

UNIVERSITY ACADEMY
HOLBEACH



UNIVERSITY OF
LINCOLN

The University Academy Holbeach

Principal: Sheila Paige BA (Hons.)

Fire Policy

7th November 2019

To be reviewed annually.

Fire

Fire prevention is an important obligation for all School's. CEO & Governors has a responsibility for ensuring the health, safety and welfare of all staff and pupils who may have access to the premises. These general duties include safety in relation to fire hazards, both from the work processes and activities, as well as general fire safety.

It is the responsibility of University Academy Holbeach to ensure that all staff, pupils, visitors and contractors are protected from the risks of fire. In order to achieve this, appropriate fire prevention, precautionary and evacuation measures shall be taken in compliance with the relevant fire legislation and recognized good practice standards.

Associated Hazards

- Flames and heat
- Smoke and toxic fumes
- Reduced oxygen
- Collapse of buildings.

CEO & Governors' Responsibilities

Site Manager will ensure that:

- All staff receive comprehensive training at all inset days to ensure that they are fully aware of all the arrangements in place to facilitate a safe evacuation
- A fire risk assessment for the relevant premises* is undertaken (and regularly reviewed) which clearly sets out identified control measures
- Where dangerous substances (classified as explosive, oxidising, extremely flammable, highly flammable and flammable) can cause harm from fire or explosion and are stored or used in the workplace, a competent person will need to prepare and implement a suitable and sufficient risk assessment and comply with the requirements of the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR).

**** Note: either employers or persons in control of the premises have a duty to carry out a fire risk assessment.***

- A register of staff and pupils is kept up-to-date and will be taken to the fire assembly point in the event of an evacuation
- It takes account of people with disabilities when determining fire safety arrangements and evacuation procedures for buildings under its control
- Training in fire safety are adhered to

- A fire logbook is kept up-to-date and that it is available, on request, to the enforcement agencies
- The fire alarm and all associated equipment is tested in line with current guidance and tests are recorded in the fire logbook
 - All fire-fighting equipment is tested on a regular basis as per the manufacturer's guidelines and records kept
 - A fire evacuation drill is carried out each Term and details recorded in the fire logbook
 - Any emergency lighting and emergency exit lights are tested according to current guidelines and tests recorded
 - All hazardous chemicals, gases and other hazardous materials are recorded and an inventory kept for information/inspection by the enforcing authorities
 - A regular check is made to ensure escape routes and doors are not obstructed. Fire exit doors will be unlocked and available for use at all times when persons are in the building. All fire doors will be closed at all times and not wedged open.

Staff's Responsibilities

All staff are required to:

- Practise and promote fire prevention
- Raise the alarm on discovery of a fire
- Report any concerns regarding fire safety to management, so that any shortfalls can be investigated and remedial action taken
- Receive basic training in the action to take in the event of fire
- Follow instructions and training in relation to fire safety in the workplace
- Co-operate with management arrangements for fire prevention in the workplace
- Accept individual responsibility to take reasonable care for the health and safety of themselves and for any other person who may be affected by their acts or omissions.

University Academy Holbeach does not expect staff to fight fires, however, extinguishing action can be undertaken if it is safe to do so and you have been trained. On no account should a closed room be opened to fight a fire.

Fire Action

If You Discover A Fire

- Immediately operate the nearest alarm call point or notify the senior member of staff present
- Attack the fire (only if trained and if safe to do so) with the appliances provided. **Do not take personal risks.**

The Responsible Individual will call the fire service immediately by:

- Using the phone to dial 999
- Giving the operator the telephone number and asking for the fire service.

When the fire service reply, give the response distinctly:

- Give the company name and location (as per Fire Action Notice / Fire Plan) to the operator from which the call is being made
- Do not replace the receiver until the fire service has confirmed the details.

Call the fire service immediately to every fire or on suspicion of a fire.

On Notification Of A Fire

- The Senior Member of Staff will take charge of the evacuation and ensure that everybody is accounted for
- As soon as the alarm is heard, all non-essential personnel and visitors will leave the building by the nearest available exit and proceed to the nominated fire assembly point – The MUGA - as identified on the fire action notices
- Remaining personnel will proceed with the phased evacuation of young people to an area of safety.

The Senior Member of Staff will liaise with the fire officer in attendance, and arrange such assistance as the fire service may require.

Should it be necessary to evacuate the site instructions will be given.

Use the nearest available exit.

Do not stop to collect personal belongings.

Do not re-enter the building until told to do so by the Senior Fire Officer.

In the event of a fire, the safety of a life shall override all other considerations, such as saving property or extinguishing the fire.

