

HARBOURSIDE LEARNING Partnership

Fire Safety Policy

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Additional School Procedure	
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1. General Fire Policy Statement

1.1 Harbourside Learning Partnership (HLP) is committed to high standards in health and safety and ensuring a healthy working environment is available to pupils, employees, contractors and persons who may visit the school, including all aspects of fire safety. We will strive to achieve comfortable working that is, as far as reasonable practicable, safe from the risk of fire.

1.2 We recognise that following the introduction of the *Regulatory Reform (Fire Safety) Order 2005*, the government has laid down guidance for fire safety in educational premises.

1.3 Each school in HLP will have a nominated 'responsible person' as required by the above legislation. This person has day to day responsibility for fire management. The 'responsible person' will work closely with the Headteacher in all matters concerned with fire safety.

1.4 HLP will ensure that we meet all our legal and moral responsibilities regarding fire safety and to do this we will:

- Where practicable, prevent the possibility of all causes of fire;
- Adopt a risk assessment approach to all fire safety matters by assessing and reducing risks where possible and creating systems to localise procedures and working practices;
- Provide information, instruction and training to staff and monitor incidents and near misses in order to identify where to improve systems and procedures and reduce the risk of recurrence;
- Use competent persons to carry out fire risk assessments of all our properties and to advise our management of fire safety issues;
- Implement the protective and preventative measures identified in the risk assessments and advice from our competent persons;
- Consult our employees on relevant risk reduction measures that are necessary;
- Liaise with our employees to reduce the risk from fire as far as reasonably practicable;
- Develop roles and responsibilities to cover all aspects of fire safety and ensure that everyone understands their roles and responsibilities;
- Train our employees and where necessary assess their competency in fire safety matters;
- Develop an emergency evacuation plan (EEP) for all our properties and personal emergency evacuation plans (PEEP) for all special needs persons who are employed or taught at our premises;
- Provide all our employees, pupils and others, who visit or work in our properties, with relevant information on fire safety matters; and
- Implement suitable and appropriate management arrangements to plan, organise, control, monitor and review fire safety throughout our premise portfolio.

1.5 Appendix A provides premises details of this school along with the responsible person for fire safety.

2. Management Structure and Responsibilities

2.1 Trust Board

- Ensure that an appropriate Fire Safety Policy is in place;
- Appoint an external 'competent person' to provide guidance and support to school staff (currently Handsam Ltd);
- Ensure a bi-annual Health and Safety audit is undertaken which gives explicit attention to fire safety;
- Ensure a fire risk assessment is undertaken by an appropriately competent person and that this is updated every three years or earlier if required;
- Have awareness of key actions/recommendations required from Health and Safety audit and fire risk assessment and which relate to all schools in the Trust.

2.2 Local Governors

- Maintain oversight of the school's progress against actions required by the Health and Safety audit and fire risk assessment;
- Ensure that the school's arrangements are in line with the requirements of the Trusts' policies.

2.3 Headteacher

- Ensure appropriate plans exist to respond to recommendations of the Health and Safety audit and fire risk assessment;
- Appoint a 'responsible person' to support the day to day management of fire safety;
- Make appropriate arrangements for fire marshalls;
- Make arrangements for fire safety in line with the requirements of this and other relevant polices, including the training of staff.

2.4 Responsible Person

- Undertake key fire safety tasks as delegated by the Headteacher and maintain appropriate records in line with agreed arrangements;
- Provide the school's main link to the fire services as the Fire Services Liaison Officer (FSLO).

3. Management System for Fire Safety

3.1 A process of fire risk assessment is used to manage the ongoing fire risk in the premises which records:

- The significant findings; and
- Any group of persons identified by it as being especially at risk.

3.2 Schools' arrangements for organising, planning, controlling, monitoring and reviewing the fire risk assessment processes are as follows:

3.3 Organisation

HLP schools will:

- Make a fire risk assessment (FRA) and create an action plan;
- Reduce or remove any risks;
- Provide all staff with fire awareness training;
- Identify fire marshals and provide appropriate training; and
- Have a clear allocation of duties and responsibilities which are linked to job descriptions.

3.4 Planning

Reference is made within the main Trust Health and Safety Policy to the Fire Safety Policy document.

3.5 Fire risk assessments will be carried out by an externally appointed competent contractor and these will be reviewed regularly by the school's Health and Safety Team. The external risk assessment will be reviewed every three years or earlier if there is a significant change in circumstances or an incident.

3.6 All significant findings identified within the fire risk assessment will be addressed in accordance with the action plan detailed in the risk assessment reports.

3.7 Staff will receive appropriate fire training relevant to their job role on induction and at least every three years thereafter.

3.8 HLP schools will ensure regular servicing of fire alarms, emergency lighting and portable fire extinguishers in accordance with the current British Standards, 5839, 5266 and 5306 respectively.

3.9 Fire drills will be undertaken at least termly with the results being entered into the fire safety log records. Fire log records will be completed by each school's responsible person for fire safety and will be made available for use as an audit trail and if the Fire Service should visit the premises.

3.10 Control

HLP schools will carry out regular fire drills and staff training with documentation being kept in the fire log records.

3.11 Fire logs will be kept by each school's responsible person for fire safety.

3.12 Regular maintenance and testing of all passive fire safety measures will be carried out, i.e. fire alarms, portable fire extinguishers, emergency lighting, signage etc.

3.13 In the event of an evacuation, only competent personnel with appropriate training will be allowed to reset the alarm system as the Fire Service are under no obligation to do so.

3.14 Monitoring

Each school will hold training records.

3.15 The Health and Safety Team will review fire documentation and risk assessments at least annually.

3.16 Review

This management system for fire safety will be reviewed on an annual basis.

4. Full Evacuation

4.1 The aim is to provide safety for all occupants of the premises under any reasonably foreseeable circumstances in the event of a fire, in or adjacent to the building.

4.2 Evacuation arrangements recognise that employees in the main are familiar with the premises although new employees, pupils and visitors must be accompanied until familiar with the buildings on site. This is fully acknowledged in the formulation of the Emergency Evacuation Plan (EEP).

4.3 Fire safety provision to achieve a full evacuation is based on a combination of the requirement for early fire detection and warning for pupils and employees. Key elements of compartmentation in the building and sufficient protection of designated escape routes allow for the safe egress of all occupants, once alerted, to a place of ultimate safety with the assistance of staff acting as Fire Marshalls.

5. Emergency Evacuation Plan

5.1 Each HLP school will have an EEP which takes into account guidance within this policy. The EEP must be made available to all staff in the school to which it relates on induction and clearly visible around the school at times. Regular opportunities will be taken to remind the school community of the EEP and to practice its execution.

5.2 The EEP individual to this school is provided as Appendix B.

5.3 The Fire Evacuation Signal

5.4 There is a clear fire evacuation signal in each HLP school and each school community will be familiarised with this signal through routine fire drills.

5.5 The signal will sound on activation of the fire detection system or the operation of a break-glass call point.

5.6 On hearing the fire evacuation signal all users of the building must leave immediately by the nearest available exit.

5.7 Action on Hearing the Fire Alarm

5.8 Staff:

- Staff responsible for groups of pupils will direct them to the evacuation assembly points according to the regular evacuation drills and should not attempt to use fire-fighting equipment or save personal possessions;
- Other staff will report to the evacuation assembly points and await instructions;
- During school opening hours, the fire alarm panel will be checked by the responsible person or Headteacher/ Deputy Headteacher in his/her absence to verify the zone and location of the alarm actuation and then investigate this zone to identify the cause of the alarm activation;
- If fire is discovered this will be confirmed to the Fire Service by dialling 999;
- Do not attempt to use fire-fighting equipment or save personal possessions.

5.9 Visitors and contractors:

- Fire evacuation procedures will be communicated to all visitors to the site.
- Leave the building immediately by the nearest available exit;
- Make their way to the nearest designated assembly point in a calm orderly manner;
- Do not attempt to use fire-fighting equipment or save personal possessions;
- Once at the assembly point wait for instructions from a member of staff; and
- Do not re-enter the building until directed by a member of staff once the building has been confirmed as safe.

5.10 Pupils:

- Cooperate with their teachers and other staff to ensure a safe and orderly evacuation to assembly points;

- Know their assembly point as a result of regular drills and the main fire evacuation routes;
- Do not attempt to use fire-fighting equipment or save personal possessions;
- When unsupervised; on hearing the alarm:
 - Leave the building immediately by the nearest available exit;
 - Make their way to their designated assembly point in a calm orderly manner; and
 - Do not re-enter the building until directed by a member of staff.
- Pupils may also raise the alarm, if it is they who discover a fire or evidence that there may be a fire, such as smoke.

5.11 Action on Discovering a Fire

- Raise the alarm by activating the nearest break glass call point;
- If safe to do so, close all doors and windows;
- Fully evacuate the building;
- The person confirming there is a fire is to call the Fire Service by dialling 999;
- The Headteacher or Deputy Headteacher is responsible for checking the Fire Service has been called;
- Tackling the fire will always come secondary to the evacuation. However, if trained and it is safe to do so, staff may tackle the fire with the nearest portable extinguisher, always ensuring there is a safe exit route available and only if not responsible for overseeing the evacuation of pupils;
- A sweep of the building will be carried out by trained fire marshals. Once staff and visitors are at the assembly points a nominal roll will be carried out. The Headteacher will be notified immediately of missing persons so that this can be conveyed to the fire service by the Fire Service Liaison Officer.
- Any person trying to re-enter the building without the express permission of the Fire Brigade Lead Officer will be discouraged as strongly as possible; and
- Only competent personnel with appropriate training will be allowed to re-set the alarm system as the Fire Service are under no obligation to do so.

5.12 Evacuating People Identified at Specific Risk

5.13 Visitors:

- All visitors will sign in on arrival at reception and be handed a visitors' badge. Emergency plan information will be provided for them; and
- Visitors should be accompanied wherever possible and practical by the host at all times whilst on site and escorted to the assembly point by staff in the event of an emergency.

5.14 Contractors:

- All contractors will sign in on arrival at reception at the start of the work period. Unless other arrangements have been made e.g. long term contractor may have their own sign-in book, they should be made aware of the emergency procedures for the premises and the location of the designated assembly points.

5.15 Those with Special Needs or Disability:

- A Personal Emergency Evacuation Plan (PEEP) will be completed for any individuals (staff, pupils, visitors or contractors) that have special needs which may affect their ability to evacuate quickly and safely.

5.16 Designated Assembly Points

The designated assembly points for this school are included within Appendix B.

5.17 Everyone will report to the appropriate assembly point if the building is evacuated. Only people with designated tasks may remain in the building and only then if it is safe to do so, with a clear exit route.

5.18 Escape Routes and the Use of Fire Exits

Means of escape routes throughout the buildings have been identified with fire exit signs.

5.19 Emergency lighting is also provided to all escape routes and final exit doors. These automatically illuminate on failure of the normal lighting circuits.

5.20 Arrangements for Fighting Fire

- Tackling fires will always come secondary to the evacuation of the premises;
- Fire-fighting equipment is provided in accordance with BS 5036 (2000) and is for use by any member of staff who has received the appropriate training and, on discovering a fire, considers it safe to do so and provided that they are not responsible for the evacuation of pupils. Fire-fighting equipment is sited throughout the building in accordance with the risk assessment and is generally found on escape routes adjacent to final exit doors;
- The fire extinguishers are provided to secure the means of escape routes and help prevent a small fire developing into one which could destroy the building. These extinguishers are only to be used if it is safe to do so, or out of necessity to secure an escape route; and
- 'IF IN DOUBT, GET OUT', closing doors behind you if safe to do so.

5.21 Specific Tasks Required by Staff

The school will designate the following tasks to key personnel:

- On hearing the alarm, call the Fire Service by dialling 999, the emergency operator is the next contact before being put through to the Fire Service. The Fire Service will then require the following information:
 - The full address, including post code;
 - The telephone number you are calling from;
 - If possible, what is involved in the fire and if there are any flammable materials; and
- Name of the nearest main road.
- Turn off specific items in case of fire if it is safe to do so, e.g. kitchens - all cookers and heat generating equipment should be turned off as they leave the building;

- Take the relevant register and 'grab pack' which should include:
 - Crisis response plan – current version;
 - Utilities and other logistical contact details/policy numbers;
 - School layouts/floor plan;
 - Details of any known highly flammable material in or around the school;
 - Asbestos Register;
 - The location of the main electric intake and gas intake;
 - The location of water intakes;
 - Building/gate and other essential keys;
 - Building/gate and other essential codes or swipe cards;
 - Fire and security alarm company details and codes;
 - High visibility jackets;
 - First aid kit;
 - Stationery to include note book and pen;

5.22 Teaching staff:

- Sweep their classroom or other area of work and ensure all pupils leave the building and escort them to the assembly point;
- Receive class registers and check attendance swiftly. Use the practised system to notify Headteacher of full attendance or of missing persons;

5.23 Fire Service Liaison Officer (FSLO)

In each HLP school, the responsible person will be the FSLO (or in his/her absence the Headteacher or Deputy headteacher). This individual will be responsible for reporting to the first Fire Service Officer attending any incident at the site. He/she will advise the Fire Service on the following:

- The location of the incident;
- Confirmation of the evacuation of all people from the buildings or otherwise;
- The last known location of any missing person/reluctant evacuees (if known);
- The location of the main electric intake and gas intake;
- Details on any known highly flammable materials in or around the building(s) involved;
- A floor plan of the building;
- Any other relevant information; and
- Maintain liaison with the fire service.

5.24 Out of Hours Procedures

- 'Grab Pack' to be in a visible location for Fire Fighting personnel to easily access;
- Contact details of key staff (Site Manager, Headteacher) to be included.

5.25 Fixed Fire Protection Systems: Out of Service

As far as possible, the fire detection and evacuation alarm systems should not be isolated within school hours. If the fire detection system has to be isolated for any reason, the Headteacher and responsible person must be kept informed.

- The Responsible Person will document this in the fire log record;

- Hot work will be restricted and only allowed under a strict permit to work system by facility management and based on a Fire Risk Assessment (FRA);
- Any fire doors on magnets or other automatic means of keeping them open to be released and kept closed;
- All staff in identified areas should be informed and remain vigilant. Alternative systems to be put in place at the time, e.g. staff in area have mobile phone contact with the Headteacher/ responsible person; and
- The responsible person will document the re-commissioning of the system in the fire log record.

5.26 If the evacuation alarm system is isolated for any reason, the Headteacher and responsible person will be informed and the FRA updated.

- The responsible person will document this in the fire log record;
- A temporary method of warning people of fire to be used, e.g. air horn or manual bell; and
- The responsible person will document the re-commissioning of the system in the fire log record.

5.27 Calling the Emergency Services

5.28 During normal school opening hours:

- The Fire Service will be called using 999 once the fire alarm has been actuated even if a school alarm system is monitored. On checking if a fire is discovered or if it is a definite false alarm this should be confirmed to the Fire Service by dialling 999;

5.29 At night, weekends or during the school holidays:

- Where a system is monitored, the Fire Service will be alerted. A key holding company will be the first point of call on any alarms out of hours.
- On checking if a fire is discovered before the arrival of the fire service, or even if it is a definite false alarm, this should be confirmed to the Fire Service by dialling 999.

6. Structural Protection/Means of Escape

6.1 Means of Escape: General

Satisfactory means of escape is provided by means of designated protected routes from all areas of the buildings (detailed on the plans located in building fire logs) to dedicated fire exits direct to outside at ground floor level. Ultimate safety is achieved by the provision of a known assembly point in a selected safe area away from the building.

6.2 Provision of means of escape is in compliance with the guidance issued by the Department for Communities and Local Government: [Fire Risk Assessment: Educational Premises.](#)

6.3 Means of Escape: Horizontal

Provided by protected corridor routes linking all rooms and any protected staircases. All doors opening onto such circulation spaces are maintained to an FD30S standard.

Corridors are managed to avoid the build-up of combustible materials and prevent their use for unsafe processes such as locating of electrical machinery (such as photocopiers), and are subdivided as necessary by self-closing doors to a FD30S standard to prevent the spread of products of combustion along their length.

6.4 Escape from within rooms is provided by appropriate provision of sufficient exit doors in accordance with government guidance standards.

6.5 Means of Escape: Vertical

Provided by: **(INSERT HOW VERTICAL MEANS OF ESCAPE IS ACHIEVED FOR EACH BUILDING IF THIS IS APPROPRIATE FOR THE SCHOOL. IF GROUND FLOOR ONLY, DELETE THIS SECTION).**

6.6 Protected staircases serving all areas of upper storeys, adequately sized at each level, with egress direct to outside and all doors of an FD 30SSC standard.

7. Fire Safety Systems

7.1 Fire Safety Signage

Appropriate signage is provided and maintained throughout the premises and is in accordance with BS 5499 2002. Arrangements are managed by school procedures and are included within the school fire safety log record. An understanding of signage is the subject of staff awareness training.

7.2 Fire Warning System

An automatic fire detection and alarm system, for transmission of alarm calls, is provided and maintained in accordance with BS 5839 Part 1. The standard complies with guidance for educational premises. Arrangements are managed by school procedures. Procedures are included within the school fire safety log records. The use and arrangements for maintenance of automatic fire detection is the subject of staff awareness training.

7.3 Emergency Escape Lighting Systems

An electrical emergency escape lighting system is provided and maintained in accordance with the provisions of BS 5266 Part 1. Arrangements are managed by school procedures. Procedures are included within the school fire safety log records. The use and arrangements for maintenance of emergency escape lighting is the subject of regular staff training.

7.4 Firefighting Equipment: Portable

Appropriate fire extinguishers are sited, positioned and maintained in accordance with BS 5306. Arrangements are managed by school procedures. Procedures are included within the school fire safety log records. The use and arrangements for maintenance of firefighting equipment is the subject of regular staff training.

7.5 Firefighting Equipment: Fixed Installations

(INSERT DETAILS ON FIREFIGHTING EQUIPMENT: FIXED INSTALLATIONS IF APPLICABLE – OTHERWISE DELETE).

7.6 Plans

The plans, kept in the building fire logs show:

- Escape routes (number of exits, number of stairs, fire-resisting doors, fire-resisting walls and partitions, places of safety, etc.);
- Fire safety signs and notices (i.e. pictographic fire exit signs, fire action notices, etc.);
- The location of fire warning devices (i.e. break-glass alarm points, sounders, rotary gongs);
- The location of emergency lights; and
- The location and type of firefighting equipment (i.e. water extinguishers, foam extinguishers, etc.)

8. Maintenance

8.1 Each HLP school acknowledges its obligation to provide a proactive programme for the maintenance of the fire safety provisions in its premises together with guidance on appropriate emergency procedures and an adequate staff training programme.

8.2 The means of escape and other fire safety provisions must be maintained at suitable intervals by a 'competent person' and the maintenance recorded in the fire log record.

8.3 HLP schools will follow the maintenance schedule within this policy that covers the means of escape, signs and notices, fire warning system, emergency lighting and fire-fighting equipment along with any other relevant equipment within the school. This schedule of formal checks is in addition to the daily, informal checking undertaken by key staff as part of their routine duties such as locking and unlocking the site.

8.4 Each school's responsible person is responsible for maintaining records in the fire log record and for ensuring that necessary maintenance work is undertaken as required.

8.5 Each fire safety log should include the following and be completed as per the regularity shown in this schedule:

- Maintenance of Fire Resisting Doors, Walls and Partitions

All fire resisting doors will be inspected on a monthly basis and documented in the fire log record.

- Maintenance of Escape Routes and Exit Doors

The walkways and escape routes will be checked on a monthly basis and documented in the fire log record.

- Maintenance of Fire Safety Signs

Routine inspections of all fire safety signage is to be carried out termly. All illuminated signage is to be maintained in accordance with BS 5266 and inspected monthly by a competent person. Six monthly and annually a competent electrical engineer should also carry out routine maintenance in accordance with the above British Standard.

- Maintenance of Fire Warning System

This will be specific to each building and is documented in the fire log record for each site. All in accordance with BS 5839 2002.

Weekly:	A number of call points will be tested weekly on a rotational and systematic basis ensuring that all call points are checked each quarter.
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Quarterly:	This will be completed by an external engineer or otherwise appropriately qualified person.
Annually:	As above.

- Maintenance of Emergency Lighting

This will be specific to each building and is documented in the fire log book for each site, all in accordance with BS 5266.

Weekly:	Visual inspection of all emergency lighting points including illuminated exit signs.
Monthly	Operation of test switch or circuit breaker.
Six monthly:	Maintenance in accordance with BS 5266 by a competent electrical engineer. Discharge test (1 hour).
Annually:	Maintenance in accordance with BS 5266, by a competent electrical engineer. Discharge test (3 hour).

- Maintenance of Firefighting Equipment

This will be specific to each building and is documented in the fire log record for each site all in accordance with BS 5306 2009 by a competent person.

Monthly:	The responsible person must carry out visual inspections of the equipment to ensure it has not been tampered with or damaged accidentally. This must be recorded. The equipment will be accompanied with instructions regarding maintenance, for example after an extinguisher has been used, even if only for a moment, it must be recharged.
Annually:	All portable firefighting equipment must to be checked by a qualified engineer (competent person). A written report and certificate of inspection will then be provided.

- Maintenance of Fire Safety Records

HLP schools will keep all maintenance, inspection, replacement and installation of firefighting equipment records, the fire risk assessments and other associated documentation including training records.

8.6 The fire log records are maintained for ALL buildings on the school premises.

9. Staff Fire Training

9.1 All staff are required to undertake basic fire awareness training on appointment and then three yearly thereafter although staff will be routinely reminded (at least termly) of key fire safety points especially related to evacuation procedure. Key personnel will receive additional training including the practical use of extinguishers.

9.2 It is the responsibility of the Headteacher to ensure that adequate training is carried out. Training records will be maintained.

9.3 The HLP Director of Finance and Operations (DFO) will ensure that an appropriate level of training is made available along with who receives training, what training is given, how often it is given and where it is recorded. A suitable programme will contain the following:

- Basic fire awareness;
- The items listed in the emergency plan;
- The importance of fire doors and other basic fire prevention measures;
- Where relevant, the appropriate use of fire-fighting equipment;
- The importance of reporting to the assembly area;
- Exit routes and the operation of exit devices, including physically walking these routes;
- General matters such as restrictions on cooking other than in designated areas;
- Assisting disabled persons where necessary;
- Staff with specific responsibilities may additionally require more advanced training covering:
 - Detailed knowledge of the fire safety strategy of the premises;
 - Awareness of human behaviour in fires;
 - How to encourage others to use the most appropriate escape route;
 - How to search safely and recognise areas that are unsafe to enter;
 - The difficulties that some people, particularly if disabled, may have in escaping and any special evacuation arrangements that have been pre-planned;
 - Additional training in the use of firefighting equipment; and
 - Reporting of faults, incidents and near misses.

9.4 Fire Drills

The fire emergency evacuation plan will be tested at least once per term. The results of the test will be documented in the fire log record and feedback will be given to all staff and pupils.

9.5 Visitors and Contractors

General fire action notices based on this plan will be maintained, displayed and updated accordingly.

10. Carbon Monoxide

10.1 Carbon monoxide is a colourless, odourless, tasteless and toxic gas produced as a by-product of combustion. Any fuel burning appliance has the potential to produce carbon monoxide gas.

10.2 As a result a carbon monoxide detector will be in the vicinity of all fuel appliances in HLP schools such as:

- Boiler/s; and
- Gas cookers/hobs;

10.3 Where Bunsen burners are used these will be serviced annually.

10.4 Any carbon monoxide detector will conform to the standards set out in BS EN 50291.

11. Significant Hazards

11.1 Employers, and persons in control of the school premises other than the employer, should inform the Fire Service of any significant hazards within their workplace that may require special procedures for rescue work and fire-fighting for example chemical laboratory stores, any fuel kept on the premises, gas cylinders (e.g. butane and propane) and oxygen cylinders. Cylinders should not routinely be kept on site but where it is deemed necessary, they should be in a locked cage away from any buildings.

Significant Hazards	✓ or X
The Fire Service has been informed of any significant hazard within the workplace that may require special procedures for rescue work and firefighting.	
Specify: <ul style="list-style-type: none"> – Chemistry laboratory stores – Diesel, ground maintenance staff <p>(INSERT RELEVANT SIGNIFICANT HAZARDS ON PREMISES)</p>	

12. Arson Control

12.1 Premises can be targeted either deliberately or because they offer easy access. Arson is a particular problem in schools, with most fires likely to be started by pupils, ex-pupils or those with a knowledge of the school. Fires started deliberately can be particularly dangerous because they generally develop much faster and may be intentionally started in escape routes. Of all the risk-reduction measures, the most benefit may come from efforts to reduce the threat from arson. Measures to reduce arson may include the following:

- deter unauthorised entry to the site by limiting site entrances, providing appropriate boundary security and implementing controlled site access;
- thoroughly secure all entry points to the premises, including windows and the roof, but make sure that this does not compromise people's ability to use the escape routes;
- ensure the outside of the building is well lit;
- reduce the opportunity for an offender to start a fire by reducing concealed entrances or areas which offer cover;
- make sure you regularly remove all combustible rubbish;
- do not place rubbish skips adjacent to the building;
- do not site wall-mounted waste bins beneath windows or on walls covered in combustible cladding – in general secure waste bins in a compound separated from the building;
- do not allow combustible displays or storage on the internal windowsills of ground floor rooms;
- secure all storerooms, staff restrooms and office areas against intrusion at the end of the working day;
- secure flammable liquids so that intruders cannot use them;
- reduce the scope for potential fire damage by limiting the availability of easily ignitable materials and the opportunity for fire to spread through the premises;
- maximise the use of video surveillance;
- encourage staff to report people acting suspiciously;
- promote good relations with neighbours who overlook your premises – they can be your eyes when the premises is unoccupied; and
- do not park vehicles next to windows or doors opening into buildings.

12.2 An arson risk assessment should be carried out annually and recorded in the agreed log.

13.No Smoking Policy

13.1 Carelessly discarded cigarettes and other smoking materials are a major cause of fire.

13.2 Since 2nd April 2007 in Wales and 1st July 2007 in England, smoking has been banned in all enclosed and 'substantially enclosed' public places and workplaces. All HLP schools will enforce this law and extend the 'no smoking policy', including the use of e-cigarettes, to all areas of the school site, including outside.

13.3 Suitable signs should be displayed throughout the premises informing people of the no smoking policy.

Appendix A

Please complete the following table.

School Premises Details

School name	(INSERT DETAILS)
Address	
Telephone number:	
Nominated responsible person for fire safety:	(INSERT DETAILS)
Appointed Local Governor for H&S	(INSERT DETAILS)
Age and construction of main school buildings and main fire hazards:	(INSERT AGE AND CONSTRUCTION OF BUILDING)
Identify other buildings and their main fire hazards	(INSERT DETAILS)
Number of staff and pupils:	(INSERT NUMBER OF STAFF AND PUPILS)
Name of Trust:	Harbourside Learning Partnership
Trust telephone number:	01202 689418
Date of external fire risk assessment:	(INSERT DATE OF FIRE RISK ASSESSMENT) NB: New risk assessment required after three years
Fire risk assessor:	(INSERT DETAILS OF WHO UNDERTOOK THE FIRE RISK ASSESSMENT)

Appendix B

Emergency Evacuation Plan (EEP)

Please complete.