



The GORSE Academies Trust Fire Safety Policy

Designated Person: Principal
Reviewed by: Policy Committee – Version 1.2
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Annex 1: Table of Substantive Changes from March 2024

This table explains where we made substantive changes.

	Throughout the document reference to the Health and Safety Manager has been amended to Local Health and Safety Manager
	Throughout the document where reference was previously made to Fire Wardens, this has been amended to capture all titles for this role – Fire Wardens/Marshals
Page 4	2 – Wording amended
Page 4	2.3 – Role of the DCEO added
Page 4	2.4 – Role title changed to Director of Estates Management
Page 4	2.5 – Wording amended
Page 5	2.8 – Wording amended to include reference to the Trust Business Continuity Plan – Crisis Management
Page 6	2.11 – Reference added to Adult Personal Emergency Evacuation Plans (PEEPs)
Page 8	3.1 – Wording amended to reference the location this document can be found
Page 8 - 9	3.2 – Wording amended to reference the location this document can be found
Page 9	3.3 – Wording amended
Pages 10-12	3.5 – Wording amended through the section. Reference included to vapes and e-cigarettes
Page 12	3.6 – Wording amended to reference the installation and maintenance of fire safety equipment
Page 13	3.9 – Wording amended
Page 14	3.10 – Wording amended
Page 14	3.12 – Wording amended throughout this section, reference made to where documents can be found
Pages 14-15	3.13 – Wording amended
Page 15	3.14 – Refence added to Lessee's

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THE GORSE ESTABLISHMENTS TRUST FIRE SAFETY POLICY

1 Policy Aims

- 1.1 Whilst fires in schools may be a rare event, they do happen, and when they do occur, it is vital that clear policies and procedures are followed by all concerned, as fires in buildings can spread very quickly. Delays of minutes, or in some cases seconds, in taking the correct action can lead to the unnecessary spread of fire and smoke. The spread of smoke can be particularly dangerous, as it can rapidly spread, blocking escape routes, and potentially causing loss of life by toxic fumes.
- 1.2 GORSE and its establishments are committed to ensuring, so far as is reasonably practicable, that all staff, pupils, visitors, and contractors are protected from the risks of fire whilst on our premises.
- 1.3 The aims of this Fire Safety Policy are to:
- Safeguard all persons from injury or death in the event of fire by the effective management of fire safety
 - Minimise the risk of fire and limit the spread of fire
 - Minimise the potential for fire to disrupt Trust and establishment services, damage buildings and equipment, or harm the environment
- 1.4 The Regulatory Reform (Fire Safety) Order 2005 places specific duties on the 'responsible person', who is defined as someone who has control of premises or anyone who has a degree of control over areas or systems of premises.
- 1.5 The order places a greater emphasis on fire prevention by ensuring that all persons responsible for premises, and areas of premises, comply with their statutory duties and implement adequate precautions to prevent fire and to protect all persons from death or injury in the case of fire.
- 1.6 This Policy builds on the requirements set out in the trust Health & Safety Policy.
- 1.7 Further details of how these aims will be achieved are given in the organisation and arrangements section below, and within other supporting policies, structures, systems, procedures, and practices.

2 Organisation

The purpose of this section is to highlight the key roles, responsibilities and accountabilities in relation to fire safety arrangements across the trust and its establishments that are in addition to those specified in the Health & Safety Policy. This list is not exhaustive and each will need to make themselves aware of any other policies, procedures, systems or practices that may apply to them.

2.1 Trust Board of Directors and Governing Body

The trust board of directors have overall responsibility for ensuring compliance with health and safety legislation in relation to fire safety across its establishments.

2.2 Chief Executive Officer (CEO)

The CEO is accountable for ensuring that the relevant duties under this policy are effectively delegated to, and discharged by, the executive principals for the educational settings they are responsible for.

2.3 Deputy Chief Executive Officer (DCEO)

The DCEO will work closely with the CEO, executive team, and the board of directors, to drive and deliver the organisations First Aid Policy.

2.4 Executive Principals and Deputy Executive Principals

The executive principals and deputy executive principals are accountable for ensuring that the relevant duties under this policy are effectively delegated to, and discharged by, the principals at each of their assigned trust establishments.

2.5 Director of Estates Management

The director of estates management is responsible for providing suitable advice and guidance to the CEO, DCEO, executive principals and deputy executive principals, principals, and trust establishment colleagues on all aspects of fire safety.

2.6 Principals

The principal has ultimate accountability for the implementation, management and monitoring of this policy at their establishment, including ensuring:

- The appointed local health & safety manager takes charge of fire safety arrangements at the establishment
- A fire risk assessment and fire safety management plan are carried out/produced and reviewed at least each academic year by a competent individual with a working knowledge of the buildings/premises, staff/pupil demographics, likely hazards, and working arrangements within their establishment
- Adequate resources are made available to meet the establishment's fire safety needs, including ongoing inspection, maintenance, testing and training
- That an appropriate number of nominated, trained fire wardens/marshals are always present in the establishment and on any activities/events under its control or significant influence
- That fire wardens/marshals are appropriately qualified; their training is kept up to date and that they remain competent to perform their role
- All staff are aware of their responsibilities under this policy and the Health & Safety Policy
- All contractors under the control or influence of the establishment adhere to the Health & Safety and Fire Safety Policies
- That the fire safety arrangements at the establishment are effectively monitored
- Appropriate risk assessments are completed, and appropriate measures are put in place

- That the overall effectiveness of the fire safety arrangements, and adherence to this Fire Safety Policy, are being monitored at their establishment

2.7 Local Governing Bodies and Lead Governor: Health & Safety

Local Governing Bodies and the lead governor for health & safety have responsibilities for:

- Holding the principal to account against this policy and ensuring that their establishment have suitable and sufficient fire safety arrangements in place
- That the fire risk assessment, fire safety management plan, and fire safety arrangements are reviewed at least each academic year, or sooner should there be any significant changes at the establishment, to ensure the fire safety arrangements remain adequate

2.8 Appointed Health & Safety Leaders

Appointed health & safety leaders shall have joint responsibility with the principal for ensuring effective fire safety management across their establishment, and in particular must:

- Ensure that those with responsibilities highlighted in sections 2.2, 2.5 and 2.6 of this policy are effectively discharging their responsibilities and that these are reviewed on a regular basis
- Monitoring the effectiveness of overall fire safety arrangements and adherence to this Fire Safety Policy at their establishment
- Any corrective actions, remedial works and improvement plans identified by inspections, audits and compliance checks are recorded and addressed in a timely manner

2.9 Appointed **Local** Health & Safety Manager/Competent Person (Fire Safety)

Fire safety management at each establishment must be controlled by the competent person (fire safety), who shall normally be the appointed **local** health & safety Manager. They are responsible for ensuring arrangements are in place and maintained in accordance with the relevant policies, fire risk assessment(s), and fire safety management plan(s), including the maintenance of records for all inspections, testing and servicing undertaken at the establishment.

The competent person (fire safety) is responsible for:

- Acting as a single point of contact for all fire safety related enquiries at the establishment
- Ensuring local compliance with the trust Fire Safety Policy, **trust business continuity plan - crisis management**, fire risk assessment(s), fire safety management plan(s), and any other associated control measures, policies and procedures
- Ensuring that any works, or modifications, made to any establishment premises are reflected in the relevant fire risk assessment(s), fire safety management plan(s), and any other control measures, and **cascade** such changes to affected staff, pupils and other persons
- Attending training, as required, to undertake this role, at intervals not exceeding three years, and ensuring that all such training is recorded and maintained
- Ensuring they only work with their level of competence, and seek appropriate guidance and direction from the principal or trust health & safety function, where required
- Advising the principal and health & safety leader of any improvements, issues or concerns relating to the fire safety arrangements at the establishment
- Ensuring all fire safety related statutory inspections, testing and servicing are undertaken at appropriate intervals by competent contractors or trained in-house staff, and that records of such are kept and maintained
- Ensuring that all premises have a suitable and sufficient fire risk assessment in place, and that these are monitored and reviewed at a frequency prescribed by the assessment or following any significant changes/incidents
- Maintaining fire safety signage, information, **policies** and notices in all appropriate locations within the establishment, including public/health and safety notice boards, emergency exits, emergency routes: assembly points, etc.
- Conducting and recording fire drills every term, in accordance with the establishment's fire safety management plan(s), in consultation with the principal

- Ensuring all fire doors are unlocked during establishment hours and other periods of occupancy
- Ensuring all fire-fighting equipment is sited correctly, fit for its intended purpose, and has been checked and serviced, in accordance with the relevant standards
- Ensuring internal fire checks and inspections are carried out, recorded and maintained
- Maintaining adequate, up to date fire and emergency records for the establishment **prior to and during any period of occupancy**
- Promoting fire safety awareness and responsibilities among all staff, pupils and contractors
- Liaise with third parties including the emergency services, and the trust's **insurance provider** to ensure that best practice for fire prevention and arrangements are in place

2.10 Appointed Health & Safety Training Coordinators

Appointed health & safety training coordinators are responsible for ensuring that:

- The minimum numbers of trained, nominated fire wardens/**marshals** are identified and maintained, based on the outcome of the fire risk assessment and documented fire safety management plan, their training remains up to date, the establishment maintains records of such training, and any training gaps or deficiencies are identified and addressed in a timely manner
- Copies of all fire wardens/**marshals** certificates are provided to and retained by the establishment

2.11 Nominated Fire Wardens/**Marshals**

The principal should appoint a sufficient number of staff to implement the required fire safety measures at their establishment, with due consideration given to the need for assisting with fire drills and evacuations. The general terms used for these people are fire wardens or fire marshals.

The number of fire wardens/**marshals** required depends on the size and complexity of the premises. In some cases, Establishments may require one on each floor or within each department, with a chief fire warden/**marshal** coordinating their actions to make sure all persons are accounted for in the event of a fire.

All fire wardens/**marshals** require special training to enable them to competently undertake their duties in relation to fire safety. They will need to be competent in the use of fire extinguishers and be capable of extinguishing small fires, have some knowledge of fire prevention, be able to identify possible fire hazards to prevent fire from occurring, and they should have in depth knowledge of the Fire Safety Management Plan(s) and their role in implementing it.

Additionally, fire wardens/**marshals** shall (in their assigned areas or areas under their control/influence):

- Assist with routine fire and emergency drills
- Ensure that staff, pupils, and other persons know the location of fire alarm points
- Ensure the regular use of primary and secondary escape routes
- Assist staff, pupils, and other persons to the nearest exits during drills and emergencies

2.12 Senior Leaders, Department Heads, Managers and Supervisors

Senior leaders, department heads, managers and supervisors are responsible for ensuring that staff, pupils, visitors, contractors and shared site users under their control or influence adhere to this policy.

In addition to the respective responsibilities outlined in the Health & Safety Policy:

- **Each department head, or manager is responsible for the preparation, maintenance and communication of adult Personal Emergency Evacuation Plans (PEEPs) that may be required for any colleague**

2.13 All Staff, Pupils, Visitors, Contractors and Shared Site Users

In addition to the respective responsibilities outlined in the Health & Safety Policy:

- Teachers and support staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils under their control or influence at the establishment
- All staff, visitors, contractors and shared site users have a responsibility to co-operate with the trust and establishment, and ensure that they have a full understanding of this Fire Safety Policy, the relevant fire action notices(s) and, where necessary, fire risk assessment(s) and fire safety management plan(s)
- All staff, pupils, visitors, contractors and shared site users have a duty to ensure that all fire exits, emergency routes and firefighting equipment are kept clear at all times, and to report any defects or concerns relating to any fire safety arrangements to a suitable member of staff
- All staff, pupils, visitors, contractors and shared site users must comply with all instructions given to them in regard to fire safety and emergency procedures
- All staff, pupils, visitors, contractors and shared site users who may have disabilities or mobility issues that may affect their ability to safely evacuate the premise in an emergency are responsible for notifying the establishment at the earliest opportunity
- All staff, visitors and contractors must sign in and out when attending an establishment
- Staff are responsible for ensuring the safe and orderly evacuation of pupils under their control
- Each head of year, phase leader or SENCo is responsible for the preparation, maintenance and communication of Pupil Personal Emergency Evacuation Plans (PEEPs) that may be required for any of their pupils

3 Arrangements

The purpose of this section is to outline and improve the awareness of the minimum requirements for fire safety arrangements across the trust and its establishments. These arrangements are further supported by other policies, structures, systems, procedures and practices, which should also be adhered to.

3.1 Fire Risk Assessments

The Regulatory Reform Order (Fire Safety) 2005 requires organisations to undertake fire risk assessments (FRAs) for their workplace.

A risk-based approach to fire safety requires organisations to identify the potential fire hazards and determine methods of controlling those hazards – for example, with the installation of fire doors, emergency procedures, training for staff, ensuring electrical wiring installations are subject to inspection and testing and organising electrical improvement work as identified through inspection and testing.

The following rules and procedures must be applied in relation to FRAs:

- FRAs must be completed, documented and maintained up to date **across all trust establishments**, using the FRA form **GORSE HSF-008 available on the Estates Portal**, covering all parts of the site, and must be uploaded to EVERY
- In some establishments, it may be helpful to divide them into a series of assessment areas using natural boundaries, such as flows, building, teaching areas, functions, etc.
- All FRAs must be reviewed at least annually by the competent person (fire safety) in liaison with the trust health & safety function
- Any actions or improvements identified by the FRAs must be addressed in a timely manner with consideration given to both the risks and costs
- Where flammable or explosive substances are present at the establishment, the relevant FRAs must take account of these with the view to eliminating or reducing the associated risks so far as is reasonably practicable
- Significant findings of the FRAs, including details of any groups of individuals identified as being especially at risk, must be recorded and brought to the attention of all relevant staff, pupils and other affected persons
- The findings of the FRAs must be reviewed by the competent person (fire safety) and approved by the principal
- A copy of the FRAs must be made available for review by the Local Governing Body

3.2 Fire Safety Management Plans

Each establishment must create and maintain a detailed fire safety management plan(s) for each of their sites, based on the significant findings of their fire risk assessment(s), that clearly outlines the actions to be taken and individual responsibilities when a fire or emergency is identified or suspected.

The establishment must use and adapt the fire safety management plan template **GORSE HST-003 available on the Estates Portal**. These must be uploaded to, and be maintained up to date on, EVERY and subject to routine drills, as outlined below.

Information that should be considered for inclusion in the fire safety management plan(s) include:

- Evacuation procedures/instructions for the establishment and Shared Site Users, which should include consideration, for example, of exam, lunch and break periods
- Named key personnel, roles and responsibilities required to exercise the plan(s), including details of trained fire wardens/**marshals**, responsible person and the competent person (fire safety)
- Scenarios that are likely to give rise to the need for evacuation
- Layout of the site and identification of primary and secondary escape routes, portable firefighting equipment, isolation points, assembly points, areas with special hazards, etc.

- Details of the emergency services, other local responders and key contacts
- Arrangements in place for testing, monitoring and reviewing the plan(s)

3.3 Fire Safety Training

Training of staff and instruction of pupils, visitors and other affected persons is necessary to ensure that the correct procedures are followed and that precautions are not prejudiced in an emergency.

The following rules and practices must be applied in relation to fire safety training:

- All staff, pupils and other affected persons must be provided with suitable instruction and training on the appropriate precautions and actions required to be taken by them in case of fire or emergency, which must be provided at induction, and repeated periodically/as required
- All staff must receive fire awareness training **refreshed every 3 years**, and familiarisation of the establishment's fire evacuation procedure(s) during induction, **and refreshed annually**
- Pupils should be provided with fire safety training in the form of instruction and regular drills
- Training for staff should include:
 - The main causes of fire and how to prevent them
 - How fire is likely to spread in a building
 - How to take precautions against arson
 - The function of fire doors and the need to keep them shut
 - The action to be taken in the event of fire, in particular the method of raising the alarm
 - The location of the fire alarm call points, fire extinguishers, exits and escape routes
 - The use of fire extinguishers
 - The location of the assembly point(s)
 - How the fire brigade will be called in the event of fire
 - Assisting pupils or staff with disabilities out of the building
- Nominated fire wardens/**marshals** must receive fire warden/**marshal** training and familiarization of the fire safety management plan, and evacuation procedures upon appointment, which should be refreshed every three years, or following any significant changes that may affect the fire safety arrangements at the establishment or within their designated zones
- In addition, the competent person (fire safety) must be provided with adequate information, training, and other resources so that they may **perform** their assigned duties
- All fire safety training must be refreshed at regular intervals, based on the risk profile of the premises, role, and the quality of the training
- All training records related to fire safety must be recorded, kept up to date and maintained by each establishment

3.4 Fire and Emergency Drills

All fire safety management plan(s) should be subject to frequent drills so that all staff, pupils, and other affected persons are familiar with the process. Establishments are required to carry out and record routine drills. This will assist establishments in identifying and implementing any improvement actions whilst maintaining appropriate competence and awareness.

The following rules and practices must be applied in relation to fire and emergency drills:

- Fire and emergency drills must take place within 10 working days of the start of a new academic year, and then every term, in accordance with the fire safety management plan(s)
- Fire and emergency drills should be carried out using varying escape routes and scenarios, assuming the normal routes are not available
- Details of all fire and emergency drills, including any deficiencies identified and actions taken to address these, must be recorded on EVERY

3.5 Controlling the Risk of Fire

The following fire hazards are common across the trust and its establishments and must be adequately managed to eliminate or reduce the risk of fire:

- **Smoking**
 - Smoking **or the use of vapes or e-cigarettes** on any trust or establishment premises is strictly prohibited
 - Local arrangements must be in place to routinely monitor and check that this is being adhered to by all staff, pupils, visitors, and contractors
- **Electrical equipment**
 - Electrical equipment on trust and establishment premises must be PAT tested **annually**
 - Faults with electrical equipment must be reported to the Site team and quarantined, where practical and safe to do so
 - Extension cables must never be plugged into other extension cables; where practical these should be replaced with extension towers; adaptor blocks must never be used
 - Overloading of plugs and sockets must be avoided to reduce the risk of fires
 - Central electrical cut-off points should be available, where necessary
 - RCDs must be used for all electrical appliances and equipment used outdoors
 - All fixed installations and systems must meet the required standards (e.g. BS 7671)
 - All fixed installations and systems must be maintained in a safe condition
 - All electrical systems (hard wiring) must be periodically inspected, every five years by a competent contractor, and any remedial works **required** must be acted upon in a timely manner
 - All checks, inspections and testing undertaken on electrical equipment and systems must be recorded, kept up to date and maintained by each establishment
- **Naked flame and gas appliances**
 - All gas systems, supplies and all associated pipework must be examined every five years, or sooner where required, to ascertain that the supplies, pipework and any associated fittings continue to be fit for purpose and safe for use
 - All gas systems, pipework and fittings must be maintained in a safe condition, corrosion free and remain fit for purpose
 - Gas systems, pipework or fittings that become damaged, or are deemed no longer fit for purpose, should be labelled/isolated, where possible, pending repair or replacement
 - Use of Bunsen burners should be covered **within** the Science Laboratory risk assessment
 - All staff and students should be trained in the safe use of such flame/gas equipment and must wear the correct safety clothing, goggles, and other protective equipment
 - Pupils may not approach or be permitted to use naked flames without staff supervision
 - Gas isolation points must be made available, separate from practical areas
 - Gas appliances elsewhere must be regularly inspected and tested by a competent person, and where practical, the supply should be capable of being **isolated** in an emergency, e.g. **use of the** gas guard system in the science department
 - All checks, inspections and testing undertaken on gas appliances, equipment and systems must be recorded, kept up to date and maintained by each establishment
- **Portable heaters**
 - Staff must obtain authorisation from the site manager/competent person (fire safety) before bringing onsite or using any portable heaters
 - All portable heaters must be safe and suitable for its intended use with due consideration given to the environment for which it will be used in
 - All portable heaters must be maintained in a safe condition
 - All portable heaters must be subject to a system of visual inspection and testing by a competent person at least once annually **and recorded on EVERY**
 - All portable heaters must be sealed units that are plugged in
 - All portable heaters must be positioned at a safe distance from furniture, clothing, and other flammable items, and must never be covered or left switched on and unsupervised/unattended
- **Laboratory equipment**
 - All laboratory equipment must be regularly inspected and maintained in good working order, or labelled clearly as unserviceable, by science staff

- Science staff (and pupils, where appropriate) must be trained in its safe use; pupils should never be allowed to enter a science laboratory unsupervised and may never use laboratory equipment without staff supervision
- All potentially hazardous equipment and procedures must be used/carried out with strict adherence to CLEAPSS guidelines
- All checks, inspections and testing undertaken on laboratory equipment and systems must be recorded **on EVERY**, kept up to date and maintained by each establishment
- **Lightning**
 - Where lightning conductors are required and have been installed, these must be maintained in good condition and inspected on an annual basis
 - All checks, inspections and testing undertaken on lightning equipment and systems must be recorded, kept up to date and maintained by each establishment
- **Flammable/combustible materials**
 - All new furniture should conform to British Fire Safety Standards
 - Flammable and combustible materials must be **managed** in accorded with COSHH - in a suitable, secure store, inspected regularly, recorded and any obsolete stocks should be disposed of safely in accordance with CLEAPSS (HAZCARDs)
 - An up-to-date register of all hazardous substances used, handled, stored, or disposed of must be maintained at each establishment
 - All containers and storage areas must be clearly and appropriately signed/labelled
 - Safety screens should be used when experiments with highly combustible materials are carried out and there is a spark risk
- **Arson**
 - Doors should be locked, and windows secured when the establishment is unoccupied
 - Waste and bins should be located away from any buildings, in a secure area
 - Stores in and around the establishment containing combustible materials should be made secure and should preferably be padlocked
- **Hot works**
 - All hot works, such as grinding, welding, cutting and any other activities likely to produce sparks, flame or similar heat producing effects must not be permitted without suitable risk assessments, method statements and a hot works permit in place (**see Appendix A for the Hot Works Permit that all establishments must use**)
 - The risk assessments and **method** statements must be reviewed and approved by a competent member of staff at the establishment
 - A Hot Work Permit must be issued, monitored, and closed by a competent member of staff **at** the establishment
 - No hot works may be permitted, authorised, or undertaken without a valid permit
 - All permits, including cancelled permits, must be **retained** for at least five years
 - The establishment principal and competent person (fire safety) are ultimately responsible for controlling and managing any hot works on their premises, including those undertaken by third parties or arranged by the trust
- **Other hazardous work activities requiring permits**
 - The following work activities must not be permitted without suitable risk assessments, method statements and a general permit to work in place (**see Appendix B for the General Permit to Work that all establishments must use**)
 - **Access to or work within hazardous areas** such as those containing high voltage equipment or identified as confined spaces due to the inherent risks
 - **Isolation of hazardous electrical or mechanical equipment or systems**
 - The risk assessments and methods statements must be reviewed and approved by a competent member of staff at the establishment
 - A General Permit to Work must be issued, monitored, and closed by a competent member of staff of the establishment
 - None of the above works requiring a general permit to work may be permitted, authorised, or undertaken without a valid permit
 - All permits, including cancelled permits, must be maintained for at least five years

- The establishment principal and site manager or competent person (fire safety) are ultimately responsible for controlling and managing any general permit to works on their premises, including those undertaken by third parties or arranged by the trust

3.6 Maintenance and Servicing of Fire Safety Equipment

Unless equipment, systems and procedures are regularly checked and inspected, they will deteriorate over time and increase the risk of injury and fatality in an emergency. Therefore, it is important that fire doors close effectively, escape doors open easily, corridors and escape routes are not obstructed, fire detection and alarm systems **are installed and maintained**, fire extinguishers and emergency lighting are maintained and notices remain relevant and legible.

The following rules and practices must be applied in relation to fire safety equipment:

- Each establishment must appoint a competent person (fire safety), who will be responsible for ensuring that all preventative and protective measures for fire and emergencies are in place and maintained to an appropriate standard
- Any defective fire prevention, detection or firefighting equipment must be reported immediately, and either replaced or repaired in a timely manner
- Every establishment must be equipped with appropriate firefighting equipment, fire detectors and alarms, and fire-resisting elements that meet government and industry standards
- Non-automatic firefighting equipment, such as fire extinguishers, must be easily accessible and simple to use, with their locations clearly identified
- Suitable and sufficient emergency routes and exits must be clearly identified for staff, pupils and other affected persons to evacuate as quickly and as safely as possible
- All emergency routes and exits must:
 - Lead to a place of safety
 - Be identified by appropriate signage
 - Be kept clear at all times
 - Open in the direction of escape
 - Allow easy and immediate opening
 - Remain unlocked and unfastened at all required times, e.g. during occupation
 - Have adequate illumination, including emergency lighting, where required
- All fire detection and alarm systems must be maintained in efficient working order, good repair and be tested (and serviced) at regular intervals, as determined by the fire risk assessment and manufacturer's instructions, with suitable records kept and maintained
- Regular inspections must be carried out, recorded and documented for all fire related systems and equipment, based on statutory guidance or the manufacturer's/supplier's instructions, by either an appointed competent contractor or in-house trained staff
- All checks, inspections and maintenance reports/actions must be recorded on EVERY

3.7 Action on Discovering a Fire

Unless the fire is promptly detected and everyone is alerted, it may grow and prevent people from escaping. A procedure (for example, the **Fire Action Notice in Appendix C**), for what action is to be taken when a fire is discovered or when the alarm sounds. It is therefore important that establishments use this template in all key locations to clearly instruct staff, contractors, visitors and pupils on what to do in the event of a fire or when the alarm sounds.

On discovering a fire, it is the duty of every person to sound the nearest fire alarm immediately. The relevant plan and action notices should include the method of raising the alarm in the case of fire.

3.8 Action on Hearing the Fire Alarm

As soon as the alarm is raised, the premises should be evacuated in a pre-planned way and staff and pupils should be assembled at a defined location and accounted for. Vital minutes should not be lost by staff attempting to determine whether or not the alarm is genuine.

The only exception to this is in premises where there is automatic smoke detection, which, in the particular circumstances of use, is giving rise to a high incidence of false alarms. In this case a procedure/plan can be put in place, giving a short period of time (for example 60 seconds) for the cause to be investigated. If the alarm cannot be verified as false within this period, the fire brigade should be called. Where there is a high incidence of false alarms, the cause should be investigated and changes made (for example, to the type and location of detectors) to avoid the incidence of false alarms. When this has been achieved, the procedure/plan can be changed to immediately calling the fire brigade on actuation of the alarm.

Additionally, the following rules and practices must be enforced during a fire alarm:

- Lifts and escalators must not be used due to possible electrical failure unless they are designed for such purposes and are part of the fire safety management plan and/or a Personal Emergency Evacuation Plan (PEEP)
- Staff, pupils, visitors, and other persons should not attempt to recover their personal belongings
- No person may re-enter or be allowed to re-enter a building with the possible exception of fire wardens/marshals and the emergency services until the all-clear has been given by a competent person

3.9 Places of Assembly and Roll Calls

Places of assembly and roll calls are vital for coordinating and ensuring that persons are safe.

The following rules and practices must be applied in relation to places of assembly and roll calls:

- All staff, pupils and other affected persons should assemble at a pre-determined assembly point
- Pre-determined assembly points should be identified and signed at each establishment
- A roll call of all staff, pupils and other affected persons must be taken in a timely manner
- The person(s) in charge of the assembly point should report to the nominated emergency services liaison indicating all persons accounted for or **details of those missing** including where they were last seen.
- When selecting the location for an assembly point, consideration must be given to any pre-existing fire safety management and emergency plan(s), any advice from relevant competent authorities, the number of staff, pupils and other affected persons that would need to assemble, the surrounding topography and, where relevant, the need for cooperating with other occupants of any multi-occupied buildings
- The assembly point should be far enough away from any building so as not to put staff, pupils, or other affected persons in danger of radiated heat and falling debris with ample room provided to ensure that there is no interference with any emergency service actions/operations
- A reliable means of communication between the nominated person(s) in charge of the assembly point(s) and nominated emergency services liaison person (who should be located near the main entrance) should be maintained; this can be by the use of runners or electronic communications (pack sets, mobiles phones, etc.)
- The chosen assembly point should be large enough to accommodate all staff, pupils, and other affected persons; however, if a suitable location cannot be found, there may be a need to consider additional assembly points
- Assembly points should be located in open areas, such as sports fields, outdoor play areas or car parks, but consideration will need to be given to any associated hazards, including those posed by inclement weather and the potential need to provide weather protection
- The assembly point should not be in any area where staff, pupils or other affected persons are unable to disperse without the need to pass close to the premises on fire
- Appropriate signs must be installed, clearly identifying the assembly point(s), leaving no doubts in the minds of staff, pupils, or other affected persons

3.10 Calling the Fire & Rescue Service

A common factor in most fires involving loss of life is a delay in **calling the fire brigade**. This is usually because there is no clear procedure/plan or because the fire is thought to be small. Fires in building behave in a very different way to fires in the open. To avoid delays, the fire brigade should always be called as soon as a fire is discovered and the alarm is raised.

Where an establishment is located on a shared campus or premise, procedures must be established in order to determine who calls the fire brigade, where the fire brigade is directed and who coordinates on **their arrival**.

3.11 Tackling the Fire

Appropriate firefighting equipment must be provided across all trust and establishment premises for the purpose of putting out a small fire in its early stages, which should be determined by the fire risk assessment. This contributes to the safety of everyone in the building by stopping a fire spreading to the remainder of the building. Fire extinguishers and hose reels should only be used when it is safe to do so by staff who have been trained in their use.

A nominated fire team, if available, or a trained and competent person should, where possible, attack the fire with appropriate firefighting equipment, however firefighting is always secondary to life safety.

REMEMBER: DO NOT PUT YOURSELF OR OTHERS AT RISK.

3.12 Personal Emergency Evacuation Plans (PEEPs)

It is important that establishments identify any staff, pupils or visitors who may need physical assistance to exit their building and provide a plan of evacuation for each affected person. This plan is known as a Personal Emergency Evacuation Plan (PEEP). The affected person may need a nominated person or small team of staff allocated to assist them out of the building in an emergency.

Pupils requiring any assistance or aids to enable them to safely **evacuate**, shall have in place a PEEP using form **GORSE HSF-010 available on the Estates Portal**. **Completed documents** should be held in the pupil's personal records **and communicated to all relevant colleagues**.

Staff or visitors requiring any assistance or aids to enable them to safely **evacuate**, shall have in place an Adult Personal Evacuation Plan using form **GORSE HSF-009 available on the Estates Portal**. **Completed documents** should be held securely in the Reception area.

In order to assist affected persons to escape from a fire, it may be necessary for staff to be trained in the correct procedures to cope with this eventuality. Advice on the specific needs of disabled and sensory-impaired people can be obtained from organisations representing the various groups. The details of these organisations can be found online.

In all cases where they are required, PEEPs must be completed, documented, communicated, and maintained for each affected person to ensure their safe evacuation in the event of an emergency.

3.13 Liaison with Emergency Services

Where necessary, each establishment should ensure that they liaise with all local emergency services with regard to their emergency planning and arrangements. They should prepare and document all the necessary contacts with external emergency services **as** part of their fire safety management plan(s).

In an emergency situation, a senior person must be nominated to meet the emergency services when they arrive to provide them with the following information:

- Details of any relevant hazards and hazard identification arrangements that may assist them, including hazards likely to arise due to the accident or emergency
- What warning, evacuation/invacuation and communication arrangements are in place
- The location of any refuge points, firefighting equipment, isolation points, fire alarm panels and other relevant equipment or information

The senior person nominated to meet the emergency services should have intimate knowledge of the premise and be in contact with the person(s) conducting the roll call(s) at the assembly point(s).

3.14 Short-Term Hiring or Leasing and Shared Site Users

The fire safety responsibilities of those leasing the building (and, therefore, in charge of the activities conducted within the building), and those of the owner/**lessee**, need to be established as part of the contract of hire.

In some educational premises, part of the premise (e.g. a lecture theatre) may be hired out to another organisation for a separate function (e.g. a conference). The fire safety responsibilities of those organising the separate functions, and those of the remainder of the building, need to be established as part of the contract of hire.

The responsible person for each individual unique, occasional or separate event or function will need to be clearly established and documented, and their legal duties made clear to them. In particular, and where necessary, the responsible person will need to take account of their own lack of familiarity with the layout of the premises, the fire safety provisions, and the duties of other responsible persons within the premises.

If you allow your premises to be hired (e.g. a sports hall) you retain overall responsibility. However, some of the checking responsibilities should be passed to the hirer under their hiring agreement to carry out these checks on the day(s) they use the premises.

3.15 Recording of Fire Safety Related Information

All relevant information, forms, issues, drills and reports relevant to fire safety at the establishment, other than Personal Emergency Evacuation Plans, must be recorded, kept up to date and maintained accurately on the Trust EVERY compliance system.

Appendix A: Hot Works Permit (GORSE-HSF-001)

Company/Individual Name:		Permit Number:	
Establishment:		Location:	
Part 1 – Risk Assessment and Authorisation (completed by person issuing permit before work starts)			
Work method assessment: Have less hazardous methods been considered? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Why are less hazardous methods not being applied? _____			
Project specific work method statement:			
Will a project specific work method statement be used and copy attached? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Work by: <input type="checkbox"/> In-house staff <input type="checkbox"/> Contractor - name: _____			
Supervisor and Worker qualifications verified? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Work area risk assessment			
Completed by: _____ Position: _____			
a. Work area is not a "hot work prohibited" area? <input type="checkbox"/> Yes <input type="checkbox"/> No			
b. Automatic sprinkler fully operational (see note 1 on back)? <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No			
c. Hot work equipment is functional, secure and in good repair? <input type="checkbox"/> Yes <input type="checkbox"/> No			
d. Within 10 m (35 ft) of the work area:			
1) Flammable liquids removed? <input type="checkbox"/> Yes <input type="checkbox"/> No			
2) Combustible materials removed or covered with fire resisting materials? <input type="checkbox"/> Yes <input type="checkbox"/> No			
3) Floors swept and overhead structure clean from dust, lint, and debris? <input type="checkbox"/> Yes <input type="checkbox"/> No			
4) Floor and wall openings protected against spread of sparks or embers? <input type="checkbox"/> Yes <input type="checkbox"/> No			
e. Does work involve enclosed equipment? (If yes, complete items 1 to 4)			
1) Adequate ventilation provided? <input type="checkbox"/> Yes <input type="checkbox"/> No			
2) Thoroughly cleaned to remove all flammables and combustibles? <input type="checkbox"/> Yes <input type="checkbox"/> No			
3) Flammable vapors purged? <input type="checkbox"/> Yes <input type="checkbox"/> No			
4) Purging and ventilation verified with gas detector? <input type="checkbox"/> Yes <input type="checkbox"/> No			
f. Fire watch (provided during and after hot work)			
1) Number of personnel required? _____			
2) Location of fire watch personnel: _____			
3) First aid firefighting equipment to be provided: _____			
4) Fire watch duration (minutes) after work complete: <input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> >60 minutes _____			
Note: 60-minute minimum for torch applied roofing			
g. Additional precaution required for this job: _____			
Authorisation: <input type="checkbox"/> Work method assessment approved <input type="checkbox"/> Work area risk assessment approved			
1) Work location: _____			
2) Work description: _____			
Permit valid for work on: Date: ____ / ____ / ____ Times: From: ____ : ____ am / pm To: ____ : ____ am / pm			
Specify frequency of inspections made by the Supervisor during the hot work and the fire watch:			

Frequency: <input type="checkbox"/> Continuous <input type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> 60 minutes <input type="checkbox"/> Other _____
Authoriser name (print): _____ Date: ____ / ____ / ____
Authoriser signature: _____ Position: _____
Part 2 – Worker Acknowledgement (completed by Worker undertaking work before work begins)
Worker and Fire Watch been briefed on precautions and emergency procedures? <input type="checkbox"/> Yes <input type="checkbox"/> No
Worker name (print): _____ Date: ____ / ____ / ____
Worker signature: _____ Position: _____
Part 3 – Periodic Work Area Inspections (completed during hot work and post-work fire watch)
Inspection time: ____ : ____ am / pm Work in compliance <input type="checkbox"/> Yes <input type="checkbox"/> No Initials: _____
Inspection time: ____ : ____ am / pm Work in compliance <input type="checkbox"/> Yes <input type="checkbox"/> No Initials: _____
Inspection time: ____ : ____ am / pm Work in compliance <input type="checkbox"/> Yes <input type="checkbox"/> No Initials: _____
Inspection time: ____ : ____ am / pm Work in compliance <input type="checkbox"/> Yes <input type="checkbox"/> No Initials: _____
Inspection time: ____ : ____ am / pm Work in compliance <input type="checkbox"/> Yes <input type="checkbox"/> No Initials: _____
Details of any non-compliance and actions taken: _____

Part 4 – Final Work Area Inspection (completed by person in charge of work at end of fire watch)
Time hot work ended: ____ : ____ am / pm
<input type="checkbox"/> All areas where sparks or heat might have spread have been inspected with no sign of fire.
<input type="checkbox"/> All fire alarm detectors isolated during the work have been reinstated.
<input type="checkbox"/> Work completed in accordance with this permit.
Supervisor name (print): _____ Date: ____ / ____ / ____ Time: ____ : ____ am / pm
Supervisor signature: _____ Position: _____
Part 5 – Permit Close Out (completed by person issuing permit at end of fire watch)
Permit closed based upon (check one):
<input type="checkbox"/> Permit and work completed in satisfactory manner
<input type="checkbox"/> Permit withdrawn due to: _____
Authoriser name (print): _____ Date: ____ / ____ / ____ Time: ____ : ____ am / pm
Authoriser signature: _____ Position: _____



WARNING!
HOT WORK IN PROGRESS
WATCH FOR FIRE!



In case of emergency, take these actions:

Note 1: Fire protection impairments

- Only fire alarm system smoke detectors in the immediate vicinity should be isolated to avoid unwanted alarms
- Hot work should not be permitted in any area equipped with automatic sprinklers while sprinklers are impaired
- Where hot work cannot be avoided during a sprinkler impairment, consult with Zurich before any hot work proceeds

Note 2: Fire watch

- Maintain an uninterrupted fire watch throughout the work area and adjacent areas
- This includes during lunch, breaks and shift changes
- After work is completed, maintain the fire watch for the timeframe indicated in Part 1 of this permit

Appendix B: General Permit to Work (GORSE-HSF-002)

Company/Individual Name:		Permit Number:	
Establishment:		Location:	
Task or Work Operation Requiring Permit to Work:			
<hr/> <hr/> <hr/>			
Part 1 – Details of the Work and Risk Assessment			
<p>This permit to work is issued for the following work only No work other than that detailed within this permit may be carried out</p>			
Is work to be carried out when pupils/staff/visitors are nearby?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Is work to be carried out when plant, equipment or systems are in operation, other than that for which the permit has been issued?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Are adequate risk assessments and methods of work in place (copy attached), and have they been reviewed and approved prior to completing this permit?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Description of work:			
<hr/> <hr/> <hr/>			
Work by:			
<input type="checkbox"/> In-house staff <input type="checkbox"/> Contractor - name: _____			
Supervisor and Worker qualifications verified? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Method(s) of segregation/isolation/control:			
<hr/> <hr/> <hr/>			
Additional precautions to be taken if plant, machinery or systems are to remain in operation:			
<hr/> <hr/> <hr/>			
Part 2 – Confirmation that Control Measures are in Place (before work starts)			
I certify that the *plant/equipment/system/area identified below has been made safe, dead, isolated, earthed if necessary and all other relevant measures have been taken to ensure that the work and/or tests specified below can be performed in a safe manner.			
*Plant/equipment/system/area:			
Location:			
Work/tests to be completed:			
Isolation:			
Locks:			

Notices:	
Earthing (if applicable):	
Other precautions:	
Supervisor name (print):	
Position:	Supervisor signature:
Date:	Time: ___ : ___ am / pm
Part 3 – Acknowledgement from Person in Charge of Work (before work starts)	
I hereby declare that no work other than that stated above will be carried out, and all precautionary measures will be maintained and adhered to. I acknowledge receipt of this permit having inspected the above safety precautions. I am satisfied that the precautions taken are adequate and I accept responsibility for undertaking the work specified above in a safe manner. I declare that neither myself nor those persons within my control will attempt any other task than is specified above.	
Supervisor name (print):	
Position:	Supervisor signature:
Date:	Time: ___ : ___ am / pm
Part 4 – Permit Authorisation (completed by person issuing permit before work starts)	
Authoriser name (print):	
Position:	Authoriser signature:
Date:	Time: ___ : ___ am / pm
Part 5 – Final Work Area Inspection (completed by person in charge of work)	
I certify that the work specified above has been *completed/stopped; that all personnel, tools and equipment within my control have been removed from the work area, that the above safety measures *have been/must not be removed and that the area is safe for normal use/has been quarantined and appropriately signed.	
Details if not completed: _____ _____ _____	
Supervisor name (print):	
Position:	Supervisor signature:
Date:	Time: ___ : ___ am / pm
Part 6 – Permit Close Out (completed by person issuing permit at end of work activity)	
I certify that the work specified above has been *completed/stopped; that all personnel, tools and equipment have been removed from the work area, that the above safety measures *have been/must not be removed and that the area is safe for normal use/has been quarantined and appropriately signed.	
Permit closed based upon (check one): <input type="checkbox"/> Permit and work completed in satisfactory manner <input type="checkbox"/> Permit withdrawn due to: _____	
Authoriser name (print):	
Position:	Authoriser signature:
Date:	Time: ___ : ___ am / pm

Appendix C: Fire Action Notice Template (GORSE-HST-001)

The Fire Action Notice template below is to be used across all trust and establishment premises.

It is to be placed at every fire call point and final exit, **and must be clear, written in a language unambiguous to non-site-based individuals, visible and unobstructed from other signage, posters or decorations in the vicinity.**

The following sections completed to reflect the fire arrangements within each area where the notice is placed:

- Location of the assembly point
- Location of the nearest call point
- Location of the nearest fire extinguisher
- Name or number of the room

The logo of the establishment should be inserted in the top left-hand corner of the Fire Action Notice.

Insert
Establishment
Logo Here



Fire Action Notice



Any person discovering a fire or a suspected fire should activate the nearest, safest fire call point.



On hearing the fire alarm, all PUPILS must listen carefully to the instructions given and do exactly as they are told by staff. STAFF, VISITORS and CONTRACTORS must comply with the Establishment fire evacuation procedures.



When instructed, you must leave the room and building by the nearest and safest fire exit. Proceed in silence and in a calm and orderly manner.

Everyone is to report to the fire assembly point. A full register will be taken and further instructions will be given.

Your assembly point is
located at the:



- DO NOT attempt to fight the fire unless you have been appropriately trained, are a nominated person at the site and it is safe to do so
- DO NOT take any unnecessary risks
- DO NOT attempt to collect personal belongings
- DO NOT return to the building for any reason unless authorised to do so

Your nearest call point is located at:

Your nearest fire extinguisher is located at:

Room No: