



Subject: Fire Prevention	Number: POL00138
Approved by: Managing Director	Type: Policy
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1. Objectives

The Robert Holme Academy (RHA) recognises its responsibilities in managing all risks, including fire risks, to provide a safe environment for its staff, pupils and visitors, while minimising business and regulatory exposures. We will always act proactively to minimise the incidence of all workplace risks.

All activities will be carried out with the highest regard for health, safety and welfare of our staff, children under our care, contractors and visitors, along with the public at large.

We work with all members of staff to promote an open and positive attitude to health and safety in everything that we do. We encourage all staff to identify and report any fire hazards that need attention, along with recommended solutions, so that everyone contributes to maintaining a safe and happy working environment.

Our policies and practices reflect our commitment to thorough management of fire risk at work, and we acknowledge that effective management of fire risk actively contributes to our ongoing success.

Regular fire risk assessments and reviews are carried out to identify potential hazards and establish appropriate controls to mitigate risk, including any corrective action necessary to reduce fire risk to an acceptable level.

Our policy is reviewed not less than every year or in the light of legislative or substantial organisational change and continual improvement.

2. Scope and Applicability

This policy is applicable to all members of staff and mandates the practices necessary to ensure fire risks are formally identified and are managed effectively to minimise any exposure.

3. Procedure

3.1 Responsibilities

3.1.1 Responsibilities of the Managing Director

The Managing Director has overall responsibility for managing risk of fire within the Robert Holme Academy. In this capacity, the Managing Director will:

- co-ordinate the implementation of the fire prevention policies and practices and monitor their effectiveness in meeting obligations;
- make adequate provision for necessary fire prevention training and resources to ensure that risk is managed effectively;
- ensure that all staff are accountable for managing fire risks in areas of their control and monitor compliance;
- review ongoing compliance and ensure any corrective or preventive actions are taken to minimise potential exposures.

The Managing Director also personally delivers fire prevention and emergency procedures training during the induction program for new members of staff. The training stresses the importance of fire prevention, the need for personal responsibility in managing fire risks effectively, along with the corresponding systems and controls.



3.1.2 Responsibilities of the Headteacher

The Headteacher has a primary responsibility for the implementation of fire risk management practices and for monitoring their effective implementation on a day-to-day basis. The Headteacher therefore:

- ensures sufficient staff are adequately trained in fire prevention and related policies, procedures, systems and working practices and make arrangements to inform staff and pupils, of relevant fire risk management procedures;
- monitors the status of risks (in conjunction with the Managing Director);
- ensures that actions taken to mitigate fire risk are embedded within the curriculum to ensure that all learning activities are conducted in a safe manner;
- ensures staff are competent in the tasks they are undertaking and do not behave in a way that would endanger themselves or others;
- ensures that all unsafe practices are stopped immediately or modified in order to render them safe;
- reports all significant fire risks and exposures to the Managing Director;

3.1.3 Responsibilities of all Staff

All staff are responsible for making sure that they are aware of, and comply with, fire prevention policy and procedures and are familiar with the fire risk analysis and mitigating actions.

Similarly, all staff must take reasonable steps and avoid taking unnecessary or significant fire risks, while minimising exposures to themselves and those who may be affected by their acts or omissions.

Staff are required to seek guidance from the Headteacher or the Managing Director if they are in any doubt regarding a fire risk and corresponding mitigating actions.

3.1.4 Responsibility of all Pupils

All pupils are also expected to comply with organisational rules to ensure they act responsibly and safely around the premises and when offsite.

While pupils are not expected to know or appreciate the details and complexities of the fire risk systems and practices, they are expected to understand and uphold the principles of fire prevention take all necessary precautions to protect themselves and others from fire risks.

Pupils are encouraged to report any potential risks and concerns they have, and these should be dealt with sympathetically and appropriately.

Pupils are expected to listen to and follow all safety related instructions given by staff immediately and without question.

Pupils must not interfere with, neglect, damage or misuse equipment, including fixtures and fittings, safety systems, alarms, etc., or take any actions that may put themselves or others at risk.

Pupils must not access, or attempt to gain access to secure areas, including the kitchen, material stores, hazardous material stores (including materials that might be flammable), etc.



3.2 *Fire Risk Assessment*

Fire risks may arise from a variety of sources and day-to-day activities as well as special events and unique situations.

In all cases fire risks are formally identified and managed according to this policy (and the risk management policy)

Potential fire risks can be identified by any member of staff or pupil. All potential risks are taken seriously and are formally documented using the risk management process and corresponding documentation.

The status of fire risks are reviewed on not less than an annual basis. Reviews consider the progress of planned mitigating actions to ensure that they are progressing according to the schedule, while taking account of specified thresholds. Further actions are taken where threshold values have been exceeded.

Reviews also examine any circumstances which could indicate, or lead to, an increased probability of the fire risk turning into an actual event. Additional fire risks may also emerge, which are analysed and accommodated in updated plans.

Where necessary, further analysis may be necessary to assess the change in status of a risk or to address the increased probability of an existing risk. Conversely, changes may occur which lessen the probability or impact of a risk, suggesting that some planned mitigating actions are no longer necessary.

The status of risks with an overall severity rating of 12 and above are monitored by the Headteacher and Managing Director. The Headteacher and Managing Director are also kept informed of the status of serious risks, particularly where the probability of the risk becoming an actual disruptive event is increasing or specified threshold values have been exceeded.

Plans and schedules are updated to reflect progress. Changes in risk status and the addition or deletion of mitigating actions are also recorded.

3.3 *Electrical Equipment*

Portable electrical equipment is regularly inspected for damage and faulty equipment is immediately removed from service.

Portable electrical equipment is subject to annual PAT tests.

Portable electrical equipment is used for intended purposes and in accordance with manufacturer's instructions.

Portable electrical equipment is switched off after use and is checked at the end of the working day

The Mains Electrical System is maintained, regularly inspected and signed off by qualified electrical engineers and per their recommendations.

Unauthorised modification of mains electrical system or modification by unqualified personnel is not permitted.

Modification of mains electrical system is only undertaken by of mains electrical system.

Any faults or failures of the mains electrical system are brought immediately to the attention of the Headteacher and/or Managing Director for rectification by of mains electrical system.

Staff are not permitted to attempt rectification or repairs to a mains electrical fault.

Damaged or faulty mains fittings are replaced immediately.

Incandescent lighting is not permitted on site.



3.4 *Smoking*

A strict no smoking policy is established on-site, including the garden and parking areas.

prominent signs are installed to indicate that smoking/vaping is not permitted.

Disciplinary action will be taken where any member of staff or pupil has been identified as smoking/or vaping on-site.

Visitors, including sub-contractors are briefed on the no smoking policy.

3.5 *Kitchen Facilities*

Kitchen staff are fully trained in the use of cooking equipment.

Only authorised staff are allowed to cook in the kitchen.

Frying using deep fat oil fryers and/or open pans is not permitted on site.

The kitchen is fitted with firefighting equipment, including a fire extinguisher and fire blanket, suitable for tackling a small incident.

The kitchen is fitted with a heat/smoke alarm.

The kitchen is inspected at the end of every working day with checks to ensure all equipment is off.

The kitchen is not to be left unattended while cooking on the hob is in progress.

3.6 *Boiler and Heating*

The boiler is well maintained, serviced and checked annually by qualified service engineers.

The area surrounding boilers are kept clean, tidy and free of debris.

3.7 *Arson*

The front and rear entrances to site are always locked when premises are not attended.

Tall fences/walls are installed throughout the perimeter of the premises.

Waste materials are stored in rubbish bins that are emptied regularly

Accelerants e.g. paint, solvents, fuel, etc., are always locked out of site in secure facilities.

Ignition sources such as lighters, matches, etc., are stored out of sight in secure locations.

The site is fitted with nighttime lighting to deter unauthorised access.

3.8 *Flammable materials*

Flammable liquids are stored out of site in locked facilities.

Flammable liquids such as petrol and volatile solvents are stored in the brick shed away from the main building in appropriate containers with applicable warning labels.

Paints, solvents and flammable adhesives are stored in outbuildings away from the main building.

Flammable liquids are stored away from potential ignition sources.

Flammable liquids are only accessible and used by authorised staff.

Any spills are cleaned up immediately.



3.9 Waste and Packaging

Packaging materials are kept away from ignition sources.

Packaging materials and boxed for creative work and modelling are used under supervision.

Packaging and other materials used for modelling is stored securely outside the main building.

Waste material is cleared away and removed from the premises at the end of the session.

The site is inspected at the end of each working day, waste bins are emptied, and any remaining collections of waste material is removed from the building.

Models, art, etc., made from packaging materials is displayed in a way to minimise the potential risk of fire

Soft furniture complies with fire regulations and has a permanent label attached.

Wherever possible fittings and fixtures are used which minimise the risk and spread of fire.

Furniture, fixtures and fittings are kept away from any potential ignition sources.

Classrooms are cleared and waste material is removed from classrooms after creative sessions

Waste material is placed in secure waste bins away from the main building.

Waste bins checked and emptied at the end of every working day.

Fire extinguishers are available in key locations to tackle small fires, should they occur.

The kitchen is cleaned and waste material is removed at the end of every working day.

3.10 Fire Systems and Protection

Fire system call points are tested every month, along with including emergency lighting.

A full fire system test is carried out every six months.

Any faults are corrected immediately.

Fire extinguishers are checked at the end of each working day for pressure and any sign of tampering and are replaced immediately if faulty or damaged.

Fire doors closures are checked weekly for function and are adjusted as necessary.

Fire exits and exit routes are required to always be unobstructed and cleared immediately if found to be obstructed.

Fire exit signs are maintained and replaced immediately if found to be removed.

Fire action notices are completed and displayed in every room.

A fire drill is carried out at least once per term. Any actions arising from the drill are noted and addressed.

3.11 Evacuation Practices

Fire marshal(s) are to coordinate evacuation and ensure the building is vacated by all staff, pupils and visitors.

Fire marshal(s) also provide additional assistance to staff, pupils and visitors with disabilities, as necessary.

As far practicable, practice evacuations are undertaken once per term to monitor evacuation performance.

Staff to monitor gates/back door to prevent re-entry to the building and prevent leaving the playground muster area.

Lessons learned following fire practices and false alarms are record in the Fire Logbook and are reflected, as soon as possible, in revisions to policy, procedure and risk assessment.