RATTON SCHOOL

AN ACADEMY TRUST SCHOOL

FIRE SAFETY

Date of Review	March 2017
Date of next Review	March 2018
Status	Statutory

All our policies support our <u>vision</u> and are based on our <u>core virtues</u>

Developing caring, confident and creative students who achieve excellence

- **Compassion**
- **Respect**
- **Creativity**
- **Teamwork**
- **Effort**
- **Responsibility**

Contents

About this document:

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Fire Safety Policy

1. Introduction

1.1 This Policy describes the arrangements for effectively managing fire safety so as to minimise the risk of fire occurring and, in the event of fire, to protect people and property.

1.2 Compliance with the Policy is crucial in the context of business continuity planning and risk management generally and to comply with the Regulatory Reform (Fire Safety) Order 2005.

1.3 The responsibility for complying with the Order rests with the 'responsible person'. This is the employer or any other person who may have control of any part of the premises e.g. managers and Controllers of Premises.

1.4 The guidance contained in the Appendix 1 includes more detailed information on specific matters referred to in this policy.

2. Responsibilities

2.1 *The Headteacher will*:

2.1.1 ensure that this Policy and/or any departmental fire safety policies and procedures that complement this Policy are in place, properly implemented and reviewed;

2.1.2 ensure that a Responsible Person is appointed for all of their premises to oversee and implement fire safety arrangements, and ensure that they are competent and appropriately trained to undertake their duties;

2.1.3 ensure that arrangements are in place for the completion of fire risk assessments, including, where appropriate, technical surveys in respect of fire protection;

2.1.4 ensure that fire, security, and health and safety arrangements at each premises are complementary.

2.2 Business Manager and Site Manager to deputise in absence of with responsibility for premises will:

2.2.1   ensure that fire risk assessments are carried out for all their workplaces and for specific activities such as "hot" working involving welding, hot cutting, soldering, work with bitumen, burning off paintwork, using bonfires, etc.   The Business Services Department (BSD) Fire Safety Adviser can assist in the development and completion of fire risk assessments and evacuation plans for all premises;

2.2.2   ensure, in conjunction with the outcome of the fire risk assessment that the optimum number and type of fire extinguishers are installed in appropriate locations and that appropriate staff are trained to use them;

2.2.3   ensure that Fire Alarm and Detection Systems, Sprinkler Systems, Emergency Lighting and Fire Extinguishers are appropriately located and properly maintained;

2.2.4   ensure that a robust and effective Emergency Plan is in place at each location to safely evacuate all persons, whether employees, visitors, students or clients/service users. This Emergency Plan must take into account people with mobility, some sensory and some learning impairments, including those with temporary impairments, which will affect their ability to use stairs or otherwise evacuate premises promptly. The plan must be internally deliverable and not reliant on the Fire and Rescue Service to complete the evacuation;

2.2.5   ensure that a Personal Emergency Evacuation Plan (PEEP) is developed for all relevant persons e.g. employees, students, clients/service users, in accordance with the guidance available on the intranet and Czone. Further advice may be sought from the Business Services Department Fire Safety Adviser;

2.2.6   arrange for the Emergency Plan to be issued to their employees, visitors, etc. to inform them what to do in the event of fire, particularly safe evacuation;

2.2.7   the business manager is nominated to oversee and implement fire safety arrangements at the workplace(s);

2.2.8   ensure that if there is any doubt about the provision of new or replacement fire extinguishers, advice is sought from the Fire Safety Advisor;

2.2.9   ensure that staff are appropriately trained in fire safety procedures to reflect the requirements of the Regulatory Reform (Fire Safety) Order 2005;

2.2.10 ensure that a copy of the current fire risk assessment (attached) for their premises is readily accessible and its provisions complied with;

2.2.11 ensure that fire risk assessments are reviewed at least annually or whenever there is any building alteration, change of occupation or use of the premises or following an incident involving fire.

2.2.12 ensure that effective arrangements are in place for contacting the emergency services;

2.2.13 ensure that the Fire and Rescue Service are aware of any significant hazards associated with the premises e.g. oxygen or gas cylinders, storage of petrol, chemicals, etc;

2.2.14 confirm that their Fire Safety Maintenance Inspections relating to alarm systems, fire extinguishers, etc. are carried out in accordance with the ESCC Fire Safety Log Book;

2.2.15 liaise with the local Trade Union Safety Representative, where appointed, on all aspects of the above arrangements.

2.3   Sources of help and advice:

2.3.1   The Business Services Department Fire Safety Adviser will provide additional advice and guidance, on request, to assist with the implementation of this Policy and ensure it is kept up to date in accordance with any changes in legislation and reflects current best practice.

2.3.2   BSD Property will provide additional advice and guidance in respect of fire risk assessments and where applicable, specialist advice in respect of physical building structure from a fire safety perspective.

2.4   *Responsible Persons* must:

2.4.1   assist and support with the preparation and review (at least annually) of fire safety risk assessments;

2.4.2   ensure compliance with the outcomes of the Fire Risk Assessment and that the necessary control measures are implemented;

2.4.3   prepare and review the Emergency Plan issued to all staff;

2.4.4   ensure information on fire safety arrangements is available to service users and visitors;

2.4.5   ensure all staff and, where appropriate, contractors are fully conversant with the Emergency Plan;

2.4.6   arrange and review Fire Evacuation Drills at a frequency of not less than every other term (3 a year.)

2.4.7   specify and rehearse the arrangements for assisting visitors, disabled people or those with temporary physical impairments to safely evacuate the premises. Where appropriate, a PEEP must be developed;

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2.4.8　ensure Fire Alarms are regularly tested at the frequency recommended in the appropriate British Standard i.e. weekly;

2.4.9　monitor that Fire Alarm Systems, Detection Devices Sprinkler Systems, Emergency Lighting and Fire Extinguishers are appropriately and regularly maintained;

2.4.10 keep the Fire Log Book up to date. A model Fire Safety Log Book is available on the intranet and Czone;

2.4.11 ensure that Fire Action Notices (displayed as a minimum at Fire Alarm Call Points) and Fire Signage are appropriate and kept up to date;

2.4.12 ensure all escape routes are kept clear of obstructions and that access to Fire Extinguishers and Fire Alarm Call Points are not impeded;

2.4.13 ensure that the annual testing of portable electrical equipment and periodic testing (3 or 5 yearly depending on building use) of the fixed electrical installations has been carried out;

2.4.14 ensure that the testing of any fire safety sprinkler system is carried out in accordance with manufacturers guidelines;

2.4.15 ensure that fire safety inspections of the premises are recorded and carried out at the frequency set out in, the ESCC Fire Safety Log Book designed to assist the Responsible Person comply with the ESCC Fire Safety Guide documents referred to in Appendix 1.

2.5　Employees must:

2.5.1　ensure they are familiar with the Emergency Plan for their workplace and co–operate by participating in Fire Evacuation Drills and by observing practical fire safety arrangements;

2.5.2　know, and co-operate with, the Responsible Person for their workplace;

2.5.3　report to their manager or supervisor any concerns about fire safety;

2.5.4　be familiar with all escape routes;

2.5.5　not wedge fire doors open, nor block or obstruct them;

2.5.6　be aware of the action to be taken on discovering a fire, hearing a fire alarm, for raising the alarm (including the location of Fire Alarm Call Points) and calling the

Fire and Rescue Service;

2.5.7   promptly evacuate the premises, in accordance with the Emergency Plan, to a place of safety without putting themselves and others at risk, and NOT attempt to extinguish a fire unless they have been specifically trained;

2.5.8   comply with the County Council's No Smoking Policy.

2.5.9   comply with the County Council's Electricity at Work Policy.

Guidance on Developing a Personal Emergency Evacuation Plan (PEEP)

Background

Health and safety legislation places duties on the employer or 'responsible person' to prepare suitable and sufficient emergency plans for their buildings. These plans should include the procedures for evacuating the building in case of fire, bomb, gas leak, etc.

The most common reason for needing to evacuate premises is in relation to fire. When preparing a fire evacuation procedure, it is imperative to ensure that **all** people within the building can be evacuated to a place of safety.

Adults or children with a disability should be considered as part of the evacuation procedures. In some cases, they will be able to evacuate the building independently but some with a limited mobility or a visual impairment may require additional support in order to evacuate safely.

The role of the Fire and Rescue Service is to save lives but the emphasis is on the responsible person to demonstrate that they can evacuate all people within their building to a place of safety without the need of the Fire and Rescue Service. This could be a temporary place of safety such as a refuge area but there should be arrangements/procedures in place to evacuate people from this area to a permanent place of safety. For example, procedures may be in place to use a self-contained stairwell as a temporary refuge area and then move physically disabled people down the stairs using evacuation chairs to a pre-arranged assembly point outside the building.

The use of refuge areas should be incorporated into the fire risk assessment for the building and once the procedures are in place, these should be discussed with staff and any training needs identified, in particular the use of equipment such as evacuation chairs.

Where the evacuation procedures already in place do not cater for people with a disability who may require specific support in case of an evacuation, a Personal Emergency Evacuation Plan (PEEP) will need to be developed.   Where possible, the PEEP should be developed in conjunction with the individual (or parent and student if the plan is for a student) to agree what action will be taken. For example, a person with a visual impairment may need to be escorted from the premises in case of a fire and a staff member should be nominated for this activity.

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Once a PEEP has been established, arrangements should be put in place to ensure that these are practiced and it is recommended that these are carried out separately to the standard test evacuation. The needs of the individual should be considered and therefore it may be inappropriate for the individual to be involved in the test evacuation. In these cases, a volunteer to take their place should be identified.

Personal Emergency Evacuation Plan (PEEP)

Aim

The aim of a PEEP is to provide people who cannot get themselves out of a building unaided with the necessary information and assistance to be able to manage their escape to a place of safety and to ensure that the correct level of assistance is always available.

Responsibilities

It is the responsibility of the Senior Administrator to talk to disabled staff, service users, students, etc. to assess whether they require any assistance in the event of an emergency. If someone requires assistance the Emergency Egress Questionnaire should be completed. This should be completed by the Responsible Person or their nominated representative and, if possible, in liaison with the individual who has the mobility impairment.

Writing the PEEP

From the information gathered in the questionnaire, a PEEP should be developed.

Given the unique characteristics of buildings and the need for a PEEP to take account of an individual's capabilities, disabled persons who regularly use different buildings may have to have a separate PEEP for each building.

If assistance with escape is required, the extent of such assistance should be identified in the PEEP i.e. the number of assistants and the methods to be used. It is necessary to ensure that there is cover for absences, and the assistants may require training.

Evacuation in an Emergency

Assisting wheelchair users down stairs

Where disabled persons are located above or below the ground floor there are a number of considerations. In all the following cases Corporate Resources Directorate (CRD) and/or the PAT Health and Safety Advisers will be able to give more advice with identifying Refuges and Evacuation Lifts.

a)   Temporary Refuges -

A refuge is a designated temporary safe place where disabled people can wait for assistance. It is an area that is both separated from a fire by fire resisting construction and provides a safe route to final exit e.g. the head of a protected stairway - where there is sufficient space. The provision of a refuge will permit a staged evacuation to be implemented. A refuge area must be clearly signed and should be of sufficient size to accommodate both people using it as a refuge and any people passing through on their way out of the building.

Refuges should only be defined after consultation with the CRD Property as the requirements for fire separation and structure are very specific.

b)   Lifts -

Most lifts cannot be used in an emergency. Any lift used for the evacuation of disabled people should be an "evacuation lift." The individual lift servicing contractor will be able to tell you if and in what circumstances a lift may be used in the event of a fire. If you have any difficulties in obtaining this information, please contact CRD Property.

If you believe that there is a suitable lift, CRD Property will advise on the correct procedure for using the lift as an evacuation lift and will also advise on the signage and training necessary.

c)   Safe Routes -

A PEEP should contain details of the necessary escape route(s). Clear unobstructed gangways and floor layouts should be considered at the planning stage.

It is especially important to ensure that security devices are all able to be operated by the evacuating persons.

It is also necessary to ensure that there are (as many as possible) alternative routes and that the routes are not excessively long.

Deaf and Hearing Impaired persons

Generally, most deaf people working alongside hearing colleagues / students will not require special equipment, providing they have been made aware of what to do in the event of a fire. They will be able to see and understand the behaviour of those around them.

However, deaf or hearing impaired persons working alone may need an alternative method of being alerted to an emergency. For example many alarm systems have visual indicators in the form of a flashing light, or vibrating pager systems can be used.

Blind and Partially Sighted persons

Staff, service users, students, etc. should be offered orientation training and, where applicable, this must include alternative ways out of the building. If a blind person uses a

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guide dog it is important that the dog is also given ample opportunity to learn these routes.

Training

To be effective, any Emergency Plan depends on the ability of staff to respond efficiently. Staff will therefore receive instructions, practical demonstrations and training appropriate to their responsibilities. This may include some or all of the following elements:

- Fire drills for staff, services users, pupils, etc.

- Specific training/instruction for nominated members of staff e.g. Fire Wardens

- Specific training/instruction in the use of Fire Extinguishers etc.

Emergency Egress Questionnaire for Disabled Person

This questionnaire is intended to be completed by disabled persons to assist the development of a Personal Emergency Evacuation Plan (PEEP). Please provide as much information to enable the establishment to develop a suitable plan.

Once developed the Plan will be the intended means of escape in the event of an emergency (including drills). If the practice drills identifies concerns in the implementation of the evacuation, then please contact the Senior Administrator for assistance in finding suitable solutions.

1.   **Why you should fill in the form**

As the establishment has a legal responsibility to protect you from fire risks and ensure your health and safety. The PEEP will be developed based on the information you provide.

2.   **What will happen when you have completed the form?**

You will be provided with any additional information necessary about the emergency egress procedures in the building(s) you attend.

If you need assistance, the "Personal Emergency Evacuation Plan" will specify what type of assistance you need. There may be some parts of the most appropriate premises where safe evacuation cannot yet be provided without alterations to the building/structure. In these circumstances the way forward will be discussed with you.

Name: _____

Location

1. **Where are you based for most of the time?**
Please name: the building, the floor and the room number.

_____

_____

2. **Do you routinely use more than one location in this building?**

YES ☐   NO ☐

If you feel it is necessary please provide further details below. (Please list the buildings and floors you used in each building)

_____

_____

_____

_____

_____

_____

_____

_____

Awareness of emergency evacuation procedures

3. **Are you aware of the emergency evacuation procedures which operate in the building(s) you attend?**

YES ☐   NO ☐

4. **Do you require written emergency evacuation procedures?**

YES ☐   NO ☐

4a   Do you require written emergency procedures to be supported by BSL interpretation?

YES ☐   NO ☐

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4b   Do you require the emergency evacuation procedures to be in Braille?

YES ☐   NO ☐

4c   Do you require the emergency evacuation procedure to be on tape?

YES ☐   NO ☐

4d   Do you require the emergency evacuation procedures to be in large print?

YES ☐   NO ☐

5.   Are the signs which mark emergency routes and exits clear enough?

YES ☐   NO ☐

Emergency Alarm

6.   Can you hear the fire alarm(s) in your place(s) or work?

YES ☐   NO ☐   DON'T KNOW ☐

7.   Could you raise the alarm if you discovered a fire?

YES ☐   NO ☐   DON'T KNOW ☐

Assistance

8.   Do you need assistance to get out of your place of work in an emergency?

YES ☐   NO ☐   DON'T KNOW ☐

If **NO** please go to Question 12

9.   Is anyone designated to assist you to get out in an emergency?

YES ☐   NO ☐   DON'T KNOW ☐

If **NO** please go to Question 11. If **YES** give name(s) and location(s)

_____

_____

10. **Is the arrangement with your assistant(s) a formal arrangement?**

(A formal arrangement is an arrangement specified for them by the Head of Department or written into their job description or by some other procedure.)

YES ☐   NO ☐   DON'T KNOW ☐

10a   Are you always in easy contact with those designated to help you?

YES ☐   NO ☐   DON'T KNOW ☐

11. **In an emergency, could you contact the person(s) in charge of evacuating the building(s) in which you work and tell them where you were located?**

YES ☐   NO ☐   DON'T KNOW ☐

Getting Out

12. **Can you move quickly in the event of an emergency?**

YES ☐   NO ☐   DON'T KNOW ☐

13. **Do you find stairs difficult to use?**

YES ☐   NO ☐   DON'T KNOW ☐

14. **Are you a wheelchair user?**

YES ☐   NO ☐

Thank you for completing this questionnaire.
The information you have given us will help us to meet any needs for information or assistance you may have.

Please return to: Health and Safety Co-ordinator

Personal Emergency Evacuation Plan for:

Name   _____

Department   _____

Building

_____

Floor   _____

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Room Number

_____

Awareness of Procedure

The disable person is informed of a fire evacuation by:

existing alarm system	❏
pager device	❏
visual alarm system	❏
Other (please specify)	❏

Designated Assistance:

(The following people have been designated to give me assistance to get out of the building in an emergency).

Name   _____

Contact details

_____

Name   _____

Contact details

_____

Name   _____

Contact details

_____

Methods of Assistance:

(e.g.: Transfer procedures, methods of guidance, etc.)

_____

_____

_____

_____

_____

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Equipment Provided (including means of communication)**:**

_____

_____

_____

Evacuation Procedure:

(A step by step account beginning from the first alarm)

_____

_____

_____

_____

_____

_____

Safe Route(s):

_____

_____

_____

Arrangements for evacuation

- On discovering a fire operate the nearest fire alarm call point
- Staff are to ensure children leave the building by the **nearest available exit** and walk in an orderly / safe manner to the assembly point
- The assembly points are South Playground for Lyceum and Globe Communities, and North Playground for Adelphi, Lyric and Apollo Communities (see assembly point notices)
- The business team will take registers to the playground to be distributed to teachers.
- Mr Ian Anderson will be responsible the south playground and Mr David Brown & Mrs Elizabeth Fitzpatrick for the north playground.
- Reception staff will take the signing in sheet to the assembly point and check all visitors are accounted for.
- Teachers will check their register – once all students have been accounted for they will raise their arm in the air.
- The Headteacher (HKn)/ Business Manager (TCo) or Site Manager (SCo) will ascertain whether this is a false alarm or fire and call the Fire Service if necessary
- The Site Manager or Headteacher will meet the Fire Service and identify;

    - where the fire is,
    - what is on fire
    - whether anyone is missing
    - where they were last seen
    - potential hazards e.g. chemicals, cylinders, electrical intake etc.
    - take/direct to Alarm Panel if required

Crisis Management

In the event of the fire alarm the Senior Administrator (or Mr Britt in LHy's absence) will take the Crisis Management plan to the assembly area.

In the event of a fire or other emergency making the school unusable staff will take the pupils to Eastbourne Sports Park.

Ratton School Emergency Evacuation Plan

Fire Alarm Signal: **Continuous bell**

ON HEARING THE FIRE ALARM, the nearest responsible person:

1. The Teacher will lead the class out of the nearest exit to the assembly point.

2. Students should move quickly and quietly to the assembly point. There will be **NO RUNNING, SHOUTING OR TALKING.**

3. If time allows**,** staff should close all windows and doors.

4. Once at the assembly point, classes will line up and teachers will call the register, reporting the results to the Headteacher as quickly as possible and within 5 minutes of the alarm sounding.

5. The designated assembly points, unless otherwise instructed are **displayed in each room**

6. Office staff will take the following to the assembly point
   - Class registers
   - Staff list
   - Visitor book
   - Mobile phone

7. All COSHH records will be taken to the assembly areas by the Technology Technician, Science Technicians and Catering Manager.

8. The Kitchen Staff will isolate gas/electricity supplies in the kitchen and evacuate to the assembly area.

9. The Emergency Services will be summoned on the instruction of the Site Manager.

10. The Site Manager will brief the Emergency Services on:

- location of the fire
- what is involved in the fire
- whether anyone is missing
- where they were last seen
- potential hazards e.g. chemicals, cylinders, electrical intake etc.
- take/direct to Alarm Panel if required

11. In the absence of the Headteacher, the senior staff member on site will assume all the responsibilities of the Headteacher.

12. The Headteacher will determine whether evacuation to an area more remote is necessary. In which case the school will go to

Eastbourne Sports Park

Staff shall explain these Fire Drill instructions to classes at the beginning of each term and additionally as they see fit.

…………………………….., Headteacher

Date…………………………

FIRE RISK ASSESSMENT

of

Ratton School Academy Trust
Eastbourne

On

17th August 2015

Regulatory Reform (Fire Safety) Order 2005

The Management of Health and Safety at Work Regulations 1999

INTRODUCTION

Regulatory Reform (Fire Safety) Order 2005 requires employers to carry out a fire risk assessment on an annual basis.

EVALUATION OF RISK, SIGNIFICANT FINDINGS

The risk is evaluated in three steps:

Step 1: identifying fire hazards, ignition sources, and fuels.
Step 2: identifying people at risk.
Step 3: use of the information gathered in the previous sections to make an **evaluation** of the chance of the **hazard occurring**, the risk to people, and control measures needed to reduce or remove those risks.

The Hazards: the information gathered in the previous sections enable a judgement to be made as to the likelihood of a fire starting in or around the premises.

The Risk: an evaluation of the **consequences to life** of the people identified as at risk, especially any at significant risk is now made. To do this, we assess how fire and the smoke will develop, whether fire doors and fire separation are in place to prevent significant spread of smoke, and how quickly the fire will be detected - by either human intervention or automatic detection.

Ultimately, the assessment must determine whether the risk has been reduced to as low as is reasonably practicable.

If you have insufficient knowledge of fire safety standards you must seek assistance from the Corporate Resources Department (Property Division) who employ a person competent to give such advice.

This form provides a series of questions that should, if answered fully and honestly and the necessary remedial action taken, assist you to comply with the relevant legislation.

You must ensure that the proforma is used in conjunction with the Home Office publication "Fire Safety Risk Assessment" which is a series of guides published by the Department for Communities and Local Government.

There are 12 guides available to download plus a supplementary guide in relation to means of escape for disabled people at the DCLG website:
www.firesafetyguides.communities.gov
The guides can be downloaded or purchased directly from some bookshops or ordered on-line but if you do not understand any element you must seek advice from a competent person.

FIRE SAFETY MANAGEMENT CORPORATE POLICY

A safety policy is a written statement of an employer's intent to ensure the safety of their employees. The purpose of the safety policy is to give a clear unequivocal commitment to comply with the relevant Regulations.

ESCC Chief Executive has published the authority's policy statement which is available on the intranet and may be referred to in the risk assessment.

UNDERTAKING THE FIRE RISK ASSESSMENT

Answer all questions in each section, making an entry in the appropriate column. Any question attracting a 'No' response will require recording as a 'significant finding' on page 8.

SIGNIFICANT FINDINGS

Where significant findings are recorded, it will be necessary to take some form of remedial action in an appropriate time scale.

Once any remedial action has been completed the Risk Assessment will require appropriate amendment.

PREMISES PLAN

Whilst there is no legal requirement to provide a plan of the premises you are encouraged to do so. Using a plan drawing of your premises will assist you to identify the fire precautions in place and make a determination as to whether they are adequate. It will also allow an assessor to identify whether any changes have been made since the last assessment.

A sample of the style of plan is indicated in the guides produced by the Department for Communities and Local Government available at www.firesafetyguides.communities.gov.uk

The plan should show:

- Escape routes, fire exits, stairways, fire resisting walls and partitions, places of safety etc.;

- Fire safety signs and notices (i.e. fire exit signs, fire action notices etc.);

- The location of fire warning devices (i.e. fire alarm indicator panel, break-glass call points);

- The location of emergency lights (to include hand held torches if provided);

- The location and type of firefighting equipment (i.e. water, foam, CO_2 extinguishers etc.);

- Gas and electrical isolation valves where available;

- Chemical, radiation or pressurised cylinder storage;

- Lifts and lift motor rooms;

Furthermore, in case of fire, such a plan will be invaluable to the attending fire crews and could lead to reduced fire damage.

EMERGENCY ACTION PLAN

The purpose of this plan is to graphically demonstrate your emergency procedures. This Plan may provide details of emergency shut off valves, safe evacuation routes, assembly points or any other information relevant in an emergency situation. It may be satisfactory in the case of small and low risk premises to produce one plan for both purposes.

REVIEW OF THE FIRE RISK ASSESSMENT

The completed fire risk assessment is a live document and it is a recommendation that it should be reviewed annually and when circumstances may have changed or when there is reason to believe that the risk assessment is no longer valid.

WHERE TO KEEP YOUR FIRE RISK ASSESSMENT

A copy of the fire risk assessment should be kept in the workplace and available for the permanent workforce, their official representatives and for the employees of other employers who have access to the workplace.

A copy should also be kept offsite where it will not be affected by a fire at the premises.

COMMON CAUSES OF FIRE

Sources of ignition cannot be completely eliminated. Materials and substances that can be ignited should therefore be controlled whilst in storage and use.

The following list, although not exhaustive, should assist in identifying potential hazards in the workplace:

- Mains electrical wiring system

- Plugs and sockets that are in poor condition, overloaded or inadequately protected by fuses or other devices

- Electrical equipment left switched on overnight or when not in use (unless designed to be permanently connected)

- Light fittings (halogen lamps, display lighting)

- Naked flame (Bunsen burners, candles, welding, soldering etc.)

- Careless disposal of cigarettes and other smoking materials

- Combustible material left too close to sources of heat

- Careless use of portable heaters. Radiant heaters must not be used

- Obstructing the ventilation of heaters, machinery or office equipment

- Poorly maintained equipment

- Inadequate supervision of cooking activities

- Defects in central heating boilers

- Carelessness by contractors

- Arson - *a survey carried out in 2006 on behalf of the Dept for Communities and Local Government found that during the previous three years 43% of secondary schools and 14% of primary schools had had at least one reported fire and 19% of secondary schools had had more than one fire. 78% of these fires were attributed to arson.*

Premises Details	
Name and Address of Premises Postcode	Ratton School Academy Trust Park Avenue Eastbourne BN21 2XR
Use of Premises	Secondary School
Person in Control of the Workplace	Huxley Knox-Macaulay - Head teacher
Fire Risk Assessment carried out by:	J.C.D. Fire Engineering Ltd
Telephone Number	01323 504011
Date of school site visit	17th August 2015
Date of Fire Risk Assessment	6th October 2015

Times the Premises are in use:	6am – 10pm
Number of staff in the premises at any one time:	180
Number of service users or pupils at any one time:	1180 + staff
Maximum number allowed in the school hall based on the number and size of exits:	300 (seated in hall), 1,000 (visiting school) at open events (Prospective Parents night and new intake evening, School Plays and parent evenings)
Number of persons with	5

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disabilities or occupants at special risk:-	
Number of Floors:	2 (Ground and 1st Floor)
Number of Stairways:	9
Is there enough fire exits within the premise:	The number of fire exits provided is satisfactory.

Relevant Information
The school premises are used for some extra-curricular activities after normal school hours and during school holiday periods.

FIRE SAFETY SYSTEMS WITHIN THE PREMISES
Fire Detection & Warning Systems (i.e. Break-Glass Systems, Automatic Fire Detection Systems to British Standard 5839, Rotary Gongs, Hand bells) *Fire detection is provided in areas shown on the plans, as built in 1992 and including the dining hall, kitchen and conservatory areas, as well as the corridors.* *All areas of the school are covered by break-glass call points as required by B.S. 5839.*
Emergency Lighting (i.e. Non-Maintained, Maintained, 1 hour /3 hour Duration British Standard 5266, Hand-Held Torches.) *Emergency lighting is provided*
Other (i.e. Sprinklers to LPC Rules British Standard 5306: Part 2 **N/A**

SIGNIFICANT FINDINGS

Risk Rating	Timescales to Reduce Fire Risks.
High Risk – H Medium Risk – M Low Risk – L	A. Immediately or as soon as reasonably practicable. B. Short term – within 1 month C. Medium term – within 6 months D. Long term (e.g. at time of upgrading or refurbishment).

Item No	Actions Required by Manager or Headteacher	Risk Rating	Timescale	Date Completed
6a		M	B	
4a		M	B	

FIRE SAFETY RISK ASSESSMENT

1   MANAGEMENT of FIRE SAFETY

	N/A	YES	NO
a) Corporate "No smoking" policy is enforced?		✔	
Comments: Satisfactory			
b) Induction training includes basic fire safety instruction and records are kept?		✔	
Comments: Induction Training records viewed - Satisfactory			
c) Fire safety training is provided for staff and records kept?		✔	
Comments: Confirmed by viewing the fire safety training records. - Satisfactory			
d) Are regular Fire Safety Inspections completed using the ESCC Fire Safety Log-Book?		✔	
Comments: Confirmed by examination of the Fire Safety Log Book: Satisfactory			
e) Are self-closing fire doors only held open and if so, only by approved devices?		✔	
Comments: No doors seen held open during assessment: - Satisfactory			
f) Are permit-to-work systems in place for 'Hot Work'?		✔	
Comments: System in place and a sample of Permits to Work was provided - Satisfactory			
g) Are flame retardant materials used in furnishings, fabrics and displays?		✔	
Comments: The fire risk assessment of the school was during the holiday period. No untoward materials seen in evidence - Satisfactory			
h) Paper/ wood/ cardboard/ fabrics/plastics/ flammable liquid/gas etc. stored away from ignition sources?		✔	
Comments: School was undergoing repairs/updating and end of term tidying up at the time of the assessment. Normal storage arrangements were confirmed by questioning of available school staff on site - Satisfactory			
i) Are highly flammable materials stored correctly (flammable liquids, paints thinners, gas cylinders, chemicals etc.)?		✔	
Comments- A steel cabinet is provided for the purposes of storing flammable materials. No gas cylinders observed on premises - Satisfactory			
j) Oxygen cylinders are safely used and stored?		✔	

	N/A	YES	NO
Comments: None observed during the assessment - Satisfactory			

2 FIRE SAFETY – ELECTRICAL INSTALATIONS, APPLIANCES ETC

	N/A	YES	NO
a) Is the electrical installation tested every 5 years? (in accordance with the Provisions of the Electricity at Work Regulations)		✔	
Date of last test - *Comments April 2012 - Satisfactory*			
b) Are portable appliances testing (PAT) carried out annually?		✔	
Date of last test - *Comments August 2015 (Hot Spots only) - Satisfactory*			
c) Have Christmas lights been PAT tested?		✔	
Comments August 2014 -Done bi-annually - Satisfactory			
d) Is all non-essential electrical equipment switched off at the end of each day (i.e. PCs, monitors, photocopiers, lamps, heaters dishwashers etc.)?		✔	
Comments School staff tries to ensure this is done.			
e) Have lightning conductors been tested within the last year?		✔	
Date of last test - *Comments : December 2014 - Satisfactory*			
g) Reasonable measures taken to prevent fires of an electrical origin?		✔	
Comments: No overloading observed			

3 FIRE SAFETY - HEATING AND COOKING APPLIANCES ETC

	N/A	YES	NO
a) Are portable heaters avoided where possible? *(Convector heaters may be allowed if they are PAT tested and carefully located away from flammable materials and powered from dedicated wall sockets, **not extension leads**).*		✔	
Comments: None observed			
b) Are all cooking appliances safe?		✔	

	N/A	YES	NO
(e.g. securely fixed in position, properly maintained)			
Comments : All appeared satisfactory within the kitchen area			
c) Are all other naked flames or heat sources used and managed safely?		✔	
Comments: Satisfactory.			
d) Are kitchen extractor systems cleaned regularly?		✔	
Comments : Records viewed - Done annually + regular in-house maintenance - Satisfactory			
e) Are gas/oil boilers and heaters serviced annually?		✔	
Date of last service - **Comments** *January 2015 and July 2015 - Satisfactory*			

4   BUILDINGS, PLANT AND MACHINERY

	N/A	YES	NO
a) Are fire-resisting doors frames and partitions adequate?			✔
Comments: Most doors and frames throughout the school are adequate. However, a number of fire doors need maintenance/ repair/ replacement. Some self-closing devices are either missing or do not function correctly. A double set of fire doors have been removed in the corridor area of the drama/music area. It should be replaced and a more suitable location is facing room 216. These doors are required to sub-divide this very long corridor and would have the added benefit of creating a lift lobby area. ***See accompanying photographs in Appendix A for details.***			
b) Are all openings for pipes, ducts etc. properly sealed with fire-resisting materials?		✔	
Comments: No unsealed openings observed			
c) Are automated systems regularly serviced roller shutters, fire dampers etc.?	✔		
Comments			
d) Are scheduled maintenance of machinery and records kept? (lifts, pressure vessels fume cabinets etc.)		✔	
Comments: Satisfactory -records observed.			

5   MEANS OF ESCAPE

	N/A	YES	NO
a) Are fire exits sufficient to enable the number of people likely to be present to evacuate safely from all areas?		✔	

	N/A	YES	NO
Comments Satisfactory			
b) Is the Travel Distance to each exit within recommended limits? (E.g. 18m for escape in one direction only and 45m if escape is provided in two directions).		✔	
Comments: Satisfactory.			
c) Are fire exits routes appropriate for the occupancy? (Consider disabled occupants)		✔	
Comments: Satisfactory.			
d) Are Temporary Refuges provided?		✔	
Comments: First Floor adjacent to the lift. Help point provided. Procedure is for a member of staff to stay with any PRM's.- Satisfactory			
e) Do all final exits lead to a place of safety, such as a street or open space? (not an enclosed yard)		✔	
Comments: Satisfactory.			
f) Are all fire exits easily openable without the use of a key?		✔	
Comments: All exits checked and found to be satisfactory.			
g) Are all corridors, gangways and stairways forming part of an escape route free from obstruction, storage or displays?		✔	
Comments: All exit routes found to be satisfactory			
h) Are floor and stairway surfaces in good condition and free from tripping and slipping hazards (including any external stairs and pathways)?		✔	
Comments: All surfaces are in a satisfactory condition.			
i) Are all of the escape routes clearly marked with 'Fire Exit' signage?		✔	
Comments: Activity studio requires a fire exit sign above the rear door A fire action notice should also be affixed adjacent to this door. Additional signage			
j) Are all of the escape routes provided with adequate Emergency lighting?		✔	
Comments: Satisfactory.			

6   FIRE ACTION PLAN AND EMERGENCY EVACUATION

	N/A	YES	NO

	N/A	YES	NO
a) Are suitable 'Fire Action' notices prominently displayed around the premises?			✔
Comments: At the time of the assessment several fire action notices had not been replaced after new protective '*covers*' have been fitted over the call points. A fire action notice must be affixed adjacent to all call points throughout the school premises. The Responsible Person must ensure that this is completed.			
b) Is a written Fire Action Plan provided, including provision for a roll call?		✔	
Comments: Fire Action Plan viewed during assessment - Satisfactory			
c) Are sufficient floor wardens available to provide for all working hours (including lunch and tea breaks) taking into account leave, holidays and sickness?		✔	
Comments: School has a list of staff that is tasked with these responsibilities - Satisfactory			
d) Has a Personal Emergency Evacuation Plan (PEEP) been completed for all employees or pupils with disabilities and a generic PEEP written for visitors?		✔	
Comments: School has a list of pupils who are required to have a PEEP. During the assessment an example of a generic visitor's Peep was also seen - Satisfactory			
e) Appropriate staff has been trained to use PEEP's equipment? (Evacuation chairs etc.)		✔	
*Comments: Staff has regular training to ensure that they are competent to use the evacuation chairs when necessary **-** Satisfactory*			
f) Are all of the staff aware of the arrangements for the evacuation of visitors and contractors?		✔	
*Comments: **S**taff are aware of these arrangements - . Satisfactory*			
g) Are the fire evacuation assembly areas clear of the building and away from fire service access routes?		✔	
Comments: Satisfactory - the assembly areas were shown to the assessor.			
h) Are fire drills carried out six-monthly (every other term for schools) and records kept?		✔	
Comments: Records of the regular fire drills are kept - Satisfactory			
i) Do kitchen staff take part in fire drills?		✔	
Comments: Records confirm that they do take part - Satisfactory			

7 FIRE DETECTION AND ALARM SYSTEMS

	N/A	YES	NO

	N/A	YES	NO
a) Is the fire alarm tested weekly and records kept?		✔	
Comments: *Records confirm that this is done - Satisfactory*			
b) Is the fire alarm system maintained by a contractor?		✔	
Comments: *Satisfactory*			
c) Are all call points clearly visible?		✔	
Comments: *Satisfactory.*			
d) Are there sufficient fire alarm call points? (There should be one by every exit)		✔	
Comments*: It is recommended that an additional fire alarm call point is fitted adjacent to one of the fire exit doors in the Hall and the Gym. Fire action notices should be affixed adjacent to these call points.*		✔	
e) Is the fire alarm clearly audible throughout the premises?		✔	
Comments: *Satisfactory*			
f) Are sufficient heat & smoke detectors provided?		✔	
Comments: *Satisfactory*			

8 FIREFIGHTING EQUIPMENT

	N/A	YES	NO
a) Are fire extinguishers serviced annually?		✔	
Date of last service **Comments** *October 2014* **-** *Satisfactory*			
b) Are the fire extinguishers provided sufficient?		✔	
Comments: *Satisfactory.*			
c) Are there sufficient staff trained to use firefighting equipment?		✔	
Comments: *Satisfactory.*			

9 SIGNS AND NOTICES

	N/A	YES	NO
a) Are 'Fire Door Keep Shut' notices provided on all Fire-resisting doors?		✔	
Comments: *Satisfactory.*			

	N/A	YES	NO
b) Are 'Keep Locked Shut' signs provided on cupboard doors on escape routes?		✔	
Comments: Satisfactory.			
c) Are all fire exit doors fitted with suitable operating instructions where appropriate? (*such as Push Bar to Open etc.*)		✔	
Comments: Satisfactory at the time of the assessment			

10   ARSON

	N/A	YES	NO
a) Is combustible waste stored more than 6m away from any buildings?		✔	
Comments : Satisfactory			
b) Have appropriate measures been taken to reduce the risk of arson?		✔	
Comments : Satisfactory			

11   Regulatory Reform (Fire Safety) Order 2005

	N/A	YES	NO
a) Are copies of the Fire Risk Assessment and the Emergency Action Plan readily available?		✔	
Comments: Satisfactory – Kept in office			
b) Are there procedures in place to ensure that the risk assessment is reviewed annually (sooner if alterations are made to premises, processes, staffing etc.)?		✔	
Comments: Evidenced produced to confirm that that the fire risk assessment is regularly reviewed.			
c) Where the workplace is shared by more than one employer, are you liaising in respect of fire risks and precautions with other employer or their representative?	✔		
Comments			

If all answers to the questions above are either 'YES' or 'NA', your fire safety procedures are likely to be adequate.

If one or more answers to the questions above are 'NO', your current fire safety standards may be inadequate. You should rectify the problem or seek professional advice.

Record all deficiencies and proposed remedial action on the form entitled 'Significant Findings'.

Appendix 1: Guidance to the Policy for Fire Safety Management

1. **The following are available to support your fire safety risk assessments and development of fire precautions.**

1.1   The Department for Communities and Local Government Guidance documents, for various types of premises and events and are available on their website https://www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business#documents

There are a number of guidance documents which include:
1. Offices and Shops
2. Factories and Warehouses
3. Sleeping accommodation
4. Residential Care premises
5. Educational premises
6. Small and Medium places of Assembly
7. Large places of Assembly
8. Theatres and Cinemas
9. Open-air events and venues
10. Healthcare premises
11. Transport Premises and Facilities
12. Means of escape for people with disabilities
13. Animal premises and stables

Guides 6 and 7 have been identified as appropriate to County Libraries and Registration Offices (Ceremonies.)

1.2   The ESCC Fire Safety Log Book, which is designed to assist managers to comply with Government guidance, is available on the intranet and Czone

1.3   The recommended Fire Risk Assessment model is available from the BSD Fire Safety Adviser.

1.4   The Fire and Emergency Evacuation Guidance, in respect of people with mobility, sensory and learning impairments, is available on the intranet and Czone.

1.5   County Council Health and Safety Policies on the Safe Management of Contractors and Risk Assessment, where a typical methodology for conducting risk assessments is described, are available on the intranet and Czone.

2. **Practical Fire Safety Arrangements**

2.1   As part of a holistic fire safety management system, in addition to the management action outlined below, considerations of passive and active fire precautions are essential.

2.2   Passive Fire Precautions are concerned with the physical conditions at workplaces which are designed to facilitate containment of fire by design, construction and layout, effective communication and safe evacuation. In particular;

2.2.1 materials specification, design, construction and inspection of buildings, fire doors and escape routes taking into account the needs of pupils, service users, people with disabilities, contractors, members of the public, etc.;

2.2.2 appropriate safe and secure location of building services e.g. gas and electrical distribution boards;

2.2.3 provision of clear fire safety signage for escape routes and final exits, in conformity with the Health and Safety (Safety Signs and Signals) Regulations 1996 and The Equality Act 2010;

2.2.4 provision of prominently located Fire Action Notices (e.g. by Fire Alarm Call Points) to inform people of the action to be taken in the event of fire;

2.2.5 education and training of staff in fire safety arrangements, in particular evacuation procedures and drills.

2.3 Active Fire Precautions are those features of the Fire Safety Management System that detect and operate in the event of a fire, including Fire Alarm Systems, Sprinkler Systems, Emergency Lighting Systems and Fire Fighting Equipment. In particular:

2.3.1 the installation, maintenance, inspection and weekly testing of fire alarms;

2.3.2 the appropriate design, location, operation, monthly inspection and annual testing of adequate (emergency) lighting systems for fire escape routes;

2.3.3 the provision, use, appropriate type and location, and annual maintenance of portable fire extinguishers;

2.3.4 the appropriate design, location, operation, inspection and annual testing of the fire safety sprinkler systems;

2.3.5 ensure that fire safety inspections of the premises are recorded and carried out at the frequency set out in the ESCC Fire Safety Log Book which was designed to assist the Responsible Person comply with the Fire Safety Guide documents referred to above at 1.1.

3.   Fire Risk Assessments

3.1   Fire risk assessments are a requirement of the Regulatory Reform (Fire Safety) Order and are a structured approach to determining the risk of fire occurring in a workplace or from a work activity, and identifying the precautions necessary to eliminate, reduce or manage the risk. The outcome of the risk assessment must be incorporated in the Emergency Plan.

3.2   Risk assessments must take into account those who could be affected, e.g. numbers involved, their location, physical and mental capabilities and employees of organisations with whom a workplace is shared. Where appropriate, an individual PEEP must be developed for staff, pupils or service users who have known disabilities that will impact on their ability to evacuate the particular premises.

3.3 Particular care should be taken when giving consideration to the use of Refuges as part of a PEEP. Placing people with mobility impairments, who cannot manage stairs without significant support, into a temporary Refuge is only acceptable if the Emergency Plan contains a robust and effective plan to enable them to be removed from the Refuge, to an external place of safety. Such plans must not rely on the Fire and Rescue Service to affect the rescue. Where an effective plan to quickly remove persons in a Refuge to an external place of safety cannot be put into place, then alternatives to a Refuge must be considered. Guidance on PEEP's is available on the intranet and Czone. When necessary, further advice may be sought from the BSD Fire Safety Adviser.

3.4 Keeping sources of fuel such as combustible materials, flammable substances and waste, separated from sources of ignition including work equipment, lighting, hot surfaces, hot working processes, carelessness by contractors, etc. on site, and arson must also be taken into account.

3.5 The risk evaluation and appropriate control measures to be taken into account will include those practical fire safety arrangements outlined above.

4. Fire Safety Audits

4.1 Fire Safety Audits may be carried out at any County Council building by the East Sussex Fire and Rescue Service who are the enforcing authority for this legislation and are likely to include a request to inspect the following documentation:
- East Sussex County Council Fire Safety Policy
- Premises Specific Fire Safety Handbook or File, containing:
- Fire Safety Risk Assessment
- Fire Safety Maintenance Records (available on the Corporate Property Information System CPIS)
- Fire Safety Log Book
- Written Fire Evacuation Plan
- Records of Staff Fire Safety Training.

5. Historic Buildings

5.1 The County Council occupies a number of historic and/or listed buildings as workplaces which may also be accessible by the public. These buildings may present particular difficulties in achieving acceptable standards of fire safety and emergency evacuation commensurate with the character, structure, fabric and contents of the buildings.

5.2 A holistic approach to these situations will be required based on the premises specific fire risk assessment; which should take into account appropriate levels of supervision and surveillance, as well as practical security arrangements, e.g. engineered solutions, anti–arson mailbox, CCTV etc. and the statutory need to provide an effective and robust Emergency Plan.