Castle Phoenix Trust

Fire Safety Policy

Trust Level Policy

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Aim of Policy

The aim of the Fire Safety Policy is to ensure that Castle Phoenix Trust and the establishments within the Trust fully comply with The Regulatory Reform (Fire Safety) Order 2005.

This policy will set out how establishments within the Trust will comply to the above order.

Fire Risk Assessments

Fire risk assessments will be carried out at each establishment within the Trust as per the below frequency.

Establishment Type	Review Period
Primary Schools	Three Years
Secondary Schools	Two Years

However, fire risk assessments may be completed/reviewed sooner following a fire or if there has been a significant change to the building(s), i.e., refurbishment.

Fire risk assessments will be undertaken by the Trust Head of Estates & Compliance.

Please note that the PFI provider at Caludon Castle School is responsible for undertaking a fire risk assessment in relation to the construction of the building, building maintenance and the fire integrity of the building. The school/Trust are responsible for undertaking a fire risk assessment of the day-to-day operations of the building.

The below sections will be completed to form the fire risk assessment.

Section	Description
Section 1	Photograph of Property
Section 2	Scope of Fire Risk Assessment
Section 3	Introduction
Section 4	Site Boundary Plan
Section 5	Building Plans
Section 6	Significant Findings
Section 7	People Especially at Risk
Section 8	Preventative Measures Currently in Place
Section 9	Protective Measures Currently in Place
Section 10	Measures in Place to Aid Evacuation
Section 11	Recommended Additional Measures & Timescales for Implementation
Section 12	Conclusion & Review

Fire Risk Assessment Action Plans

Section 11 of the fire risk assessments will detail all works and timeframes that are required to ensure that establishments are complying to The Regulatory Reform (Fire Safety) Order 2005.

Once the required works have been completed, the Head of Estates & Compliance will sign off the completed action points.

Works that may require additional funding will be added to each school's Annual Lifecycle Plan and Budget Request to allow for funds to be allocated to complete the works.

The fire risk assessment action plan will also form part of the monthly individual school/Trust estates and compliance meeting where the fire risk action plan will be discussed and updated on a monthly basis and attached to the minutes as an appendix.

Fire Log Books

Each establishment within the Trust will have a fire log book that will be kept onsite. The fire log book will be kept up to date by the Site Services Officer(s).

Integral UK Ltd will be responsible for maintaining their own Fire Log Book for Caludon Castle School as per the PFI agreement.

The fire log book will contain the below sections:

- Weekly fire alarm checks
- Weekly sprinkler tests (if applicable)
- Weekly refuge alarm tests (if applicable)
- Monthly fire extinguisher checks
- Monthly emergency lighting checks
- Monthly internal fire door checks
- Monthly fire exit door checks
- Fire alarm service sheets
- Refuge alarm service sheets
- Emergency lighting service sheets
- Annual fire extinguisher service sheets
- Fire sprinkler service sheets (if applicable)
- Controlled fire drills
- False fire alarm activations
- Completed Trust fire alarm activation feedback forms
- Fire service visits

The Trust Estates Manager will complete a termly check of the fire log book to ensure that the log book is kept up to date. This will include the archiving of all check sheets at the end of the year.

All check sheets and service records will be kept for a minimum of 6 years.

Fire Alarm Systems

Fire Alarm Systems

Fire alarm systems will be installed throughout all buildings within the Trust. The level of coverage within each building will be determined by the schools fire risk assessment, insurers, recommendations from the fire and rescue service, building control or building surveyors when building refurbishment works are undertaken.

Service and Testing Regime

The fire alarm systems across the Estate will be maintained by appointed service contractors. The service contractors will maintain the systems as per the recommendations by the manufacturer and to BS5839 Part 1.

Any required remedial works will be completed following service visits.

Fire Fighting Equipment

Fire Fighting Equipment

Fire fighting equipment will be installed throughout all buildings within the Trust. The level of coverage and the classification of the fire fighting equipment will be determined by each schools Fire Risk Assessment.

Service and Testing Regime

Fire fighting equipment will be serviced annually by an approved contractor, the service contractor will service all fire fighting equipment to BS5306 Part 3.

Water and foam fire extinguishers will be required every five years to be tested/discharged and refilled.

CO2 fire extinguishers are to undergo hydraulically testing every ten years. Both sets of tests must comply to BS5306 when the tests are carried out.

Any required remedial works will be completed following service visits.

Emergency Lighting

Emergency Lighting

Emergency lighting will be installed throughout all buildings within the Trust. The level of coverage within each building will be determined by the schools fire risk assessment, recommendations from building control or building surveyors when building refurbishment works are undertaken.

Service and Testing Regime

The emergency lighting systems across the Estate will be maintained by approved service contractors. The service contractors will maintain the emergency lighting systems as per the recommendations by the manufacturer and to BS5266.

Any required remedial works will be completed following service visits.

Internal Fire Doors

Internal Fire Doors

Not all internal doors in schools need to be fire rated, the location of internal fire doors and their fire rating performance will be identified through the schools fire risk assessment, or by the fire and rescue service, building control or building surveyors when undertaking refurbishment works.

Annual Inspection

All internal fire doors will be subject to an annual non-intrusive and non-destructive inspection by an approved fire door inspector.

A full report will be issued to the Trust for review. Remedial works that have been identified within the report will be completed following the inspection.

Fire Compartmentation

Fire Compartmentation

All internal walls within buildings are not required to be fire rated, however, where walls have been identified as needing to form part of the buildings fire strategy, these walls will form the buildings fire compartmentation.

Internal walls that form part of the buildings fire compartmentation will be identified through the schools fire risk assessment, or by the fire and rescue service, building control or building surveyors when undertaking refurbishment works.

Annual Inspection

All fire compartmentation walls will be subject to an annual inspection to ensure that all service penetrations or damage are fire stopped where required.

A full report will be issued to the Trust for review. Remedial works that have been identified within the report will be completed following the inspection.

Fire Dampers

Fire Dampers

Ventilation ductwork is installed in a number of schools within the Trust. Where ductwork systems penetrate through internal fire walls (fire compartmentation), fire dampers will be installed, these dampers may be manual or automated (linked directly to the fire alarm system).

Annual Inspection

All fire dampers will be subject to an annual inspection by an approved contractor to ensure that the fire dampers are tested to ensure that they close when required.

Following the inspection, a full report will be issued to the Trust for review, the report will show the fire dampers in their open position and will then show the fire dampers in their closed position.

Remedial works that have been identified within the report will be completed following the inspection.

Fire Safety Checks

Daily Facility Check Sheets

The Site Services Officer(s) at each establishment within the Trust will complete a Daily Facility Check Sheet, the check sheet will cover various in-house checks, these checks will also include checking corridors are clear of obstructions and all fire exit doors (final exit doors) are unlocked before buildings are occupied.

Weekly Fire Alarm Tests

The Site Services Officer(s) at each establishment will undertake a weekly test of the fire alarm system.

The fire alarm system will be tested as below:

- The fire alarm system monitoring will be put on test
- The fire alarm will be tested by activating a fire alarm manual call point (Different fire alarm manual call point each week)
- Checking all sounders are working
- Checking all automatic fire doors have closed
- Checking all security door controls have released
- Reset the fire alarm system
- Put all automatic fire doors back on their hold open devices

When the fire alarm system has been reset, the Site Services Officer(s) are to contact their monitoring station and check that the monitoring station has received the fire signal and the restore signal. Once the monitoring station has confirmed all signals, the fire alarm monitoring should be put back live, the fire log book should then be completed along with the relevant PPM job sheet.

Weekly fire alarm tests will continue during school holiday periods when Establishments are open.

Weekly Fire Suppression Test (if installed onsite)

The Site services Officer(s) at each establishment will undertake a weekly test of the fire suppression system.

The fire suppression system will be tested as below:

- The fire alarm system will be put on test
- Activate the test line within the sprinkler house
- Allow the electric or diesel pump(s) to start
- Open the bell test circuit and allow the external bell to run for 1 minute
- Allow the electric or diesel pump to run for 15 minutes
- Reset all controls on the test line
- Reset the fire alarm system
- Take the fire alarm system off test

When testing the fire suppression system, the fire alarm system will activate. The fire alarm system can be silenced whilst the fire suppression test is carried out.

Following completion of the test, the fire log book should be completed along with the relevant PPM job sheet.

Weekly fire suppression tests will continue during school holiday periods when Establishments are open.

Weekly Refuge Point Alarm System Test (if installed onsite)

The Site Services Officer(s) at each establishment will undertake a weekly test of the refuge point alarm system.

The system can only be tested whilst the fire alarm system is in fire mode. Site Services Officer(s) will test the fire alarm system (as per the above) and then before resetting the system, the refuge point alarm system will be tested. Testing the system will need two members of staff, this could be more than one Site Services Officer(s) or an additional member of school staff.

The refuge point alarm system will be tested as per the below:

- The fire alarm system has been activated and silenced
- Refuge alarm system activated
- Handset is picked up on the main refuge control panel
- Member of staff at the control panel asks the Site Services Officer(s) their location
- Once their location is confirmed and the line is tested the system can be reset

Following completion of the test, the fire alarm system can be reset and the monitoring station asked to put all systems back live. The fire log book should be completed along with the relevant PPM job sheet.

Weekly refuge point alarm tests will continue during school holiday periods when Establishments are open.

Monthly Checks of Fire Fighting Equipment

The Site Services Officer(s) at each establishment within the Trust will visually inspect the fire fighting equipment onsite on a monthly basis.

The below visual checks will be undertaken:

- Visual check to see if the equipment is in place
- Visual check for any defects
- Visual check of seals/tags
- Visual check of the pressure gage (if applicable)

All visual checks will be documented on the fire fighting equipment check sheet. The completed check sheet will be attached to the weekly PPM job sheet. The PPM job sheet and the check sheet will then be checked by the Head of Estates & Compliance before being returned for filing in the fire log book.

Remedial works that may be required following the monthly visual inspection will be scheduled in to be completed at the earliest opportunity.

Monthly Checks of Internal Fire Doors

The Site Services Officer(s) at each establishment within the Trust will visually inspect the internal fire doors on a monthly basis.

The below visual checks will be undertaken:

- Visual check for damage to the door/frame
- Visual check of the hinges
- Visual check of the glass
- Visual check of the intumescent seals or smoke seals
- Visual check of the door closer and ironmongery
- Visual check of any signage

All visual checks will be documented on the internal fire door check sheet. The completed check sheet will be attached to the weekly PPM job sheet. The PPM job sheet and the check sheet will then be checked by the Head of Estates & Compliance before being returned for filing in the fire log book.

Remedial works that may be required following the monthly visual inspection will be scheduled in to be completed at the earliest opportunity.

Monthly Checks of External Fire Exits

The Site Services Officer(s) at each establishment within the Trust will visually inspect the external fire exits (all external final exit doors) on a monthly basis.

The below visual checks will be undertaken:

- Visual check for damage to the door/frame
- Manual check of any panic furniture
- Manual check of the door opening/closing correctly
- Visual check of any signage

All checks will be documented on the fire exit door check sheet. The completed check sheet will be attached to the weekly PPM job sheet. The PPM job sheet and the check sheet will then be checked by the Head of Estates before being returned for filing in the fire log book.

Remedial works that may be required following the monthly visual inspection will be scheduled in to be completed at the earliest opportunity.

Monthly Checks of Emergency Lighting

The Site Services Officer(s) at each establishment within the Trust will carry out a test of the buildings emergency lighting systems on a monthly basis.

The test will be conducted by turning off the power to the emergency lights for a period of 10 minutes. The power to the emergency lights can be turned off by either using the test key in the local test switch or by turning the required power breakers off.

All checks will be documented on the emergency light check sheet. The PPM job sheet and the check sheet will then be checked by the Head of Estates & Compliance before being returned for filing in the fire log book.

Remedial works that may be required following the monthly test will be scheduled in to be completed at the earliest opportunity.

Termly Fire Safety Audit

A termly fire safety audit will be conducted at the end of each school term by the Trust Estates Manager.

The audit will check the below records.

- Review of fire log book
- Review of weekly check sheets
- Review of monthly check sheets
- Review of service records
- Review of controlled fire drills and false fire alarm activations
- Review of fire risk assessment action plan

A full site walk will also be undertaken to look at the below areas:

- Check of escape routes
- Check of fire safety signage

The findings of the audit will be reported back to the Head of Estates & Compliance and will then be discussed at the next available estates and compliance meeting.

Exemptions

Annual Leave

There may be periods of the school year when some of the above fire safety checks cannot be carried out due to the Site Services Officer(s) being on annual leave.

Sickness

Fire safety checks will not be undertaken if the Site Services Officer(s) are absent from work. In periods of long-term absence (more than one week), the fire safety checks will be undertaken by the Head of Estates & Compliance, Trust Estates Manager, Trust Site Services Officer (apprentice) or by other Site Services Officer(s) who may be seconded to cover other sites.

Establishments with more than one Site Services Officer will not be subject to any of the above exemptions.

Caludon Castle School

Due to Caludon Castle School falling under a PFI agreement, Castle Phoenix Trust has no responsibility for the maintenance of the building. All statutory checks and tests are the responsibility of JLL Ltd.

Controlled Fire Drills

Frequency

Controlled fire drills will take place at each establishment within the Trust on a termly basis. The first fire drill of the school year must be completed within the first three weeks of the Autumn term.

Documentation

Following a controlled fire drill, the Site Services Officer(s) will complete the fire log book to record the controlled fire drill.

Headteachers will complete a fire alarm activation feedback form and submit this to the Head of Estates & Compliance. The feedback form will allow schools to review the controlled fire drill and feedback any comments or required changes to all staff.

False Fire Alarm Activations

All false fire alarm activations will be treated as a real incident and full evacuations of establishments will be undertaken.

On activation of the fire alarm system, establishments will follow their Emergency Evacuation Plans.

Following the cause of the evacuation, the Site Services Officer(s) will complete the Fire Log Book to ensure that the evacuation is recorded.

Headteachers will complete a fire alarm activation feedback form and submit this to the Head of Estates & Compliance. The feedback form will allow schools to review the false fire alarm activation and feedback any comments or required changes to all staff.

False fire alarm activations will not be counted as controlled fire drills.

Monitoring of Fire Alarm Systems and Call Challenge

Fire alarm systems within each establishment will be monitored 24/7, 365 days a year by dedicated monitoring stations. The fire alarm system monitoring may be linked to establishments intruder alarm systems or an independent monitoring device.

During school operational hours, West Midlands Fire Service or Warwickshire Fire Service (Kingsbury School) will not attend to any fire alarm activations unless a direct call from the establishment is made.

Establishments must manually call the Fire Service if they are required to attend. Never presume that the monitoring stations have done this.

If the fire alarm system activates during out of hours periods, the monitoring station will alert each establishments key holding company or dedicated key holders that the fire alarm system has activated. West Midlands Fire Service or Warwickshire Fire Service (Kingsbury School) will not automatically attend to out of hours fire alarm activations.

Emergency Evacuation Plans

Each establishment within the Trust will have their own unique Emergency Evacuation Plan. The plan will be reviewed at the start of every school year (September) and will be shared with all staff. New starters that join establishments during in the school year and supply staff will also be issued with copies.

The Emergency Evacuation Plan may be reviewed more regularly if there are any changes required i.e., building works being undertaken at an establishment.

Any changes made to Emergency Evacuation Plans will be shared with all staff.

Evacuation Routes

Corridors

Establishments within the Trust will ensure that at all times corridors are kept clear of rubbish and must be free flowing.

Site Services Officer(s) will check all corridors each morning after opening up to ensure that corridors are not blocked and rubbish is not being sorted within the corridors. The site Services Officer(s) will record this check on the Daily Facility Check Sheet.

Where possible, displays will be behind lockable fire rated noticeboards. Where lockable noticeboards cannot be used, open displays will be displayed on fire rated noticeboards, will

not span more than 3 meters in length and will only be displayed on one side of the corridor. There must be a minimum gap between each noticeboard of 1meter.

Under no circumstances are displays to be hung from or mounted to ceilings.

Stairwells

Establishments within the Trust will ensure that stairwells are kept clear of obstructions and will be kept sterile at all times.

Displays of any kind are prohibited in stairwells.

High Risk Areas

Plant Rooms

Establishments within the Trust will ensure that plant rooms are kept sterile at all times and will not be used as store rooms.

All plant equipment will be subject to six monthly inspections by sub-contractors along with an annual gas safety check. All records of services and safety checks will be kept on file onsite.

Emergency stops will be located in each plant room and will be subject to a monthly operational check by the Site Services Officer(s). The findings of the operational tests will be recorded on the PPM job card. Emergency stop signage will also be located next to each emergency stop.

Remedial works that may be required following the service visit or monthly operational checks will be scheduled in to be completed at the earliest opportunity.

Plant rooms will be checked twice daily by the Site Services Officer(s) and the recordings will be documented on the plant room check sheets.

Plant rooms will be kept locked at all times when not in use.

Science Laboratories and Science Prep Rooms

Science laboratories and science prep rooms will be kept locked at all times when not in use.

A gas safety proving system will be installed in each science laboratory. The gas safety proving system will test the gas system within the science laboratory before allowing the gas supply to initiate. The system will not allow the gas to be used if a leak is detected.

Manual gas valves will be closed when the rooms are not in use.

Each science laboratory and prep room will be subject to an annual gas tap service and gas tightness test. Records of the service/inspection will be kept onsite.

Emergency stops will be located in each laboratory and will be subject to a monthly operational check by the Site Services Officer(s). The findings of the operational tests will be recorded on the PPM job card. Emergency stop signage will also be located next to each emergency stop.

Chemicals being used within science departments will be stored in the correct conditions as recommended by the manufacturer and also CLEAPS. Chemicals not being used will be stored in the science chemical store room which will be kept locked when not in use. The chemical store rooms at each establishment will be restricted to designated staff.

Flammable liquids will be stored in the correct lockable flammable cabinet.

Technology Rooms

Technology rooms will be kept locked when not in use.

LEV Systems within technology rooms will be serviced annually by an external contractor.

Each establishments DT Technician will ensure that the LEV dust extraction bags will be emptied on a regular basis. The technicians will also ensure that dust not collected by the LEV systems is cleared away on a daily basis to stop excess dust from forming around the machines.

Emergency stops will be located in each DT room and will be subject to a monthly operational check by the Site Services Officer(s). The findings of the operational tests will be recorded on the PPM job card. Emergency stop signage will also be located next to each emergency stop.

School Kitchens

Each kitchen within the Trust will have a gas safety proving system installed (where gas appliances are installed). The systems will test the gas lines before allowing users to use any gas appliance. If any gas leaks are detected, the gas proving system will not allow the users to turn on the gas.

Each kitchen within the Trust will have a kitchen extract system to take away the fumes from the gas appliances. The gas system will be interconnected into the extraction system. If the extraction system is not turned on and running, the gas supply to the appliances will not engage.

The gas safety proving systems and kitchen extract systems will be tested annually by an approved contractor. Records of all service visits will be kept onsite.

The kitchen, extraction systems (including the canopy) and the kitchen equipment within each establishments kitchen will be serviced and deep cleaned on an annual basis. All records of service visits and kitchen deep cleans will be kept onsite.

Gas valves will be closed when kitchens are not in use.

Kitchens will be kept locked when not in use.

Emergency stops will be located in each kitchen and will be subject to a monthly operational check by the Site Services Officer(s). The findings of the operational tests will be recorded on the PPM job card. Emergency stop signage will also be located next to each emergency stop.

Fire Wardens

Each establishment within the Trust will have designated Fire Wardens. The role of the Fire Warden will be set out in each establishments Emergency Evacuation Plan.

Fire Wardens at each establishment will be issued with designated Fire Warden hi-vis vests. Fire Wardens will be required to wear these hi-vis vests when undertaking their Fire Warden duties.

Personal Emergency Evacuation Plans

A Personal Emergency Evacuation Plan (PEEP's) will be carried out for all children, staff and visitors that may require assistance to evacuate buildings on activation of the fire alarm system.

Each establishment will complete their own PEEP's; however, schools can request assistance from the Head of Estates & Compliance to help complete the documentation.

Evacuation Chairs

Establishments within the Trust that have multiple floors that are served by passenger lifts will ensure that that they have sufficient numbers of evacuation chairs located throughout their buildings.

The numbers and locations of the evacuation chairs will be determined by the schools fire risk assessment.

Evacuation chairs will be serviced annually by an appointed service contractor.

Establishments with Evacuation chairs will ensure that designated staff are trained in the safe use of the evacuation chairs. Inhouse training on the safe use of the evacuation chairs will be delivered by the Head of Estates & Compliance or by school staff who are trained to deliver the training. Certification will be provided to all staff who undertake the training.

Fire Safety Signage

Fire safety signage will be installed throughout all establishments within the Trust. The fire safety signage will be installed and maintained to the Health and Safety (Safety Signs and Signals) Regulations 1996.

Safety signage will be checked on a termly basis by the Trust Estates Manager Compliance. The check will be completed under the termly fire safety audit. Fire safety signage that has been identified as missing or damaged will be replaced at the earliest opportunity.

The agreed locations for fire safety signage will be covered by the annual fire risk assessment.

Fire Safety Training

Staff at each establishment with fire safety responsibilities i.e., Fire Wardens, will receive fire safety training every two years. This training will be delivered and overseen by the Head of Estates & Compliance and may be delivered in the below formats:

- Face to face training
- Virtual training
- Online training

All training attended, will be recorded in staff training records.

Staff joining establishments mid-term and take on roles with fire safety responsibilities will be given training at the earlies opportunity.

Tackling Fires

Castle Phoenix Trust does not expect staff to tackle fires. The Trust requires all building users to leave buildings on activation of the fire alarm system.

However, the only time staff may tackle fires, is if the fire is impeding on their safe evacuation of the building.

Premises Information Boxes

Premises Information Boxes will be located in the main entrance lobby of each establishment (near to the main entrance door).

The Premises Information Boxes will contain the below information that will be readily available to the Fire Service on arrival to site.

- Location of gas isolation valves
- Location of electrical switch gear
- Procedures for isolating solar PV and the battery feeds that supply the national grid
- Location of all Asbestos Containing Materials
- A list of all hazardous chemicals and their location onsite
- Building plans