



FIRE SAFETY (PREVENTION) POLICY STATEMENT

Introduction

PP Academy Ltd ("PPA") recognises and accepts its responsibilities under The Regulatory Reform (Fire Safety) Regulations 2005, to 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 Requirement

The Regulatory Reform (Fire Safety) Order 2005 (commonly referred to as the FSO) came into force on 1st October 2006. The purpose of the legislation is to place a greater emphasis on fire prevention by ensuring that all persons responsible for premises comply with their statutory duties and implement the general fire precautions which are needed to protect all persons from death or injury in the case of fire.

This Policy explains how PPA complies with the Regulatory Reform (Fire Safety) Order 2005 to ensure that, where possible, fire is prevented and that any fire risks are adequately controlled.

1. Responsibilities

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

- The Chief Operating Officer ("COO") ensures that an appropriate policy is in place in the Academy and that arrangements are made for its effective implementation.
- The COO has the ultimate responsibility for the implementation and management of this policy
- The Safety Officer (also the COO) is responsible for the effective implementation of this Policy and its role within the Academy's Health and Safety Policy
- The FSO places duties on the 'Responsible Person'. If the Local Authority is the employer, they are therefore 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.

1. 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

2. Managing Fire Safety

Everyone is responsible for fire safety at PPA and all staff are required to undertake the following training before commencing work at PPA:

<https://vimeo.com/780718761/e2f824dd08>

The Safety Officer has been delegated day to day responsibility for managing fire safety.

The Safety Officer 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, considering the needs of any disabled users.
- Carry out or arrange to have carried out a fire safety risk assessment on the Academy building to ensure that the Academy'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 Academy staff on the action to be taken to protect people and property including regular fire evacuation practices for all the Academy
- Ensure that all staff, students, contractors, visitors and any third-party users are made aware of and comply with the Academy's fire procedures
- 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 Academy's insurers to ensure that best practice for fire prevention and procedures are in place

- Monitor and review this policy on a regular basis to ensure that any new risk or alteration to regulations is addressed.

3. Fire Risk Assessment

A comprehensive Fire risk assessment is carried out regularly to cover all areas of the Academy and kept on file. Control measures have been put in place according to need. These assessments are recorded and are open to re-examination on a regular basis or when circumstances change that effect the risk of fire in an area. Follow-up action is taken to ensure that the recommendations recorded in the assessment lead to corrective action whenever possible.

4. Fire Detection System

An automatic fire detection and alarm system is in place throughout the building. Activation of any one of the smoke or heat detectors will automatically sound the fire alarm and, where fitted will close any automatic fire doors. The system is serviced twice yearly under planned, preventative maintenance and an emergency call out system is in place. The system is tested on a weekly basis by means of activating a call point and recorded.

5. Portable Fire Fighting Equipment

Appropriate fire-fighting equipment is placed around the site. Water, Foam, Powder, Carbon Dioxide and Wet Chemical extinguishers are located in areas appropriate to their use. Fire blankets are situated in all kitchen areas. All fire-fighting equipment is serviced annually by a specialist contractor. It is routinely inspected by the Safety Officer and used or misused extinguishers are refilled when required. Extinguishers are accompanied by signage compliant with the Health & Safety (Safety Signs and Signals) Regulations 1996 and based on the HSE L64 (Third edition, 2015).

6. Escape Routes

All corridors and exit routes are protected by 30-minute fire doors. Routes are regularly inspected to ensure they are kept free from obstruction and all required pictogram signage is in place to direct persons to a place of safety. From every corridor there are two escape routes. Intumescent strips where fitted are checked regularly and replaced when appropriate.

7. Emergency Lighting

All corridors are fitted with emergency lighting. This is maintained according to the recommendations of the IEE Wiring Regulations, 17th Edition. The emergency lighting is inspected on a regular basis and tested to full run down annually.

8. Electrics

Fixed wiring and PAT testing are carried out at required and regular intervals and documented records retained. Issues highlighted from these inspections are rectified as quickly as possible. Visual inspections of cables and wires are carried out regularly and any defective items are removed from use immediately and repaired or replaced.

9. Fire Procedures

Strict fire procedures are in place. All new members of staff and all new pupils are informed of these procedures on arrival. The procedures are reinforced with set fire drills every term. Fire assembly points are established and their locations along with the fire procedures are published throughout the Academy. PEEPs are produced where required and an evacuation plan for the building.

10. Fire Safety Training

All staff receive basic fire safety induction training and complete refresher training periodically. Fire wardens and those with specific roles and responsibilities receive more detailed training on their requirements and duties. Pupils are given instruction on their actions to be taken in the event of a fire. Fire drills are planned each term to evaluate the effectiveness of the Academy's evacuation procedures. The findings of the drill are reported and any corrective action addressed as necessary.

11. Fire Logbooks

Maintenance and inspection records are kept in a fire logbook within the Academy.

Policy Updated: September 2023

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