever quarter or motive should be viewed as being preventable – if not in its entirety, then to a degree such that its effects are minimised. In order to reduce the risk from arson attack, it will be necessary to consider the following points:

- i. Avoidance of the use of highly flammable materials wherever practicable
- ii. Orderly methods of stacking in stores where linen, paper or plastic packaging are used, to reduce the risk of spread and to assist fire fighting
- iii. Storage of equipment and packages in designated areas only-not in plant rooms, service voids and shafts, corridors or lobbies
- iv. Regular checks to ensure that storage is never permitted in a hospital street or an escape route, near a fire exit or fire fighting equipment
- v. Reduce access to store rooms etc. by closing or locking doors
- vi. Challenge members of the public found in authorised areas, report incidents to the School Business Office.

6 Fire Protection

Building Fire Strategy

The principle statutory requirements for School Fire Strategy within its premises that must be observed by the School are as follows:

- The Regulatory Reform (Fire Safety) Order 2005
- Guidance for Fire Risk Assessment – Education Premises (DfE 2006)
- The Building Act 1984 as amended by Building Regulations 2013 – Approved Document 'B', Fire Safety
- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1992 as amended 1999 The Workplace (Health, Safety & Welfare) Regulations 1992
- The Health and Safety (Safety Signs and Signals) Regulations 1996.

6.1 Fire Detection and Alarm System

The primary function of the detection and fire alarm systems is to give early warning to alert staff and thus initiate a planned response. The School has comprehensive fire detection and alarm system that meets all the requirements of BS 5839 part 1.

The Indicator panel is situated in entrance lobby. Routine fire alarm testing is undertaken by the School Business Office on each site in accordance with the guidance set out within BS 5839 part 1. Records of such tests are kept in a central School Business Office database compliance logbook. Outside contractors that service alarms annually.

6.2 Fire Doors

Each building is fitted with fire doors that are suitable and sufficient. The fire risk assessment plan will confirm the location of Fire Doors, as per compartmentalisation and means of escape. These doors will be identified by signage and will be constructed to BS 476. They will be checked as part of the quarterly fire safety checks completed by the responsible person, and should be checked annually by a



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suitable contractor. All checks recorded centrally through School Business Office database / compliance log book.

6.3 Emergency Lighting

Emergency escape lighting systems are installed generally throughout all buildings in compliance with HTM 06-01 and BS 5266 part 1. The fire risk assessment plan will confirm the location of the emergency lighting. The lighting will be maintained under Pre-Planned Maintenance (PPM) test. All test recorded centrally through School Business Office database / compliance log book.

6.4 Emergency Signage

Fire escape signs are provided throughout the School to give guidance from wherever you are in the building, via a place of relative safety (the escape route) to the place of ultimate safety (the assembly point). The fire risk assessment will confirm the location of fire signage and identify missing or additional signage required.

6.5 Procurement of Donation of Equipment

Regarding Furniture and Furnishings, potential problems will occur with regards to existing and new purchases of textiles and furniture within the School premises. Good intentions and donations should be managed accordingly but no textiles or furniture is to be purchased or taken as gifts, if it does not meet the minimum standard of fire safety.

6.6 Kitchens and Catering Facilities

It is extremely important that personnel working in kitchens and catering facilities are aware of and understand the importance placed upon fire precautions and fire prevention measures. This will enable fire risk to be kept to an absolute minimum and prevent fire loss that could jeopardise the functionality of the kitchen and endanger the lives of others from spread of fire.

Kitchen staff must understand the need to be extremely fire conscious and be fully conversant with the action necessary in the event of fire. Fire safety arrangements for fire prevention in the kitchen comes under Catering company's oversight.

6.7 Building Design and Structural Changes

Building codes and legislation referred to below, must be used when planning and designing changes to school premises.

6.8 Fire Stopping

All contractor work is to be managed through the School Business Office Services. As part of building works that involve penetration of fire barriers a record must be kept and evidence of adequate physical fire stopping as part of project completion.

Photographs and records of material used in fire stopping should be recorded for on-going management of the building fabric. For all work on fire barriers, the Asbestos register must be referenced to prevent inadvertent exposure of Asbestos Containing Materials. Procedures for managing fire barrier work will be the responsibility of the School Business Office services management team to ensure that a permit-to-work



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is issued for any work carried out by a contractor or maintenance staff. Records are to be held by the School Business Office.

7 Associated School documents

Fire Safety Policy
Emergency Evacuation Plans
Business Continuity Plan
Safe Management of Contractors – Code of Practice.

8 Supporting references

Regulatory Reform (Fire Safety) Order 2005
Health & Safety at Work Act 1974
Building Regulations 2000 (approved document B)
The Building Act 1984
Management of Health and Safety at Work Regulations 1999
Control of Substances Hazardous to Health Regulations 1977
The Safety Representatives and Safety Committee Regulations 1977
Construction, Design and Management Regulations 2004
Equality Act 2010

Signed Head Teacher		Signed Chair of Governors	
Date		Date	
Review Date			