

# Fire Safety Policy

**Bolder Academy**

390 London Road, Isleworth, Middlesex TW7 5AJ

Registered in England and Wales No: 08932893

Fire Safety Policy May 2021

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## **1.1 Aims**

Bolder Academy aims to minimise the risks to staff, pupils, visitors and members of the public within the school premises and the local surrounding vicinity, in order of compliance with the Regulatory Reform (Fire Safety) Order 2005.

Risks will be minimised through regular risk assessments, equipment maintenance, training, recording and evaluation of fire safety systems. Ensuring that precautions are taken to minimise the outbreak of fire and evacuation of the premises.

## **1.2 Overall Responsibility for Fire Safety Matters**

The Premises Manager shall be appointed as the Fire Safety Manager for Bolder Academy. This role will coordinate the implementation of all fire safety measures, which includes ensuring that all staff and students are trained on fire safety, and the maintenance of fire precautions.

The Fire Safety Manager will ensure that emergency evacuation drills are undertaken every school term, as early as possible within the term, or on any changes or requirements.

The Fire Safety Manager will ensure that all fire action notices and evacuation plans are checked regularly, to be accurate, up to date and in a good state of repair.

## **1.3 Responsibilities of School Staff**

The onus of **FIRE PREVENTION AND SAFETY** relies on all staff members, in order to maintain high standards of prevention and elimination of risk. All staff are to ensure that all students for whom they are responsible, are informed of the school's emergency fire evacuation procedure.

## **1.4 Appointments & Responsibilities of Fire Wardens**

Bolder Academy will appoint and provide training to a number of employees, as Fire Wardens to act in the event of a Fire Emergency. In the event of a fire emergency situation, Fire Wardens have the responsibility to ensure that all areas have been evacuated and that this is reported to the Floor Check List Coordinator. One Lead Fire Warden and Deputy Lead Fire Warden will be appointed as investigators and alarm panel controller.

*See Appendix 2.3 Roles and Responsibilities*

## **1.5 Fire Risk Assessment**

The Premises Manager will ensure that a Fire Risk Assessment will be undertaken every six (6) months, or if required prior, due to any significant changes in premises, occupations or incidents, that require a new Fire Risk Assessment.

The Fire Risk Assessment shall be conducted by a competent person, as detailed in the Regulatory Reform (Fire Safety) Order 2005, the findings acted on by the Premises Manager and records kept on file.

## **1.6 Fire Procedure**

Bolder Academies Fire Procedure is displayed on all notice boards. Each room has a current evacuation plan located next to the exit door, showing the recommended evacuation route to the assembly point.

Fire Procedures are reviewed at least annually for any changes and updated requirements.

## **1.7 Fire Training**

Fire Warden Training and fire equipment use training will be provided to all appointed Fire Wardens regularly.

All staff, as part of their induction at Bolder Academy or within the first week of assumption of duties, will have the Fire Procedure explained to them, together with the location of the Fire Call Points, Assembly Point and emergency escape routes.

The Fire Safety Manager will ensure that records of all training is recorded and accessible by any enforcement authority or by the Head Teacher.

## **1.8 Emergency Evacuation Drills**

Emergency Evacuation Drills are undertaken every school term, as early as possible within the term, or on any changes or requirements. All drills are timed and observed in order to implement best practices and improvements. Overall aim is to fully evacuate the premises within four (4) minutes of the sounding of the alarm.

All drills are documented for review, and accessible to any enforcement authority or by the Head Teacher, for review of Fire Risk Assessment.

## 1.9 Fire Identification Systems

Bolder Academy is fitted with an automatic fire detection and alarm system, linked to smoke and heat detection units in all rooms throughout the school.

Emergency Call points are located at various points throughout the building including emergency evacuation routes.

Lift grounding procedures are in place, linked to the automatic detection system to prevent use of the lift in the event of a fire.

Disable refuge points are provided on all evacuation routes, with a call point and communication channel to the main Fire Alarm Panel.

A Fire Aspiration Detection System is installed in the Main Hall Roof Cavity, for fire detection at height in this specific area.

## 1.10 Fire Equipment Maintenance

All fire detection systems are maintained and tested in accordance with statutory and manufacturers requirements.

Firefighting equipment, fire detection systems, alarms and emergency lighting are maintained under maintenance contracts, administered by professionally qualified consultants.

<b>System</b>	<b>Frequency</b>	<b>Consultant</b>
Fire Detection and Alarm System	Quarterly	Protec Fire Detection PLC (01282) 717171
Fire Aspiration System	Quarterly	Protec Fire Detection PLC (01282) 717171
Disabled Refuge Call Points	6 Monthly	Protec Fire Detection PLC (01282) 717171

Fire Extinguishers and Fire Blankets	Annually	My Fire Ltd 0800 999 1125
Emergency Lighting	6 monthly	Trust Water/Jardak (01707) 709873

### 1.11 Testing of Fire Equipment

The School Site Manager carries out the following tests on the systems and fire detection equipment, between the planned maintenance inspections, and reports and records the findings through to the Fire Safety Manager.

<b>System</b>	<b>Frequency</b>	<b>Testing</b>
Fire Panel	Daily	Check fire panel for any faults and functionality
Fire Alarm	Weekly	Test of fire alarms
Fire Doors	Monthly	Check all fire doors for condition
Corridors and Emergency Escape Routes	Daily	Check all escape routes are easily accessible and not blocked
Fire Call Points	Weekly	Visual inspection weekly and test on weekly planner
Fire Fighting Equipment	Weekly	Visual inspection or tags, tabs for use or damage
Emergency Lighting	Monthly	Operation switch test or circuit breaker to test illumination



## **1.12 Good Housekeeping**

All staff should ensure that all fire exits are free at all times, and fire doors remain shut. All risks are identified and preventative measures put in place to minimise the fire risk, correct material storage, waste control is managed and periodic inspections are made to eliminate risks.

## **1.13 Raising the Alarm**

In the event of discovering a fire on the school premises, raise the alarm at the nearest call point. Call points are located throughout the building and on all fire escape routes. Should you not be able to raise this alarm, procedure to evacuate the building as per the evacuation map located in the room you are in, and attempt to raise the alarm at the next call point.

## **1.14 Fighting Fires**

No person shall attempt to fight any fire or use any firefighting equipment, unless they have received the proper training on the use of firefighting equipment. The FSO2005 encourages the use of extinguishers as it may prevent a small fire becoming a large fire. Fire evacuation is about preserving life and not fighting fires, so first priority is evacuation, it is best to leave firefighting to the Fire Brigade.

## **1.15 Calling the Fire Brigade**

Calling the Fire Brigade is the responsibility of the Head Fire Warden. On alarm activation the Lead Fire Warden will investigate the suspected fire, and then contact the Fire Brigade if this is not a false alarm.

## **1.16 Meeting and Assisting the Fire Brigade**

The Lead Fire Warden and Deputy Lead Fire Warden will wait to meet the Fire Brigade at the school pupil entrance gate in Macfarlane. Then will pass on the information as to where the fire is, unaccounted for people, location and fire section plans for use during firefighting.

## 1.17 Signage

Fire and emergency signage is displayed throughout the school building. Evacuation Plans are placed next to all entrance doors, and additional signage is located along evacuation routes, fire doors and fire exits, in line with relevant legislation.

## 1.18 Record Keeping

A fire log book is kept in the fire cupboard next to the fire panel. The Lead Fire Warden logs all relevant records in this book:

<b>Records</b>	<b>Relevance</b>	<b>Notes</b>
Fire Panel Alarm Tests	Date and time of test	Call points tested, exit door releases, fire shutters drop, gas shut off
Fire Drills	Date and time of drill	Time to evacuate, short comings and improvements
Fire Door Checks	Date and time of checks	Operational checks and results of the checks
Emergency Lighting Tests	Date and time of tests	Locations tested, illumination quality and results
Fire Safety Training	Date and time of training	Nature of the training, names of trained staff, duration of training, trainer name and qualification
Fire Risk Assessment	Date and time of risk assessment	Name and qualification of assessor. Outcomes of risk assessment, recommendations and rectifications

## **1.19 Events and Premises Letting**

Where events are arranged outside of normal school hours, the Fire Safety Manager must be consulted and aware of any such arrangements. The Fire Safety Manager will ensure that the occupier is fully inducted and aware of emergency procedures in the event of an emergency.

- Emergency escape routes
- Fire alarm call points
- Assembly point location
- Contact details for calling the fire department
- Specific address details for assisting with location for the Fire Department
- Locations of firefighting equipment and to ensure they are not used if not trained on use

Specific restrictions may be placed on the occupier in regards to the type of events, number of attendees, products used and other health and safety requirements.

## APPENDIX

### 2.1 Emergency Evacuation Procedure

Action on discovery or suspicion of fire:

Raise the alarm by triggering the nearest fire alarm call-point and then leave the building immediately by the nearest exit.

Fire points are strategically placed throughout the building and by all fire exits.

#### **Do not:**

- Stop to collect personal belongings.
- Re-enter the building.
- Block flow or access on evacuation in doorways or passages

Go directly to the Assembly Point. At the following location:

#### **Sports MUGA – Located next to the Sports Fields**

Fire Evacuation Plans are displayed in all classrooms and communal areas of the Academy.

These indicate the nearest escape route to a place of safety and the location of the Assembly Point.

Do not operate fire extinguishers or try to tackle a fire unless you have been trained to do so.

#### **Action If the Fire Alarm Sounds:**

On hearing the fire alarm (**a loud continuous siren**) evacuate the building immediately via the nearest fire exit and go directly to the Assembly Point.

Staff with Walkie Talkies must take them with them (but must not re-enter the building in order to retrieve them).

For class teachers, your first duty is to ensure that the children in your charge are evacuated safely.

Students will precede teachers out of the class to enable the teacher to see that the classroom is clear and to ensure all students remain in their sight.

Students will be expected to exit the building calmly and in silence.

Class teachers and Fire Wardens will direct evacuees to alternative exits if necessary.

Do not go back for personal possessions or re-enter the building.

All occupants will line up at the assembly point located in the sports MUGA.

### **Staff Responsibilities**

- On hearing the fire alarm, the Lead Fire Warden (the Site Manager, Mr. Matharu or in his absence Mr. Merrill, the Deputy Lead Warden) will go directly to the fire panel to establish the location of the fire.
- The Deputy Lead Warden will stay at the panel as a communicator between the assembly point and the Lead Fire Warden.
- The Lead Fire Warden, Mr. Matharu will proceed directly to the location identified on the fire panel to establish if the fire is genuine or a false.
- The Lead Fire Warden will notify the Fire Brigade on 999 if there is a genuine fire.
- The Lead Fire Warden hand over the Fire Plans of the building advising the location of the fire, to the fire department.
- The Headteacher, will act as Controller (or in her absence, the most senior member of staff/ Deputy Head - Adam Bones/Adam Walthaus).
- Ms. Sikka will escort SEN children she is working with to the Assembly Point to join their line up and will maintain visual contact and check in with the SEN students at all times.
- Fire wardens responsible for each floor/section will check to ensure, as far as is reasonably practicable, that the building has been evacuated.
- Fire Wardens will then leave the building, closing all classroom doors behind them **if it is safe to do so** to prevent re-entry to the building.
- Fire Wardens to report to the All Clear Checklist Coordinator, when they have cleared their sections.
- Kitchen contractor to ensure that all cooking equipment gas and electrical is switched off.
- If sports fields are in use, the PE staff member in attendance and students will to join their line-up for register.
- Each class will remain silent and the form teacher will register their class and hand back the register to the Mrs. Kuma.
- Staff (without a specific role) contractors and visitors will assemble at the VISITOR/STAFF Fire Assembly point in the MUGA.

- Details of Unaccounted for persons are communicated to the Controller and the Lead Fire Warden.
- The Lead Fire Warden to advise the Controller once it is safe to re-enter the building.

## 2.2 Assembly Points

Assembly Point in the sports MUGA.

<b>SPORTS MUGA</b>			
9F		10A	
9E		10B	
9D		10C	
9C		10D	
9B		10E	
9A		10F	
8F		11A	
8E		11B	
8D		11C	
8C		11D	
8B		11E	
8A		11F	
7F		SIXTH FORM	
7E			
7D			
7C			
7B			
7A			
		<b>STAFF AND VISITORS</b>	<b>ENTRANCE</b>

## Secondary Evacuation

In the event of a genuine fire during the Academy day, that prohibits the use of the **SPORTS MUGA** as an assembly point, then all are to proceed to the secondary assembly point located on the **sports field closest to the SKY Building**. Further evacuation from this point will be communicated by the Controller.

### 2.3 Roles and Responsibilities

#### Fire Warden roles and responsibilities:

(Note all staff are also First Aid Trained)

Name	Position	Role
Mr Matharu	Lead Fire Warden	Fire Panel, Fire Investigator and Fire Register Documents
Mr Merrill	Deputy Lead Fire Warden	Fire Panel Communicator and assisting in Fire Response  (Timing in the case of Drills)
Mr Merrill	Lead Fire Warden – Reliever	Fire Panel, Fire Investigator and Fire Register Documents
Mr Bones	Floor Clear Check List Coordinator	All Clear Check Lists
Mr Walthaus	Back up Floor Clear Check List Coordinator	Back up all Clear Check Lists
Mrs Billingham	Fire Warden	Staff and Visitors register via Invenry/ I-pad, site Walkie- talkie,

		and Critical incident Bag on Thurs and Fri only
Mrs Kumar	Fire Warden	Student Fire Registers and All Clear Check Lists
Mrs Mehta	Fire Warden – Clear Section	Clear Ground Floor Main Office, Reception and Halls, Drama, Dining hall and Sports Hall)
Mr O Connor	Fire Warden – Clear Section	Ground Floor 001 to 014F Complete Floor
Mrs Sikka	Fire Warden SEN Students in Assembly Point	Escort SEN Students out and oversee in MUGA
Ms Knights	Fire Warden – Clear Section	- Learning Resource Centre, Conference, 6 <sup>th</sup> Form, Activity and Fitness Studio
Ms Jo Bennett	Fire Warden – Clear Section	First Floor - 101 to Stair B <b>PLUS</b>  Clears of whole First Floor - on Friday's to cover KBI
Mrs Webb (Mon to Weds only)	Fire Warden	Collect Critical Incident bag from Recep and takes to MUGA
Ms Biant (Mon to Thurs only)	Fire Warden – Clear Section & Deputy Lead Fire Warden	First Floor - Stair B to 124
Ms Biant	Deputy Fire Lead – Relief	Fire Panel Communicator,



(Mon to Thurs only)	in absence of Lead Fire Warden or Deputy Lead Fire Warden	and assisting in fire response.
Mr Ackie	Fire Warden – Clear Section	Second Floor 201 to Stair B <b>PLUS</b>  Clears whole of Second Floor on Fridays to cover MHE
Ms Hernandez (Mon to Thurs only)	Fire Warden – Clear Section	Second Floor 212 to Stair C
Mrs Dayalan	Fire Warden – Clear Section	Third Floor and switch off gas in Science Labs
Head Kitchen Lead in Kitchen - Contractor	Bolder Café Kitchen	Switch off Stoves and Gas supply in Kitchen and Bolder Café and close doors on exit
Food Technology Teacher	Food Technology Classroom	Switch off Gas supply in Classroom and close door on exit

## 2.4 INDUCTION AND TRAINING

All staff and students receive fire awareness training on an annual basis. This knowledge is routinely tested via fire drills, which are carried out Termly. All new staff and students are given fire awareness training as part of their induction days.

Contractors and other visitors to the Academy are made aware of fire procedures when signing in or, if applicable, at contract negotiation stage.

Parents/ carers are informed of procedures in writing at the beginning of the academic year. All are explicitly asked to familiarise themselves with the locations of fire exits and the Assembly Point.

## 2.5 Premises Hire – Emergency Information

### **Bolder Academy**

**1 MacFarlane Lane**

**Isleworth**

**TW7 5DB**

Fire Brigade contact number : 999  
Site Manager contact number : 079 741 95566  
Premises Manager contact number : 073 855 93949

How to contact the Fire Brigade and the information to give the emergency responders?

Location of Fire Panel : School Main Reception  
Location of nearest call point : Site induction before occupation  
Location of nearest fire equipment : Site induction before  
occupation  
Location of nearest emergency exits : Site induction before occupation  
Location of assembly point : School sports MUGA

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