



Heath Hayes Academy



Fire Safety Policy

April 2021

Audience:	
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Person responsible:	Lisa Bate
Approved by:	Amy Fidler
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This Fire Safety Strategy has been created for use in accordance with existing buildings and to highlight the measures a school is taking to mitigate the risk of a fire.

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Statement of intent

Heath Hayes Academy is committed to ensuring our pupils, staff members and other visitors or contractors remain safe at all times; because of this we have established a well-organised procedure for evacuating the building in the event a fire or other emergency breaks out.

This Fire Safety Strategy outlines the action the school will take in the event a fire starts, and details the equipment and procedures already in place to mitigate the risk of a fire.

1. Legal framework

1.1. This Fire Safety Strategy has due regard to all relevant legislation, including but not limited to, the following:

- The Regulatory Reform (Fire Safety) Order 2005
- Department for Communities and Local Government (2006) 'Fire Safety Risk Assessment – Educational Premises'
- Health and Safety at Work etc. Act 1974
- The Building Regulations 2000 (as amended)

1.2. This strategy operates in conjunction with the following school documents and procedures:

- Health and Safety Policy
- Fire Risk Assessment

2. Roles and responsibilities

2.1. The headteacher is responsible for:

- Overseeing the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Designating the school business manager (SBM) as the fire safety officer (FSO) to be responsible for the day-to-day implementation of the Health and Safety policy. This person will also be the designated contact with the the HSE where necessary.
- Working with the FSO to review and update this strategy accordingly.
- Identifying risks relating to possible accidents and injuries, and making reasonable adjustments and suggestions to prevent them occurring.
- Appointing fire marshals to undertake and collate registers during a fire drill.
- Creating personal emergency evacuation plans (PEEPs) for people who will require assistance during fire drills.
- Contacting the emergency services in the event of a fire, where the FSO is unable to, e.g. if they are out of the school.

2.2. The FSO is responsible for:

- Taking responsibility for the school's fire safety matters, in collaboration with the headteacher.
- Coordinating the implementation of all fire safety measures, ensuring staff and pupil training takes place, and monitoring the standard of the school's fire detection and protection equipment.
- Sporadically throughout the school year, but at least once per term, undertaking a whole-school fire evacuation drill – to ensure the school's

staff members, pupils and visitors know what to do in the event of a real fire.

- Reviewing relevant and updated legislation to ensure the school is working within the parameters of the law and as safely as possible.
- Communicating relevant correspondence regarding fire safety to all members of staff and, where necessary, the governing board.
- Reviewing and, if necessary, updating the school’s Fire Safety Strategy and other relevant procedures annually, or when additional building works are planned.
- Conducting risk assessments and ensuring necessary procedures are in place to mitigate the risks of fires.
- Drawing up a plan of the school, including the locations of all fire extinguishers, hosepipes and fire exits.
- Contacting the emergency services in the event of a fire.
- Using fire extinguishers where necessary.
- Taking steps to ensure the appropriate precautions, including the communication of this strategy, are put in place where events are organised outside of normal school hours, or by third-party organisations.
- Reviewing activities to ensure specific restrictions on events, such as setting maximum capacities and limiting the types of activity.

3. Description of the school site and buildings

3.1. The school site consists of 2 buildings; these are:

Building	Number of storeys	Important characteristics	Total area (metres squared)
Building 1	2 storeys	Kitchen, staff room and KS1 kitchen area all within this site. Basement – boiler room	1180m ²
Building 2	1 storey	None	135m ²

[See appendix A](#)

4. Risk profile

4.1. The risk profile helps to establish an appropriate means of escape by taking into account the purpose of a room and the people who will use it.

4.2. Fire growth rate is assessed using the following table:

Category	Fire growth rate	Examples
1	Slow	Limited combustible materials
2	Medium	Waste paper and cardboard
3	Fast	Stacked plastic products, baled clothing
4	Ultra-fast	Flammable liquids, expanded cellular plastics, e.g. polystyrene

4.3. The majority of rooms in the school will be considered a category 2; however, areas such as kitchens and science store rooms command a higher growth rate – a growth rate of 3 is applied to these rooms.

4.4. Occupancy characteristics and how familiar people are with a building can affect the escape time; this is calculated using the following table:

Occupancy characteristics	Description	Examples
A	Occupants who are awake and familiar with the building	Pupils and teachers at school
B	Occupants who are awake, but unfamiliar with the building	Visitors, new staff members and pupils, contractors

4.5. The majority of building users will be staff members and pupils (referred to as occupancy characteristic A); however, the school recognises that some or all of the buildings may be let out to the local community or third parties for events. With this in mind, it is appropriate to attribute an occupancy characteristic of B to the school, to ensure the safety of everyone using the school site.

Area	Risk profile
Large store rooms, kitchens	B3
School office	A2
Classrooms, school hall and gym	B2

5. Evacuations

- 5.1. The person who discovers the fire/smoke will sound the nearest fire alarm.
- 5.2. On hearing the alarm, the building will be evacuated without delay and all pupils, staff members and visitors will proceed to their designated fire evacuation point for a register called by the FSO (for staff and visitors), and for pupils, by their class teacher.
- 5.3. During registers, pupils will remain silent to ensure the process can be completed quickly.
- 5.4. As soon as the fire alarm sounds, the FSO will call the fire brigade when safely outside.
- 5.5. People will only be allowed to re-enter the building once it has been deemed safe by the FSO or other responsible person, e.g. member of the fire brigade.
- 5.6. If the building is not safe to re-enter all staff members, pupils and visitors will be sent home until further notice. Pupils may be sent to another building if it is deemed fit for purpose by the headteacher or FSO and a trained professional, e.g. member of the fire brigade.
- 5.7. In the event someone is injured in the fire, the headteacher or the FSO will ring for an ambulance immediately. Whilst waiting for the emergency services, the school's first aider will administer any first aid required.
- 5.8. Measures, such as multiple fire escapes and exits, are put in place to ensure all staff members, pupils and visitors can escape the school.
- 5.9. To ensure the fire alarm is heard throughout the school buildings, manual call points are fitted on numerous floors and throughout the school.
- 5.10. Fire exits are kept clear and are clearly signed.
- 5.11. The school has a relevant and up-to-date fire evacuation plan in place.
- 5.12. People with disabilities, and anyone who is unable to evacuate the school unassisted will be subject to a PEEP. To ensure their safety, extra measures, such as amending timetables and moving classes, will be considered.
- 5.13. All staff members, pupils and visitors will be told about the locations of the nearest refuge areas.
- 5.14. Full measures for people with disabilities are outlined in individual risk assessments should they be necessary.

[See Appendix A](#)

6. Detection and protection equipment

- 6.1. The school's fire alarm system comprises of break glass call points, fire detectors and a control panel in the reception area by the main office.
- 6.2. Fire alarm points are placed strategically throughout the school in each building.

- 6.3. Areas of higher risk of fire, e.g. the school canteen, have a shutter activated fire system to control the spread of fire.
- 6.4. Fire extinguishers are placed strategically around the school and are maintained annually to ensure they are kept in full working order.
- 6.5. All fire extinguishers are colour coded to acknowledge its purpose; these are:
 - **Red** – water
 - **Black** – carbon dioxide
 - **Blue** – dry powder
 - **Cream** – foam
 - **Canary yellow** – wet chemical
- 6.6. Fire doors can be found throughout the school, both internally and externally, to provide three functions:
 - To protect escape routes
 - To prevent the spread of fire
 - To stop the flow of oxygen to feeding a fire
- 6.7. All doors provide at least 30 minutes of fire resistance.
- 6.8. Fire doors will be kept closed and the area around them kept clear at all times.
- 6.9. All fire doors to final exits (outside) are situated away from hazardous rooms, e.g. boiler rooms.

7. Speaking to the emergency services

In the event of a fire, the head teacher or FSO will call the emergency services and ask for the fire service.

- 7.1. They will speak clearly and coherently, offering as much information as possible. They will give the school's full address as:
Heath Hayes Academy
Wimblebury Road
Heath Hayes
Cannock
WS12 2EP.
- 7.2. The head teacher or FSO should be prepared to offer information regarding whether anyone is tackling the fire before the fire brigade have arrived.
- 7.3. The call should only be terminated once the address has been confirmed.
- 7.4. Once the emergency services have arrived, the head teacher or FSO should offer information about the location of gas/electric supply lines, solar panels installed and whether everyone is accounted for.

8. Access and egress

- 8.1. A clear route is identified to ensure the emergency services can safely navigate around all areas of the school.
- 8.2. Assembly points will be kept away from routes used by emergency services.
- 8.3. Access points for all buildings are identified and the emergency services are informed of these.

As a small site the fire brigade can access the site on the front KS1 playground. The gates will be opened by the FSO or headteacher.

9. Monitoring and review

- 9.1. This strategy is reviewed annually by the headteacher and the FSO.
- 9.2. Should any building work be undertaken, this Fire Safety Strategy will be reviewed and updated accordingly before building works take place.
- 9.3. Any changes made to this strategy by the headteacher and the FSO will be communicated to all members of staff.
- 9.4. All members of staff are required to familiarise themselves with the processes and procedures outlined in this strategy.
- 9.5. The next scheduled review date for this strategy is April 2022.

Appendix A

