



FIRE SAFETY POLICY

THIS POLICY IS REVIEWED ON AN ANNUAL BASIS

Policy reviewed by: Jonathan Ritchie – Director of Estates and Facilities

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Version: v7.0

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Next review date: 01/06/2025

Reviewer's Signature: 

Please note: 'School' refers to Chatsworth Schools; 'parents' refers to parents, guardians and carers.

This is a whole school policy, which also applies to the Early Years Foundation Stage.

POLICY AMENDMENT PAGE

Date	Key Amendments	Version Number	Reviewed by
11/01/2018	Policy Approved – Fit for use by schools.	v1.1	RG
01/09/2019	Annual Endorsement	v2.0	RNB
01/09/2020	Annual Endorsement	v3.0	RNB
01/09/2021	Hettle Andrews & Associates Limited added as an option under the Fire Risk Assessment heading on page 4	v4.0	RNB
01/09/2022	Law at Work removed as an option under the Fire Risk Assessment heading on page 4	v5.0	RNB
01/11/2022	Legal Requirements section updated to reflect that the Fire Safety (England) Regulations 2022 will replace the Regulatory Reform (Fire Safety) Order 2005 & will come into force on 1st January 2023	v5.1	RNB
17/03/2023	Legal Requirements section updated	v5.2	RNB
01/09/2023	Frequency of Fire Risk Assessment changed from 2-Yearly to 4-Yearly on page 4	v6.0	JR
01/09/2024	Page 3 under the 'Legal Requirements' heading ; wording change in paragraph 2. Page 5 under the 'Fire Risk Assessment' heading ; change of who completes a comprehensive fire risk assessment to a 'Qualified Fire Risk Assessor' to account for the fact that 2 x Chatsworth Schools Site Managers will be 'Qualified Fire Risk Assessors', so we're no longer confined to using the Risk Services arm of our Insurance Brokers, Assured Partners Hettle Andrews. Page 5 under the 'Fire Safety Training' heading ; wording change in paragraph 3 to clearly state that 'Fire drills are undertaken within the first two weeks of each term'.	v7.0	JR

Introduction

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

Legal Requirements

The Fire Safety Act 2021 (the Act) received Royal Assent on 29 April 2021 and commenced on 16th May 2022. The Act amends the Regulatory Reform (Fire Safety) Order 2005 (the Fire Safety Order).

The Fire Safety (England) Regulations 2022 (the Regulations) have been introduced as an important step towards implementing the recommendations of the Grenfell Tower Inquiry Phase 1 report. The Regulations were introduced under Article 24 of the Fire Safety Order and came into effect on 23 January 2023.

The Regulations apply to England only. The Regulations can be found on the UK Government website - <https://www.gov.uk/government/publications/fire-safety-england-regulations-2022>

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

Responsibilities

The School Fire Safety Policy forms part of the School's Health and Safety Policy and in common with that policy extends through the whole school, with specific responsibilities as below:

- The Directors ensure that an appropriate policy is in place in the school and that arrangements are made for its effective implementation;
- The Head has the ultimate responsibility for the implementation and management of this policy;
- The Bursar is responsible for the effective implementation of this Policy and its role within the School's Health and Safety Policy;
- The FSO places duties on the 'Responsible Person'. Certain day-to-day responsibilities can be delegated down to a 'duty holder'.
- All employees have the responsibility to cooperate and to ensure that the workplace is safe from fire and its effects and must not do anything that will place themselves or other people at risk

The Responsible Person for the school is : Matthew Toomey

The Duty Holder for the school is: Katy Joiner

Policy Objectives

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

Managing Fire Safety

The school has delegated day-to-day responsibility for managing fire safety to the 'duty holder' i.e. the Head of Site (at Chatsworth Schools, this is the Head of each school).

The Head of Site and the Site Manager will:

- Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times; and that the means of escape have adequate emergency lighting
- Provide and maintain in working order all firefighting appliances and devices including:
 - a) fire detection and alarm systems
 - b) emergency lighting systems
 - c) firefighting equipment
 - d) notices and signage relating to fire procedures
 - e) means of escape, taking into account the needs of any disabled users
- Carry out or arrange to have carried out a fire safety risk assessment on each of the school buildings to ensure that the school's facilities are compliant; and reduce the risk of fire incidences by carrying out appropriate task risk assessments
- Provide appropriate instruction and training for all school staff on the action to be taken to protect people and property including regular fire evacuation practices for all the school;
- Ensure that all staff, students, contractors, visitors and third-party hirers are made aware of and comply with the school's fire procedures;
- Ensure that fire safety information is provided in all rooms and that formal signposting is provided throughout the site;
- Identify any special risks, e.g. the storage of hazardous materials, and put in place appropriate procedures to minimise the risks;
- Liaise with third parties; the emergency services, and the school's insurers to ensure that best practice for fire prevention and procedures is in place;
- Monitor and review this policy on a regular basis so as to ensure that any new risk or alteration to regulations is addressed.

Monitoring

The school utilises the services of various outside personnel to carry out effective monitoring of its duties.

The fire detection and alarm system is maintained and checked by the schools' external provider. The alarm sounders are tested on a weekly basis by the Site Manager.

The emergency lighting is checked by the schools' external provider.

Notices and Signage are updated as and when required and checked monthly by the Site Manager.

Firefighting equipment is visually checked weekly by the Site Manager and extinguishers are replenished or replaced annually by the schools' external provider.

A Fire Logbook, which contains records of fire safety issues, is maintained by the Site Manager and located at each Site. These issues include:

- fire drills
- the storing of hazardous materials

- the inspection and testing of:
 - o fire detection and alarm systems
 - o emergency lighting systems
 - o firefighting equipment
 - o staff training records

Fire Risk Assessment

The school does carry out a comprehensive fire risk assessment undertaken by a Qualified Fire Risk Assessor in cooperation with the Site Manager and the Heads of school for each of its buildings 4 yearly. These assessments are kept in the Fire Log File. Training for these people has been carried out and details are on the Single Central Register.

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

The fire risk assessment will be reviewed and amended annually, and more frequently if circumstances change, or if it is either no longer valid or if any changes are planned, such as:

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

Fire Safety Training

All staff receive basic fire safety induction training upon joining – advising of escape routes and evacuation procedure. All staff should receive updated training at reasonable intervals (annually) and more regularly, if the evacuation routes or firefighting equipment change. Records of all staff fire safety training should be kept by the named post holder (Responsible Person), for the purposes of identifying those who have not been trained recently, as well as for inspection.

Pupils are given instruction by their form tutors during the first week of each term on their actions to be taken in the event of a fire.

Fire drills are undertaken within the first two weeks of each term and at least once each term to evaluate the effectiveness of the school's evacuation procedures. These drills will take place at different times of the day, so that pupils and staff know what to do at "unusual times of the day", such as during assembly, break time or just as school ends. The findings of the drill are reported to staff through the report by the Site Manager at the next staff meeting. Any conclusions and remedial actions are recorded and implemented.

Please see below for a list of staff fire safety training:

Name	Training	Date of Training
Rebecca Pugh	Fire Marshall	12.11.24

Lisa Flynn	Fire Marshall	12.11.24
Sharon Leeves	Fire Warden	16.03.23
Tom Dimmock	Fire Marshall	12.11.24
Charlotte Norman	Fire Warden	16.03.23
Jude Ing	Fire Warden	16.03.23
Suzann King	Fire Warden	16.03.23
Teresa Davies	Fire Warden	16.03.23

Evacuation Procedures

The evacuation procedures, which are to be followed in the event of a fire alarm, are annexed to this Policy. This document details the responsibilities of staff and individuals during an evacuation and subsequent roll call. There are 2 members of staff at each site that have undergone Fire Warden training, details of which can be found in the Fire Safety record manual.

The document also includes specific Guidance on the Evacuation of Disabled Persons from the School Buildings.

Interpretation

In this policy, the term “senior manager” means the School Head and their designated deputies.

This policy applies to all employees in all Schools (save for Schools with their own procedure which shall prevail) and other work environments within Chatsworth Schools.

This policy applies within all companies, which are wholly owned subsidiaries of Chatsworth Schools Ltd, a company registered in England, registered number 11552579.

The registered office of all companies is Crimea Office, The Great Tew Estate, Great Tew, Chipping Norton, Oxfordshire, OX7 4AH. Any enquiries regarding the application of this policy should be addressed to the Director of Information at the above address.

This policy does not form part of any employee's contract of employment and may be amended at any time.

Appendix 1

EVACUATION PROCEDURE - (the signal is a continuous tone)

THERE MUST BE NO TALKING FROM THE MOMENT YOU HEAR THE ALARM

You will be instructed to:

Vacate all Rooms and Laboratories closing doors as you leave. Books, bags and kit should be left where they are. The arrows and signs on the walls indicate the route to be followed from each room.

To ensure that arriving late students or visitors do not enter the building during an evacuation the following staff will be stationed at these points:

Front/ back of School: Front of the school is locked on a mag lock.

Reception will bring registers for Class teachers to collect (or those rostered on the day's substitution (cover) sheet). Additionally teachers will take registers on their ipads.

SENIOR SCHOOL – Procedure for Students and Staff:

Years _____ WALK to the _____

Students - Line up IN SILENCE by Tutor Group, forming straight ALPHABETICAL lines

7	8	9	10	11

If the Class Teacher is absent his / her responsibilities are assumed by the next person on the list above.

Wait IN SILENCE for Tutors to check the roll. Tutors remain with their Tutor Groups throughout.

Class Teacher collate the names of ALL those in their Class NOT with their form and not registered absent; report details to Deputy Head who will liaise with Head of Senior.

Senior School Staff: please congregate on _____

All staff report to Deputy Head and if he is absent then directly to Head of Senior

Line up and state your SURNAME clearly, making sure that you are ticked off the list.

JUNIOR SCHOOL – Procedure for Students and Staff:

WALK to Nursery garden – congregate at ____Nursery garden_____

Students - Line up IN SILENCE in your classes, forming straight ALPHABETICAL lines.

NUR	REC	1	2	3	4	5	6

Headteacher to be informed that all are present or who are missing

All staff report directly to Headteacher

Line up and state your SURNAME clearly, making sure that you are ticked off the list.

6th FORM - Procedure for Students and Staff

WALK to _____

Students - Line up IN SILENCE in your classes, forming straight ALPHABETICAL lines

12	13

Head of 6th FORM to be informed that all are present or who are missing.

Staff report to Bursar and if absent then directly to Head of 6th FORM.

Line up and state your SURNAME clearly, making sure that you are ticked off the list.

VISITORS are the responsibility of those they are visiting.

Everybody (staff and students) must wait quietly for further instructions

REMEMBER: This procedure must be accurate, quick, yet unhurried. Do not jostle, barge or shout.

Staff and Students must remember to sign out and sign in when leaving / returning to School, so that they can be accurately accounted for.

If there are staff or students unaccountably absent, then the following procedures will apply:

If the Fire Brigade is present Head of Senior/ Junior/ Sixth Form will pass the names and likely whereabouts to the relevant officer.

If not, Head of Senior/ Junior/ Sixth Form will instruct their deputies to investigate, remaining in telephone communication with them.

In addition:

For a student who is less able-bodied in any way, it is the responsibility of the member of staff teaching him / her at the time of the alarm to ensure that the student is assisted to vacate the building and away from danger both quickly and safely.

Site Manager

Created __Matthew Toomey _____

Appendix 2

Guidance on the Evacuation of Disabled Persons from the School Buildings

Students and employees with a disability should already have been identified and information held in the Fire Risk Log.

Having considered the risks, the Head of Site with SENDCO will propose specific procedures for assisting in the evacuation of persons with a known disability. A “buddy” will be appointed for any student or employee requiring assistance in an emergency evacuation. Where teachers have a student with a known disability, they must ensure that the student is aware that the alarm has been triggered and that they follow the evacuation procedure accordingly.

Disabled staff must have identified themselves to the Head and any specific requirements must be addressed as soon as they are known.

Specific Evacuation Requirements - Wheelchair Users/Persons with Mobility Difficulty

Wheelchair users or any person with difficulty walking (e.g. anyone temporarily using crutches) should wait until everyone else has left the room before making their way to the exit, assisted by their “buddy”, teacher or other third party, if required.

Visitors with Disabilities

On arrival, disabled visitors to the School should be asked to identify any special requirements in the case of an emergency evacuation. The person hosting the visitor should ensure the visitor’s safety in the event of an emergency evacuation.

Wherever possible, (i.e. when on ground floors) all persons, including wheelchair users, should make their own way out of the building by utilising the fire escape routes. Whenever the route is blocked, or the person is above ground floor, wheelchair users must be either assisted by their “buddy”, teacher or another third party. When evacuating the upper floors of the buildings, anyone unable to leave without assistance should wait for assistance in the “Refuge” Corridor area¹.

¹The use of the term “Refuge” is intended to mean a place where people can safely wait for a period of time whilst the evacuation process is being undertaken. It is not a place to leave people for the duration of the alarm, but it has been selected for its additional protection from fire, meaning that it will remain a safe place to wait.

Lifts must NEVER be used during an emergency evacuation.