



THE NORTON  
KNATCHBULL  
SCHOOL

# Fire Safety Management Policy

The Norton Knatchbull  
Hythe Road  
Ashford  
Kent TN

Reviewed by	Site Manager & Headteacher
Approved by Finance & General Purposes Committee	16 <sup>th</sup> September 2022
Date of Review	Autumn 2023

## 1. Statement of Intent

The primary focus is for the safety of its students, employees, and visitors, to that end the fire safety management of the school is based around “life safety”. To achieve this, the school will ensure:

- Appropriate advice, competence, and resources are provided to carry out the preventive and protective measures required by the Regulatory Reform (Fire Safety) Order.
- A suitable and sufficient fire risk assessment is completed annually or when significant changes occur.
- A management framework to support the Headteacher to fulfil the role of the Responsible Person is in place to ensure the above objectives are met.
- Appropriate information, instruction, and training are provided to all staff and to people who may be affected by the school activities.
- The school is environmentally safe and promotes fire prevention at all times.

The Headteacher is ultimately responsible and in their absence, the Deputy Headteacher will take ownership. The Academy Trust as the employer is held by strict liability under the Regulatory Reform (Fire Safety) Order where the premises are to any extent under their control.

In practice responsibility for fire safety is delegated to the Headteacher who manages the school and its fire safety on a day-to-day basis. The Headteacher has specific areas of responsibility but has delegated defined duties to support staff. Please see the fire management responsibilities and the organisation chart for details.

The policy applies to all relevant school activities and is written in compliance with all current UK health and safety legislation and has been consulted with staff and their safety representatives (Trade Union and Health and Safety Representatives).

**Name: Jane Burnett**

**Signature:**



**Andrew Judd**

**Signature:**



**(Co-Chairs of Governors)**

**Name: B Greene**

**Signature:**



**(Headteacher)**

**Date:** 3<sup>rd</sup> October 2022

## **Review Procedures**

This policy will be reviewed regularly and revised as necessary. Any amendments required to be made to the policy as a result of a review will be presented to the Governing Body for acceptance.

## **Distribution of copies**

Copies of the policy and any amendments will be distributed to: the Headteacher; Health and Safety Representatives; All Staff; Board members and Administration office.

## **2. Roles and Responsibilities**

### **2.1 Introduction**

- 2.1.1 The Headteacher is responsible for ensuring that all control measures identified in the fire risk assessment are in place and that further improvement actions are completed so far as is reasonably practicable.
- 2.1.2 The Headteacher will assign an appropriate member of his/her team the responsibility to complete each improvement action.
- 2.1.3 The Site Team completes fire management tasks. This includes maintenance and testing of fire safety systems. Some of these duties are contracted to suitably qualified engineers.
- 2.1.4 Fire wardens have been designated and are suitably trained in their fire evacuation duties. Fire drills are completed once every half term. All staff receives fire safety awareness training annually.
- 2.1.5 The school communications system can ensure that all of those involved, or potentially involved, in an incident are informed rapidly and effectively, of relevant information. In addition, the systems make use of alternative formats as necessary, with contingency plans for when systems fail.
- 2.1.6 The following are the defined responsibilities for those working within the school who have been assigned specific duties:
  - a) Headteacher
  - b) Senior AHT
  - c) Head Fire Warden/Site Manager
  - d) Site Team
  - e) Teachers
  - f) Fire Wardens

### **2.2 Headteacher**

- 2.2.1. The Headteacher is empowered to ensure that legislative requirements are met; and that testing, maintenance, or repairs are initiated as required. Such powers are supported by the necessary, sufficient, and appropriate resources, including funds.
- 2.2.2. The Headteacher is responsible for ensuring:
  - a) The school has a fire safety management policy and that such a policy is reviewed annually
  - b) That a Fire Risk Assessment is completed and reviewed annually by a competent person
  - c) Staff are notified of the significant findings of the fire risk assessment

- d) Recommended actions derived from the fire risk assessment are completed
- e) The maintenance/testing of all firefighting systems and equipment are completed and recorded in the fire safety logbook
- f) That the school emergency plan and evacuation procedures are regularly reviewed
- g) The school has a major incident evacuation plan which may include agreements with local providers and additional training for staff
- h) All pupils, employees, visitors, and others who use the building are made aware of the fire safety precautions and the fire evacuation procedures
- i) The provision of fire awareness training to all staff
- j) The provision of fire warden training for designated staff
- k) That an emergency fire drill is undertaken every term
- l) The preparation of specific personal emergency evacuation plans (PEEPs) for staff and/or pupils with special needs and/or disability
- m) The provision of suitable fire safety systems e.g. fire alarm, automatic detection, and emergency lighting
- n) The provision of suitable fire safety equipment such as fire doors, fire signs, and fire fighting equipment
- o) Any fire prevention officer's recommendations and or enforcement notices are complied with
- p) In instances where contractors create hazardous conditions and refuse to eliminate them or take action to make them safe, the Headteacher will take such actions as are necessary to protect the safety of school staff, students, and visitors
- q) All hirers and contracted users of the premises receive written details of the fire procedure as part of the hire arrangements.
- r) The Deputy Headteacher / SLT will take on the responsibilities of the Headteacher in their absence

## **2.3 Site Manager**

2.3.1. The Site Manager will assist the Headteacher to ensure:

- a) The policy is communicated to all relevant persons
- b) Appropriate information on significant risks is given to visitors and contractors
- c) All staff are provided with adequate information, instruction, and training on fire safety management
- d) Appropriate consultation arrangements are in place for staff
- e) Emergency procedures are in place
- f) Fire safety systems and equipment is inspected and tested to ensure they remain in a good working condition
- g) Arrangements are in place to inspect fire safety management of the premises
- h) All servicing and maintenance records are held on file, and the fire safety logbook is maintained up to date
- i) The activities of contractors are adequately monitored and controlled
- j) Hot work permits are in a place where required
- k) A report to the Governing Body on the performance of fire safety management within the school.

## **2.4 Head Fire Warden (DHT from September 2022)**

2.4.1. Head Fire Warden is responsible for:

- a) Collecting all of the area and classroom information from Teachers and Fire Wardens
- b) Controlling the assembly point
- c) Ensuring that fire and rescue service access gates are opened
- d) During a practice, noting escape times and general observations for improvement
- e) Liaising with the fire and rescue service to ensure that all relevant information is communicated effectively
- f) Providing the fire and rescue service with a detailed (laminated) plan of the building
- g) Ensuring that no one re-enters the building until deemed safe to do so by the fire and rescue service
- h) Implementing the major incident site evacuation plan if required.

## **2.5 Site Team**

2.5.1. The Site team is responsible for controlling work, maintaining safety systems, and maintenance. A system has been developed proactively with clear lines of responsibility; a permit system; logging and audit processes and routine checking and supervision.

2.5.2. The maintenance system is one where there is dynamic monitoring of the fire safety systems, and the equipment is kept fully functional at all times when the building is in use.

2.5.3. The Site Team are responsible for:

- a) The formal maintenance and regular testing of the fire alarm system
- b) The formal maintenance and regular testing of the emergency lighting
- c) The maintenance and inspection of the fire fighting equipment
- d) The maintenance of exit/escape routes and signage
- e) The completion and upkeep of the school fire safety logbook
- f) Supervision of contractors undertaking work within the premises, including hot work
- g) Ensuring that fire compartmentation is sound and that any fire engineering solutions are suitably maintained
- h) Reporting any hazards (which cannot be dealt with) to the Headteacher
- i) Ensuring that access can be gained at all times to the electric and gas shut off devices
- j) Ensuring that fire critical plant such as gas boilers are annually serviced in line with the school/academy's planned preventative maintenance regime
- k) Ensuring that electrical equipment is suitably maintained and that fixed electrical wiring is inspected at least every five years in line with the planned preventative maintenance regime
- l) Ensuring that firefighter equipment is maintained and accessible, e.g. fire hydrants and dry risers.

## **2.6 Health and Safety Coordinator Site Manager**

2.6.1. The Health and Safety Coordinator is responsible for:

- a) Calling the fire and rescue service to ensure that they have been notified of the alarm
- b) Ensuring that classroom registers are always available and are taken to the assembly point in the event of an evacuation

- c) Ensuring that visitors and contractors are signed in to the building and are notified as to the evacuation procedures
- d) Where appropriate escorting visitors and contractors from the building
- e) Collecting information such as contact details of parents
- f) Taking such information to the assembly point for use in a major incident/site evacuation.

## **2.7 Teachers**

2.7.1. Teachers are responsible for:

- a) Acting as fire wardens when evacuating their class from the school
- b) Ensuring that their particular classrooms are kept free of hazards that may block escape routes
- c) Ensuring that all electrical equipment used within the classroom have been suitably maintained
- d) Reporting any hazards (which cannot be dealt with) to the Site Team
- e) Ensuring that new pupils are suitably trained in evacuation procedures
- f) Ensuring that pupils who attend class with a prohibitive injury are assessed and that a personal emergency evacuation plan (PEEP) is put in place
- g) Following school evacuation procedures including reporting to the head fire warden with the results of the register check
- h) Controlling their class at the assembly point, ensuring that no pupil re-enters the building until the head fire warden announces that the school is safe or leaves the school premises
- i) If required, be aware and trained in the major incident evacuation plan which may require escorting the class away from the premises to a safe site
- j) Taking part in any fire safety training provided by the school.

## **2.8 Fire Wardens**

2.8.1. The Fire Wardens / Support Staff (given responsibility) are responsible for:

- a) Ensuring that their designated areas are clear before leaving the building
- b) Closing all fire doors (not on automatic closers) before leaving their area
- c) Taking an active day to day role in fire prevention and hazard spotting
- d) Reporting fire safety issues such as missing fire extinguishers
- e) Ensuring that fire escape routes/stairs and fire exits are not blocked
- f) Reporting any hazards (which cannot be dealt with) to the Site Team
- g) Reporting to the Head fire warden at the assembly point to notify them of the occupancy status of their area
- h) Assisting the head fire warden in securing the building and ensuring that no one re-enters the premises until it is deemed safe to do so by the fire and rescue service.

## **2.9 Students**

2.9.1. Students, by their age and aptitude, are expected to:

- a) Exercise personal responsibility for the safety of themselves and others
- b) Observe all the safety rules of the school and in particular the instructions of staff given in an emergency

- c) Use and not wilfully misuse, neglect, or interfere with equipment provided for their safety.

## **2.10 Contractors**

2.10.1. Contractors are responsible for:

- a) Identify and control any risks arising from their activities and inform the Headteacher of any risks that may affect the school staff, students, and visitors
- b) Be aware of the fire safety management policy and emergency procedures and comply with these at all times
- c) Liaise with the premises management team and ensure any faults are reported

## **3. Arrangements**

### **3.1 Introduction**

3.1.1. The fire safety order specifically requires a fire risk assessment to be carried out and to be suitably reviewed. This has been completed for the premises and is reviewed annually or when there is a significant change, whichever occurs first. Significant changes include, but are not limited to:

- a) Any structural changes (alternations to the layout of the premises, erection of partitions, refurbishments, etc.) which may affect the spread of fire
- b) Any change to the use of the premises which may affect the risk rating
- c) Any change to work processes or work equipment that may introduce new fire hazards
- d) A change in the number of people using the premises to ensure that escape routes can accommodate the numbers safely.

3.1.2. In addition, it is expected that the school will put in place a management system/policy and procedures to deal with fire safety and prevention.

3.1.3. The fire safety management policy sets out the objectives in respect of fire prevention and emphasises the school's commitment to fire safety.

3.1.4. The school aims to have a proactive liaison with the local fire and rescue service including effective arrangements for notifying the fire and rescue service of changes to the occupancy, periods of abnormal occupancy, fire growth characteristics, and other relevant factors. The arrangements allow for routine meetings with the fire and rescue service and additional meetings where a change in the building or its occupancy is proposed.

### **3.2 Fire Management System**

3.2.1. There is a clear fire management system in place to ensure that the school suitably manages the fire risk. The system seeks to anticipate and proactively identify the impact of any proposed changes. The management team of the school identifies any alternative protection and management measures that will be required as a result and ensure that they are implemented.

- 3.2.2. The staffing level provided is specifically appropriate to the fire safety requirements of a secondary. It includes sufficient trained personnel to ensure that all occupants are assisted or supported, to make their way out of the building effectively in an emergency.
- 3.2.3. The training ensures that there are sufficient numbers of staff trained in all aspects of fire prevention, fire protection, and evacuation procedures and able to use the appropriate extinguishing equipment (and media), to provide full coverage of the building, with provision for contingencies, sickness or holiday absences.

### **3.3 Planning**

- 3.3.1. The implementation of corrective actions is ongoing following each risk assessment review with priority given to the highest risks. Where budget restraints delay implementation, risk management strategies will be put in place to reduce the risk.
- 3.3.2. The planning system is proactive and takes into account a wide range of possible emergencies and incidents. These are likely to include planning for logistical issues such as the provision of shelter, communications, transport, the weather, time of day, time of the week, time of year (holidays, etc.), and traffic-related issues, as well as scenarios such as power failures or floods.

### **3.3 Emergency Evacuation Plan**

- 3.3.3. The school will ensure a suitable emergency evacuation procedure is prepared and made available to all staff. The procedure shall:
  - a) Describe the responsibilities of all staff during an emergency
  - b) Describe the fire alarm activation signal
  - c) Describe the actions staff need to take to safely evacuate the premises
  - d) Describe the responsibilities for communicating with the emergency services
  - e) Describe the location of the fire assembly points
  - f) Describe variations to the plan, including out of hours arrangements and school events
  - g) Include a copy of the means of the escape plan
- 3.3.4. The school will ensure the emergency evacuation plan is reviewed following significant changes to the building's infrastructure or following significant events such as fire.
- 3.3.5. All staff, whether temporary or permanent, will have the evacuation procedure explained to them, together with information on the location of fire alarm call points, the location of the fire alarm, and the location of escape routes, exits, and assembly points.
- 3.3.6. The Headteacher will ensure the preparation of specific personal emergency evacuation plans (PEEPs) for staff and/or pupils with special needs and/or disabilities.
- 3.3.7. All persons with the responsibility of ensuring the safe evacuation of staff and/or pupils with special needs and/or disabilities will be made aware of the personal emergency evacuation plans (PEEPs) in place.
- 3.3.8. The Headteacher will ensure parents are consulted during the preparation of the personal emergency evacuation plan (PEEP) for their child.

- 3.3.9. All personal emergency evacuation plans (PEEPs) will be reviewed following significant changes to the infrastructure of the building, following substantial events such as fire or changes to the user's individual needs.
- 3.3.10. The Headteacher will ensure emergency evacuation equipment is available and suitable for the user. Emergency evacuation equipment will be maintained to the manufacturers recommendations. All staff required to assist the evacuation of staff and/or pupils with special needs and/or disabilities are suitably trained in the use of equipment.
- 3.3.11. The school will ensure evacuation drills are completed on a termly basis and records maintained within the fire safety logbook.
- 3.3.12. Following the completion of the evacuation drill, the Head Fire Warden will complete an evacuation drill report. The report will detail:
  - a) Log all details of the fire drill, including how the evacuation drill went and any inappropriate actions or problems which were noted as a result
  - b) Fire wardens present during the drill

An evacuation drill report template can be found in Appendix 4 of this policy.

- 3.3.13. The Head Fire Warden will carry out a debrief to all fire wardens on the significant findings, including any improvements which are to be made during an evacuation.

### **3.4 Hirers and Extended School Providers**

- 3.4.1 All hirers and contracted users of the premises will receive written details of the fire procedure as part of the hire arrangements. Hirers of the building are required to adhere to the fire procedures at all times and take such measures as are necessary to ensure the safety of those children/persons for whom they have responsibility.

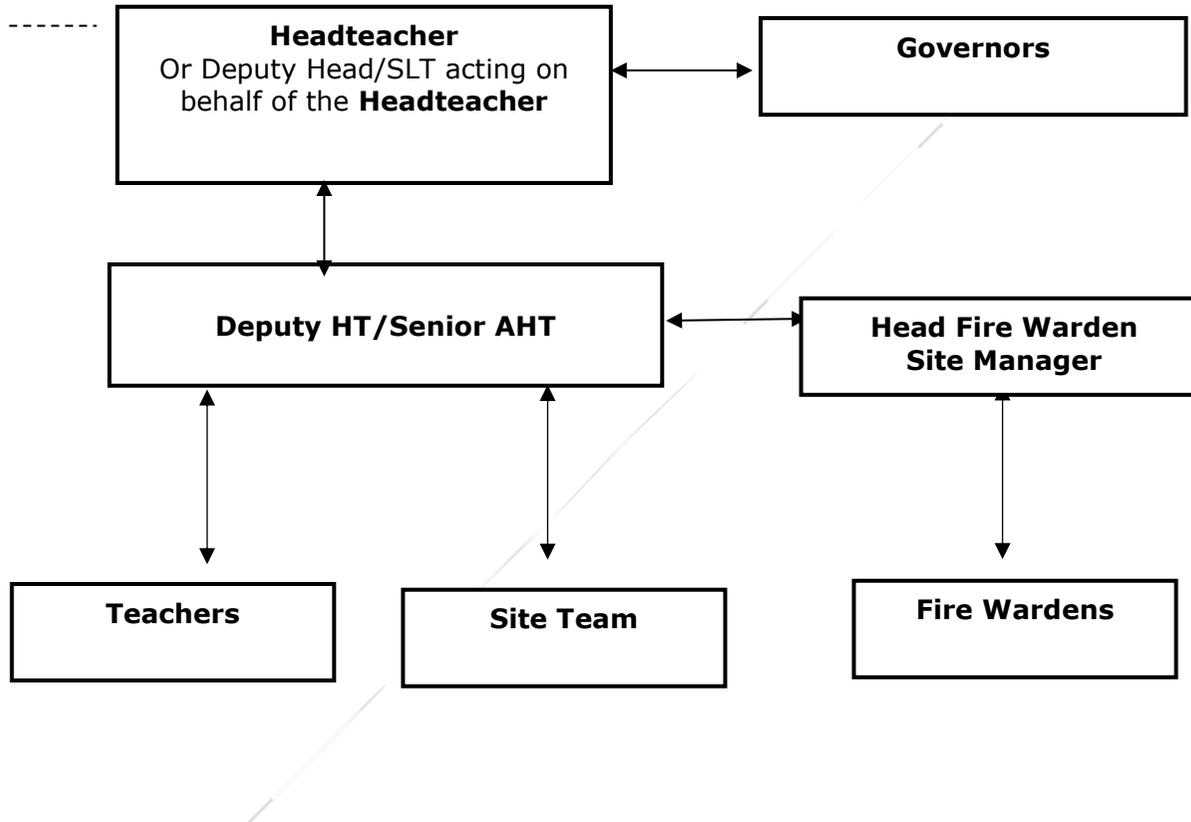
## **4. Conclusion**

- 4.1 The fire safety management policy reflects the school's serious intent to accept its responsibilities in all matters relating to fire safety. The clear lines of responsibility and organisation describe the arrangements which are in place to implement all aspects of this policy.

# Appendix 1- Fire Management organisational Chart

## SCHOOL

**Judicium Education**  
Health and Safety  
Consultants



**KEY**

↔  
School fire safety  
management

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Denotes lines of  
communication  
only

## Appendix 3 - Evacuation Procedure

### Emergency Evacuation Plan NKS Academy Trust

<b>Academy address and contact number</b>	<i>The Norton Knatchbull Hythe road Ashford Kent</i>
<b>Plan date</b>	<i>1<sup>st</sup> April 2019</i>
<b>Date Reviewed</b>	<i>26<sup>th</sup> May 2022</i>

#### Fire Alarm Information

*The fire alarm panel is an addressable system located at the reception. Automatic detection is located to;*

- Classrooms*
- Escape routes*
- School kitchen*
- Staffroom*
- Main plant room*

*The alarm sound is a continuous warning siren.*

#### Raising the alarm

*On discovering a fire, the alarm will be raised by activating the nearest call point.*

#### Action to take on hearing the alarm

*The following actions will be taken upon the fire alarm being sounded/raised:*

- The Headteacher will take charge and lead in the fire evacuation. In the event of the Headteacher being absent, the Site Manager will take the lead.*
- The Headteacher will dial 999 and request attendance by the Fire Service and give their name, name of the building, building address (as detailed above), contact number, and details of fire*
- Reception staff will pick up visitors signing in book and Evacuation Report from the reception desk*
- Teaching staff will begin evacuation of the students – ensuring this is done in a calm and orderly manner assisting those needing additional help in evacuating*
- Separate 'Personal emergency evacuation plans (PEEPs)' are in place for staff and students with additional needs*
- Fire wardens to sweep the areas of their responsibility to ensure all areas are clear if safe to do so and ensure all doors are closed on the way out*
- If safe to do, electrical mains and gas supplies should be switched off before leaving the building. The location of these are detailed below*
- The Headteacher will ensure nobody re-enters the building until confirmed safe to do so by the Fire Service*

- *Meet at assembly point (astroturf) and check all persons are accounted for. Roll call will be carried out by the Headteacher.*
- *The Headteacher will liaise with Fire Service*

#### **Disabled and temporarily injured persons**

*Any students or members of staff with a disability will have a Personal Emergency Evacuation Plan which sets out how they will be evacuated in an emergency. If our visitors have a disability, we will discuss evacuation with them on arrival.*

#### **School pets and PAT-Dog**

*Teaching assistants are responsible for ensuring the safe evacuation of pets located within classrooms. Carry cases are located to large and heavy cages for ease of evacuation. PAT-Dog is the responsibility of the owner. The owner MUST ensure the PAT-Dog is put on their lead and evacuated via the nearest. The PAT-Dog and their owner will remain at the assembly point.*

#### **Escape routes**

*The escape routes from the building are:*

1. *Main entrance*
2. *Hall*
3. *Corridor 1*
4. *Corridor 2*
5. *Corridor 3*

*Means of escape plans have also been attached.*

#### **Fire assembly point**

*The assembly point is: The Astroturf*

#### **Fighting fires – Extinguisher use**

*Fire extinguishers will only be used where:*

*Staff have received training and feel confident in their use*

*Where it is deemed safe to do so, e.g. there is a clear means of escape, fire is small*

**Personal safety always takes priority and, if, in any doubt, staff should not attempt to extinguish a fire**

#### **Location of key safety hazards or other fire-related equipment**

- *Gas supply shut off: Gas intake*
- *Mains fuse box: Electrical intake*
- *Location of fire alarm panel: Reception*

#### **Variations to plan**

Out of hours arrangement:

*Upon hearing the fire alarm, evacuate via the nearest exit and make your way to the assembly point. Dial 999 for the fire brigade. Do not make your way back into the building or collect personal belongings.*

School events

*Should an evacuation be needed during other times (after school clubs, evening events, weekend events etc.) The adults in charge of the activity are responsible for evacuating participants safely, and the fire service is called. The fire brigade **MUST** be made aware of any missing persons.*

**Hires of the building**

*If the premises are being used by an external body out of hours, it will be the responsibility of the person in charge to maintain all roles in ensuring participants are evacuated safely, and the fire service is called.*

*Evacuation procedures are made clear to the external body at the time of booking. A copy of the evacuation plan is also provided.*

**Back up arrangements**

*In the event the fire alarm system is non-operational in any way, all staff will be made aware and back up arrangement implemented. A handbell is held at the reception and will be used to inform staff of evacuation. The person locating the fire will get a message to the reception so that the handbell can be rung continuously throughout the premises (if safe to do so). All staff will ensure they inform staff/students as they evacuate the buildings.*

*Alternative arrangements will be made to cover staff absences/ leave etc. to ensure there are always a sufficient number of trained staff available on site*

**Responsibilities**

Review emergency procedures:	Headteacher
For ensuring adequate staff are on duty to carry out the evacuation plan	Headteacher/Site Manager
For training staff on the evacuation plan and in their roles and responsibilities	Headteacher/Site Manager

### Appendix 4 - Evacuation Drill Report Template

Date of Report:		Completed by:	
Date of Drill:		Time of drill:	
Time taken to evacuate:			
Time taken to complete roll call:			
	<b>Y/N N/A</b>	<b>Observations:</b>	
Fire wardens reported to the assembly point and performed tasks?			
Staff & students responded to fire alarm and reported to assembly point?			
All windows and doors closed during evacuation?			
Occupants exited via nearest exit?			
Visitors / contractors / students were properly directed?			
Persons with disabilities were accounted for?			
Personal emergency evacuation plans (PEEPs) followed?			
Roll call carried out and missing persons accounted?			
Exits guarded to prevent re-entry?			
Occupants did not attempt to re-enter the building?			
Emergency grab bags collected (if safe to do so)?			
Student/staff and visitor registers collected?			
School pets, guide/therapy dogs evacuated?			
Communicated equipment used effectively, e.g. radios?			
Effectiveness of drill Satisfactory / Unsatisfactory			
Additional observations (Include notes that will help response, performance and management of future evacuation drills):			

## Appendix 5 - Fire Warden List

<b>Head Fire Warden:</b>  <b>Mr. P Aird Site Manager</b>	
<b>Location:</b>  <b>Mrs S Parsonage</b> B20 21 22 23 24 25 26 29 30 31 32 35 36 39 40 toilets	
<b>Location:</b> <b>Mrs J Knott</b> B16 13 14 15 12 11 10 8 2 5 6 7 8	
<b>Location:</b> <b>Mr K Crick</b> S07 6 5 4 3 8 9 2 1 and report to front gate.	
<b>Location:</b> <b>Mr T Sparrow</b> F09 07 06 04 03 05 02 01	
<b>Location:</b> <b>Mr K Robin</b> M27 25 26 24 M14 12 18 17 16 15 13 12	
<b>Location:</b> <b>Mrs H Vernon</b> G 6 5 4 3 8 7 9	
<b>Location:</b> <b>Miss K Quaife</b> M03 Q 10 09 08 M08 04 03 Q 4 3 1	
<b>Location:</b> <b>Site Team</b> Canteen G 1 2 Gym Reception G13 14 SRM 6 <sup>th</sup> form	
<b>Location:</b> <b>Mrs N Thompson</b> Fraser Building	
<b>Location:</b> <b>R Ayling DLC</b>	

## Further Guidance

Further guidance can be obtained from organisations such as the Health and Safety Executive (HSE) or Judicium Education. The following are some examples. The H&S lead in the school will keep under review to ensure links are current.

- HSE  
<https://www.hse.gov.uk/>
- Education and Skills Funding Agency – Fire Safety in new and existing school buildings  
<https://www.gov.uk/government/publications/fire-safety-in-new-and-existing-school-buildings/fire-safety-in-new-and-existing-school-buildings>
- National Education Union (NEU) – Fire Safety  
<https://neu.org.uk/advice/fire-safety>
- National Fire Chiefs Council (NFCC)  
<https://www.nationalfirechiefs.org.uk/>
- Local Fire and Rescue Service  
<https://www.nationalfirechiefs.org.uk/Fire-and-Rescue-Services>

## Further Resources

- HM Government Fire Safety Risk Assessment – Educational Premises  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/14887/fsra-educational-premises.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/14887/fsra-educational-premises.pdf)
- CFA (Chief Fire Officer Association) – Fire Safety in Schools  
<http://www.cfoa.org.uk/download/65172&usq=AOvVaw2fwVya49L0beZPSEmwGOQ0>