



L.E.A.D. Academy Trust

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Fire Safety Policy

September 2025

Regatta Building

POLICY DOCUMENT: **FIRE SAFETY & PREVENTION**

Rationale

The prevention of fire is of vital importance. It is the responsibility of all personnel to become conversant with these instructions.

Upon the outbreak of fire the saving and preservation of life takes precedence over the salvaging of property. A member of staff's first and over-riding duty is of course to look after the persons under their charge and this will mean the evacuation of the building. No attempt should be made to fight fire until their safety is assured as per fire safety training, without exposing any person to risk.

Manager Responsibilities

Below is an overview of the responsibilities which is intended to support managers in identifying their key duties that need to be taken to comply with the requirements of this document and the safety management systems of L.E.A.D. Academy Trust.

- Managers must ensure that fire precautions are in place to maintain the fire safety of colleagues and citizens including pupils, visitors and contractors.
- Managers must ensure that the fire risk assessment is in place and completed by a competent person for any locations that they manage and where their colleagues are based.
- Managers must ensure suitable and adequate fire-fighting equipment is in place to assist persons to enable evacuation to a place of safety in the event of an emergency.
- Premises managers need to have considered the routes to emergency exits and those fire exits are kept clear, not secured or locked and lead to a place of safety. (certain premises may be required to secure exits to protect children or other vulnerable persons but this must be backed up by identified procedure and fire risk assessment)
- Managers need to ensure that any evacuation that does not take people outside but to another location within the premises (horizontal / lateral evacuation), a minimum 30-minute fire door and compartmentalisation zones must be clearly identified and all colleagues **must** be trained and made aware of the location of these fire zones within the premises.
- Managers must ensure that all colleagues are given training on their first day which must include the specific fire procedures of the premises, methods of evacuation, locations of fire exits, raising the alarm, the location of the evacuation point and any other relevant fire information which could affect them in the event of an emergency.
- Managers need to ensure that all colleagues have received appropriate suitable training regime on a regular basis to ensure that all colleagues are aware of the fire prevention measures within the premises and their roles and duties during an emergency. The complexity of this training needs to be identified within the fire risk assessment and may include a mix of formal training sessions, discussion of fire safety within team meetings or other fire information. This will be supplemented by fire drills.
- Managers need to consider the need for fire wardens within your premises as part of the fire risk assessment.
- Managers need to provide information to colleagues on Fire Fighting Equipment (FFE). This should clarify that is only be used to aid evacuation unless supported by specific training identified through

assessment which will give more specific training on the practical operation on the use of FFE so it could be used to fight fires.

- Managers need to provide the employer of any person who may visit from an outside organisation with information on risk in relation to fire safety and in addition, provide these persons with all necessary fire instructions (contractor management).

• **Employee Responsibilities**

- The Health & Safety at Work Act 1974 section 7 requires all employees to consider their own health & safety and the safety of others.
- As an employee of the Trust, if you have concerns in relation to health & safety that is likely to cause you or someone else, injury or ill health then you must ensure that the concern is communicated to your manager immediately.
- You are also required to co-operate with the management of the Trust to ensure compliance with the health & safety arrangements, policies and procedures and work to the requirements identified within this document.
- All facilitators will be shown the fire safety card and procedures before leading a session at the Hub.

• **What Causes Fire**

- Three elements - fuel, oxygen and heat - have to be present in order for the combustion process to take place.
- With these 3 elements in place, all that is then required is an ignition source and you have a fire.
- There are numerous sources of ignition excluding arson in non-domestic fires and the most common causes are identified below.
- Managers need to be aware that within the Trust, most fire incidents that result in an insurance claim are caused by arson or other malicious action.
- Ensuring that vigilance and monitoring by all colleagues can reduce the potential for this type of fire incident to occur but simple measures such as good housekeeping and reducing or removing combustible materials are stored against outside walls will reduce the potential for malicious fires to take place significantly and must be emphasised to all colleagues.



Fire Legislation

The Regulatory Reform (Fire Safety) Order 2005 requires all employers to manage their own fire safety arrangements.

This legislation includes a statutory requirement for the completion of a fire risk assessment for each premises under their control.

This legislation also requires employers to specifically identify responsible persons who will manage fire safety and undertake a risk assessment.

Within the risk assessment, the following areas are considered:

- fire safety arrangements for the premises
- elimination and reduction of fire risks
- fire-fighting equipment and methods of detection
- emergency routes and exits
- information and training to employees
- co-operation and co-ordination of shared workplaces

Responsible Persons – Legal Definition

The Regulatory Reform (Fire Safety) Order 2005 identifies that the responsible person is defined as the employer / manager, if the workplace is to any extent under their control.

At L.E.A.D. Teaching School Hub, the responsible person is:

Sophie Hayes Watson- Operations Manager

Amanda Griffiths- Teaching School Hub Director

Colette Duggan- Teaching School Hub Deputy Director

These persons must be informed of a fire no matter how small.

In addition to this definition, the responsible person is also considered as the owner / landlord of premises where the occupiers do not have direct control e.g. common areas of a multi-occupancy premises. This is BCW Consultancy.

Where this type of multi-occupancy premises arises, each tenant is required to identify a responsible person for their own work environment and the landlord would be considered the responsible person for the rest of the premises.

Fire Risk Assessment

Managers ensure that each of the premises which have their colleagues in it, has a completed fire risk assessment. The Trust has a centrally organised contractor who is tasked with the completion of the majority of fire risk assessments across the Trust.

Under the Regulatory Reform (Fire Safety) Order 2005 a fire risk assessment **shall** be completed in all workplaces by a competent person.

For L.E.A.D. Professional Development this is: David Mickelson

The assessment includes:

- The means of detecting a fire and giving warning in the event of a fire.
- Provision of suitable fire-fighting / safety equipment.
- Maintenance of fire-fighting / safety equipment.
- The means of escape from the building.
- Provision of fire safety training and evacuation drills.
- Analysis of ignition sources.
- Analysis of combustible materials.

Buildings Occupied but not owned by the Trust or Shared with Other Employers or Organisations

In buildings occupied by more than one organisation there is close co-operation and liaison to ensure that all issues and areas of the building are assessed, responsibilities identified and to ensure that any remedial actions identified are actioned and referred to the correct persons. This is carried out by **BCW Consultancy** who own the building in which L.E.A.D Professional Development is situated. **BCW Consultancy** property management has a responsibility to ensure that equipment and areas of the building under their control comply with the requirements of the regulations.

L.E.A.D Professional Development ensures that an assessment is carried out in areas that the Trust is responsible for, especially areas occupied by Trust personnel.

The fire risk assessment template, prepared by the Trust Safety Team, is included within the fire management document. This fire risk assessment form is intended to cover a wide range of issues, so some questions may not be relevant to all workplaces.

Details of this assessment and the contents of the fire management document must be communicated and discussed with the employees it affects.

Fire Drills and Testing

Fire drills will be carried out in accordance with the occupancy agreement. This is usually 3 times annually with one unannounced drill. The fire warden leading the drill will debrief the Fire Wardens regarding actions and next steps. **All staff must participate.**

The fire alarm system will be tested weekly by the building manager. This is recorded by the property owners. All the fire alarms in the Regatta Building are activated by a fire detection system.

Emergency Exits and Registers

All emergency exits are to be kept clear and free from obstruction at all times.

It is the responsibility of the Teaching School Hub Director to ensure staff are full aware of the contents of these instructions and know the location of all fire exits and the assembly point in the immediate vicinity.

Visitors and employees are to be signed in accurately and then be briefed in relation to the fire safety procedures and exits. A summary sheet will be created and handed to the fire warden/brigade on arrival.

Fire wardens will wear high Viz jackets when an alarm sounds to ensure that they are clearly visible to others.

Enforcement and Regulating Fire Precautions

The Fire and Rescue Service is the enforcement body for ensuring compliance with all fire related legislation. Local fire authorities no longer offer general advice on fire safety for premises.

If you require advice or assistance on fire safety matters, contact either the Trust Safety Team or the Estates Development Manager.

Fire Brigade Attendance to any Incident

The Fire Service will **not** automatically attend your site during normal building operating times until there has been confirmation that their attendance is required.

However, the Fire Service's attendance outside normal working hours is unchanged.

As the responsible person, when the building is occupied and the fire alarm is activated, if a fire is suspected or there are signs of fire, a **999 call must be made by the nominated person.**

The Fire Service will not attend without this confirming telephone call.

It is recommended, if it is safe to do so, that a check is made for signs of a fire and a phone call is made to the Fire Service confirming their attendance is required.

Extinguishing Fires







When considering fire evacuation and fire-fighting arrangements, it must always be remembered that people are always more important than property. Training in the use of extinguishers is in place, so that personnel are not put at unnecessary risk.

The use of extinguishers may be necessary to assist in the evacuation of colleagues and others. Named Fire Wardens receive adequate training on the use of extinguishers so they understand this. Fire Wardens receive regular practical training on the use of fire-fighting equipment which will need to be identified within a specific risk assessment on this issue.

Any person who has not received this practical training must be made aware that only the trained and identified colleagues should use fire extinguishers to tackle a fire.

Where they hose reels are installed, they must only be used by trained colleagues or fire fighters. Extinguishing fires will be in accordance with the following section.

Fire Extinguishers Types

		EXTINGUISHING AGENT				
FIRE TYPE		Water	Foam	CO ₂	Powder	Wet Chemical
Class A: Cardboard, paper, wood, textiles (anything organic)		✓	✓	✗	✓	✓
Class B: Flammable liquids (e.g. petrol, oils, paints)		✗	✓	✓	✓	✗
Class C: Fires involving flammable gases (e.g. propane)		✗	✗	✓	✓	✗
Class D: Fires involving metals (specialist)		✗	✗	✗	✗	✗
Live electrical equipment		✗	✗	✓	✓	✗
Class F: Fires involving cooking oils		✗	✗	✗	✗	✓
UK Extinguisher Colour Code*		Red	Cream	Black	Blue	Yellow

Prior to purchasing new equipment, ensure that Trust Safety Advice or Trust Estates Development Management are aware and also ensure that the equipment is then included on the annual maintenance programme.

Fire Signage

Fire Action Notices and Signage

Mandatory signage is used and checked annually as part of the fire risk assessment.

Fire Safety Instructions are also kept for Facilitators to access this and share with participants.



Evacuation Arrangements (PEEP's)

As part of the fire risk assessment process, consideration are made for the safe evacuation of all persons on your site.

Where an individual works in the building with evacuation needs which are greater than the instructions listed in **Appendix 1** their needs are properly identified and adequate written arrangements developed with the creation of 'Personal Emergency Egress Plans' (PEEP) . This identifies the needs of specific individuals and details of other people who would assist them in an evacuation. Egress plans also need to be in place for visitors to the building.

The actions required to ensure the safe and effective evacuation of disabled people in an emergency situation need to be given detailed consideration. A risk assessment document outlines the procedures which need to be in place, taking account of the various scenarios that may arise.

Fire Safety Information, Instruction and Training

New employees and visitors to the building are told about emergency fire procedures and shown the means of escape on their first day of employment. **See appendix 1**. This is done in the location the person will work or be based from.

All employees receive appropriate fire precautions training / information at least once a year. This training / information may include, as appropriate:

- Action to take when a fire is discovered, including how to raise the alarm.
- What to do if you hear the alarm.
- Procedures for alerting and evacuating members of the public.
- Arrangements for calling the fire brigade.
- Location of fire escape routes and the identified fire assembly point.
- Importance of keeping fire doors closed (to prevent the spread of fire, heat and smoke).
- The location and, where appropriate, the use of fire-fighting equipment.
- How to stop machines and isolate power.
- The reason for not using lifts.
- The importance of general fire safety and good housekeeping.

This training is delivered by the Teaching School Hub Director and followed by individual fire training online.

Fire Wardens will have an additional set of training to complete to ensure that they are fully qualified for the role.

Checking Fire Safety

Regular checks to monitor fire safety must be made at all workplaces. These checks should be co-ordinated by the responsible person.

Checks are made on a daily basis, such as visually checking that fire exits are not blocked, equipment is turned off when not in use. Matters are included in the Fire Risk Assessment Form and the fire log book where necessary.

Reporting Fires

All fire incidents that occur within Trust owned or operated premises, however minor, must be recorded using the Fire Incident Report Form and a copy e-mailed to the Trust Safety Team.

In addition, where a fire results in any injury to colleagues or third parties (public, service users, pupils, etc.), it must be reported using the on line accident reporting system.

Managers must also ensure that contact is made with the Estates Development Manager and both the trade union safety representatives and the Trust's Insurer is also made aware in these circumstances.

Entering another Setting as a Teaching School Hub/Trust Employee

Where a planned activity is due to take place with a member of staff entering another school, fire risk assessments and policies within the host school must be adhered to. The lead member of staff for the activity will complete a Risk Assessment Form if this is necessary for any aspects which may pose an additional risk in relation to fire safety.

Hot Working and Hot Working Permit to Work

When any 'hot work' is carried out within a premises, such as gas welding and cutting and the use of bitumen burners in re-roofing etc, it is the responsibility of both the contractor who is in charge of the work to be undertaken and the responsible person on site to maintain fire safety arrangements.

A hot work permit to work form **must** be completed prior to any 'hot work' commencing which is instructed by **BCW Consultancy** the property owner. The permit and warning notice **must** then be displayed at the point of action.

Work on Fire Alarm Systems or other Fire Protection Systems within the premises

It is the responsibility of the property owners '**BCW Consultancy**' to ensure that when any work is to be done to the fire protection system that the L.E.A.D. Professional Development Fire Wardens are informed. Fire Wardens will then instruct affected colleagues of the amended actions required during the period that the fire alarm system is deactivated and / or changes to the evacuation routes as necessary to maintain a safe means of egress in the event of an emergency.

Managers will ensure that when a fire alarm is to be de-activated for any period of time, contact is made with the Trust Safety Team and the Trust's insurers so that they are aware of the situation and can provide advice if deemed appropriate.

References and Further Information

The following information and reference material is in place to assist managers to understand their responsibilities and duties.

L.E.A.D. Academy Trust Documentation

Fire Risk Assessment Template

Fire Log Book

Hot Work Permit

External References

Fire Evacuation Plan

ASSEMBLY POINT:

This is in the top right hand corner of the main car park

ACTION ON DISCOVERY OF FIRE- ALL

- Shout "FIRE, FIRE, FIRE"
- Sound the alarm using the nearest fire alarm call point (Break Glass)
- Leave the building using the nearest fire exit
- Do not collect coats or bags
- Report to the fire assembly point as described above
- The Office Manager or Evacuation Coordinator will call the fire brigade
- Do not re-enter the building, unless told to do so
- Only attempt to tackle small fires if trained & confident to do so
- Do not risk your own safety

ACTION ON HEARING ALARM

- As above, but no need to trigger the fire alarm call point
- You will be informed of a planned fire drill on arrival

Fire Wardens

- Put on High Viz Jackets
- Ensure that the registers are collected from the sign in system
- Ensure that all visitors and contractors are escorted out- toilets are checked
- Disabled persons will be allocated an assistant on entry to the building

When Outside

- Instruct one person to wait by the road to direct the fire brigade
- Take the register against the online system when outside to ensure that all are present
- Meet with the fire warden/brigade to confirm next steps or lessons learnt
- Await further direction from Fire Marshall or Emergency Services

FIRE SERVICE

Access for emergency vehicles is via the main road. The Teaching School Hub Director (or appointed Deputy) will greet the Fire Service on their arrival and will inform them:

- Location of fire (if known)
- Anyone still in the building (and location if known)
- Location of any specific hazards (e.g. gas cylinders)
- Any keycodes

Staff and visitors may only re-enter the building once the Fire Service or the Senior L.E.A.D. Professional Development team have given the all clear.