



**SOUTH DOWNS**  
— **LEARNING TRUST** —

# FIRE SAFETY POLICY

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## OUR VISION

**A community of Primary and Secondary academies that are the first choice for students and families in Sussex, with an outstanding reputation for high aspiration and high achievement.**

## Contents

<a href="#">Fire Safety Policy .....</a>	<a href="#">1</a>
<a href="#">Key points .....</a>	<a href="#">1</a>
<a href="#">1. Introduction.....</a>	<a href="#">2</a>
<a href="#">2. Responsibilities .....</a>	<a href="#">2</a>
<a href="#">Guidance on Developing a Personal Emergency Evacuation Plan (PEEP) .....</a>	<a href="#">6</a>
<a href="#">Arrangements for Evacuation.....</a>	<a href="#">15</a>
<a href="#">Crisis Management .....</a>	<a href="#">16</a>
<a href="#">Ratton School Emergency Evacuation Plan.....</a>	<a href="#">16</a>
<a href="#">Ocklynge School Emergency Evacuation Plan .....</a>	<a href="#">18</a>
<a href="#">Appendix 1: Guidance to the Policy for Fire Safety Management .....</a>	<a href="#">20</a>
<a href="#">1. The following are available to support your fire safety risk assessments and development of fire precautions.....</a>	<a href="#">20</a>
<a href="#">2. Practical Fire Safety Arrangements.....</a>	<a href="#">20</a>
<a href="#">3. Fire Risk Assessments.....</a>	<a href="#">22</a>
<a href="#">4. Fire Safety Audits.....</a>	<a href="#">22</a>
<a href="#">5. Historic Buildings.....</a>	<a href="#">23</a>

## Fire Safety Policy

### Key points

- The Regulatory Reform (Fire Safety) Order 2005 applies to all workplaces and requires employers to carry out a fire risk assessment.
- A Fire Safety Audit may be carried out at any educational building by the East Sussex Fire and Rescue Service who are the enforcing authority for this legislation and are likely to include a request to inspect the documentation referred to in Appendix 1.
- Fire Risk Assessments must be reviewed at regularly or if there is any building alteration or change of occupation and use of the premises or following a fire incident/emergency, etc.
- Emergency Plans must be drawn up for each premises, which reflect the outcome of the fire risk assessments.
- Responsibilities in relation to this Policy fall on Chief Officers, Managers, Health and Safety Advisers, designated Responsible Persons, Controllers of Premises and employees.
- Copies of all the Health and Safety Policies can be found on the school websites <https://www.ratton.co.uk/> and <http://www.ocklynge.e-sussex.sch.uk/>

## **1. Introduction**

- 1.1 This Policy describes the arrangements for effectively managing fire safety so as to minimise the risk of fire occurring and, in the event of fire, to protect people and property.
- 1.2 Compliance with the Policy is crucial in the context of business continuity planning and risk management generally and to comply with the Regulatory Reform (Fire Safety) Order 2005.
- 1.3 The responsibility for complying with the Order rests with the 'responsible person'. This is the employer or any other person who may have control of any part of the premises e.g. managers and Controllers of Premises.
- 1.4 The guidance contained in the Appendix 1 includes more detailed information on specific matters referred to in this policy.

## **2. Responsibilities**

### **2.1 *The Executive Headteacher will:***

- 2.1.1 ensure that this Policy and/or any departmental fire safety policies and procedures that complement this Policy are in place, properly implemented and reviewed;
- 2.1.2 ensure that a Responsible Person is appointed for all their premises to oversee and implement fire safety arrangements, and ensure that they are competent and appropriately trained to undertake their duties;
- 2.1.3 ensure that arrangements are in place for the completion of fire risk assessments, including, where appropriate, technical surveys in respect of fire protection;
- 2.1.4 ensure that fire, security, and health and safety arrangements at each premises are complementary.

### **2.2 **Executive Business Manager (Ratton) / Headteacher (Ocklynge) and Site Managers in the absence of the Executive Headteacher will:****

- 2.2.1 ensure that fire risk assessments are carried out for all their workplaces and for specific activities such as "hot" working involving welding, hot cutting, soldering, work with bitumen, burning off paintwork, using bonfires, etc.

- 2.2.2 ensure, in conjunction with the outcome of the fire risk assessment that the optimum number and type of fire extinguishers are installed in appropriate locations and that appropriate staff are trained to use them;
- 2.2.3 ensure that Fire Alarm and Detection Systems, Sprinkler Systems, Emergency Lighting and Fire Extinguishers are appropriately located and properly maintained;
- 2.2.4 ensure that a robust and effective Emergency Plan is in place at each location to safely evacuate all persons, whether employees, visitors, pupils or clients/service users. This Emergency Plan must take into account people with mobility, some sensory and some learning impairments, including those with temporary impairments, which will affect their ability to use stairs or otherwise evacuate premises promptly. The plan must be internally deliverable and not reliant on the Fire and Rescue Service to complete the evacuation;
- 2.2.5 ensure that a Personal Emergency Evacuation Plan (PEEP) is developed for all relevant persons e.g. employees, pupils, clients/service users, in accordance with the guidance available on the intranet and Webshop. Further advice may be sought from the Trust's Fire Safety Adviser;
- 2.2.6 arrange for the Emergency Plan to be issued to employees, visitors, etc. to inform them what to do in the event of fire, particularly safe evacuation;
- 2.2.7 the Executive Business Manager / Headteacher is nominated to oversee and implement fire safety arrangements at their workplace(s) on their behalf;
- 2.2.8 ensure that if there is any doubt about the provision of new or replacement fire extinguishers, advice is sought from the Trust's Fire Safety Advisor;
- 2.2.9 ensure that staff are appropriately trained in fire safety procedures to reflect the requirements of the Regulatory Reform (Fire Safety) Order 2005;
- 2.2.10 ensure that a copy of the current fire risk assessment for their premises is readily accessible and its provisions complied with;
- 2.2.11 ensure that fire risk assessments are reviewed regularly or whenever there is any building alteration, change of occupation or use of the premises or following an incident involving fire.
- 2.2.12 ensure that effective arrangements are in place for contacting the emergency services;
- 2.2.13 ensure that the Fire and Rescue Service are aware of any significant hazards associated with the premises e.g. oxygen or gas cylinders, storage of petrol, chemicals, etc.;

2.2.14 confirm that their Fire Safety Maintenance Inspections relating to alarm systems, fire extinguishers, etc. are carried out in accordance with trust's Fire Safety Log Book;

2.2.15 liaise with the local Trade Union Safety Representative, where appointed, on all aspects of the above arrangements.

### **2.3 Sources of help and advice:**

2.3.1 The Trust's Fire Safety Adviser will provide additional advice and guidance, on request, to assist with the implementation of this Policy and ensure it is kept up to date in accordance with any changes in legislation and reflects current best practice.

2.3.2 The Trust's Fire Safety Adviser will provide additional advice and guidance in respect of fire risk assessments and where applicable, specialist advice in respect of physical building structure from a fire safety perspective.

### **2.4 Responsible Persons must:**

2.4.1 assist and support with the preparation and review of fire safety risk assessments;

2.4.2 ensure compliance with the outcomes of the Fire Risk Assessment and that the necessary control measures are implemented;

2.4.3 prepare and review the Emergency Plan issued to all staff;

2.4.4 ensure information on fire safety arrangements is available to service users and visitors;

2.4.5 ensure all staff and, where appropriate, contractors are fully conversant with the Emergency Plan;

2.4.6 arrange and review Fire Evacuation Drills at a frequency of not less than every other term (3 per year);

2.4.7 specify and rehearse the arrangements for assisting visitors, disabled people or those with temporary physical impairments to safely evacuate the premises. Where appropriate, a PEEP must be developed;

2.4.8 ensure Fire Alarms are regularly tested at the frequency recommended in the appropriate British Standard i.e. weekly;

- 2.4.9 monitor that Fire Alarm Systems, Detection Devices Sprinkler Systems, Emergency Lighting and Fire Extinguishers are appropriately and regularly maintained;
- 2.4.10 keep the Fire Log Book up to date.
- 2.4.11 ensure that Fire Action Notices (displayed as a minimum at Fire Alarm Call Points) and Fire Signage are appropriate and kept up to date;
- 2.4.12 ensure all escape routes are kept clear of obstructions and that access to Fire Extinguishers and Fire Alarm Call Points are not impeded;
- 2.4.13 ensure that the annual testing of portable electrical equipment and periodic testing (5 yearly) of the fixed electrical installations has been carried out;
- 2.4.14 ensure that the testing of any fire safety sprinkler system is carried out in accordance with manufacturers' guidelines;
- 2.4.15 ensure that fire safety inspections of the premises are recorded and carried out at the frequency set out in, the Fire Safety Log Book which was designed to assist the Responsible person comply with the Fire Safety Guide documents referred to in Appendix 1.

## **2.5 Employees must:**

- 2.5.1 ensure they are familiar with the Emergency Plan for their workplace and co-operate by participating in Fire Evacuation Drills and by observing practical fire safety arrangements;
- 2.5.2 know, and co-operate with, the Responsible Person for their workplace;
- 2.5.3 report to their manager or supervisor any concerns about fire safety;
- 2.5.4 be familiar with all escape routes;
- 2.5.5 not wedge fire doors open, nor block or obstruct them;
- 2.5.6 be aware of the action to be taken on discovering a fire, hearing a fire alarm, for raising the alarm (including the location of Fire Alarm Call Points) and calling the Fire and Rescue Service;
- 2.5.7 promptly evacuate the premises, in accordance with the Emergency Plan, to a place of safety without putting themselves and others at risk, and NOT attempt to extinguish a fire unless they have been specifically trained;
- 2.5.8 comply with the Smoke Free Policy
- 2.5.9 comply with the Electricity at Work Policy.

## Guidance on Developing a Personal Emergency Evacuation Plan (PEEP)

### Background

Health and safety legislation places duties on the employer or 'responsible person' to prepare suitable and sufficient emergency plans for their buildings. These plans should include the procedures for evacuating the building in case of fire, bomb, gas leak, etc.

The most common reason for needing to evacuate premises is in relation to fire. When preparing a fire evacuation procedure, it is imperative to ensure that **all** people within the building can be evacuated to a place of safety.

Adults or children with a disability should be considered as part of the evacuation procedures. In some cases, they will be able to evacuate the building independently but some with a limited mobility or a visual impairment may require additional support in order to evacuate safely.

The role of the Fire and Rescue Service is to save lives but the emphasis is on the responsible person to demonstrate that they can evacuate all people within their building to a place of safety without the need of the Fire and Rescue Service. This could be a temporary place of safety such as a refuge area but there should be arrangements/procedures in place to evacuate people from this area to a permanent place of safety. For example, procedures may be in place to use a self-contained stairwell as a temporary refuge area and then move physically disabled people down the stairs using evacuation chairs to a pre-arranged assembly point outside the building.

The use of refuge areas should be incorporated into the fire risk assessment for the building and once the procedures are in place, these should be discussed with staff and any training needs identified, in particular the use of equipment such as evacuation chairs.

Where the evacuation procedures already in place do not cater for people with a disability who may require specific support in case of an evacuation, a Personal Emergency Evacuation Plan (PEEP) will need to be developed. Where possible, the PEEP should be developed in conjunction with the individual (or parent and student if the plan is for a student) to agree what action will be taken. For example, a person with a visual impairment may need to be escorted from the premises in case of a fire and a staff member should be nominated for this activity.

Once a PEEP has been established, arrangements should be put in place to ensure that these are practiced and it is recommended that these are carried out separately to the standard test evacuation. The needs of the individual should be considered

and therefore it may be inappropriate for the individual to be involved in the test evacuation. In these cases, a volunteer to take their place should be identified.

## **Personal Emergency Evacuation Plan (PEEP)**

### **Aim**

The aim of a PEEP is to provide people who cannot get themselves out of a building unaided with the necessary information and assistance to be able to manage their escape to a place of safety and to ensure that the correct level of assistance is always available.

### **Responsibilities**

It is the responsibility of the Health and Safety Co-ordinator to talk to disabled staff, service users, students, etc. to assess whether they require any assistance in the event of an emergency. If someone requires assistance the Emergency Egress Questionnaire should be completed. This should be completed by the Responsible Person or their nominated representative and, if possible, in liaison with the individual who has the mobility impairment.

### **Writing the PEEP**

From the information gathered in the questionnaire, a PEEP should be developed.

Given the unique characteristics of buildings and the need for a PEEP to take account of an individual's capabilities, disabled persons who regularly use different buildings may have to have a separate PEEP for each building.

If assistance with escape is required, the extent of such assistance should be identified in the PEEP i.e. the number of assistants and the methods to be used. It is necessary to ensure that there is cover for absences, and the assistants may require training.

## **Evacuation in an Emergency**

### **Assisting wheelchair users down stairs**

Where disabled persons are located above or below the ground floor there are a number of considerations. In all the following cases Corporate Resources Directorate (CRD) and/or the PAT Health and Safety Advisers will be able to give more advice with identifying Refuges and Evacuation Lifts.

#### **a) Temporary Refuges -**

A refuge is a designated temporary safe place where disabled people can wait for assistance. It is an area that is both separated from a fire by fire resisting construction and provides a safe route to final exit e.g. the head of a protected stairway - where there is sufficient space. The provision of a refuge will permit a staged evacuation to be implemented. A refuge area must be clearly signed and should be of sufficient size to accommodate both people



using it as a refuge and any people passing through on their way out of the building.

Refuges should only be defined after consultation with the CRD Property as the requirements for fire separation and structure are very specific.

b) Lifts –

**The lift in Ratton is not to be used in the event of an emergency.**

Most lifts cannot be used in an emergency. Any lift used for the evacuation of disabled people should be an “evacuation lift.” The individual lift servicing contractor will be able to tell you if and in what circumstances a lift may be used in the event of a fire.

If you believe that there is a suitable lift, Pickerings Lift company will advise on the correct procedure for using the lift as an evacuation lift and will also advise on the signage and training necessary.

c) Safe Routes -

A PEEP should contain details of the necessary escape route(s). Clear unobstructed gangways and floor layouts should be considered at the planning stage.

It is especially important to ensure that security devices are all able to be operated by the evacuating persons.

It is also necessary to ensure that there are (as many as possible) alternative routes and that the routes are not excessively long.

### Deaf and Hearing Impaired persons

Generally, most deaf people working alongside hearing colleagues / students will not require special equipment, providing they have been made aware of what to do in the event of a fire. They will be able to see and understand the behaviour of those around them.

However, deaf or hearing impaired persons working alone may need an alternative method of being alerted to an emergency. For example many alarm systems have visual indicators in the form of a flashing light, or vibrating pager systems can be used.

### Blind and Partially Sighted persons

Staff, service users, students, etc. should be offered orientation training and, where applicable, this must include alternative ways out of the building. If a blind person uses a guide dog it is important that the dog is also given ample opportunity to learn these routes.

## Training

To be effective, any Emergency Plan depends on the ability of staff to respond efficiently. Staff will therefore receive instructions, practical demonstrations and training appropriate to their responsibilities. This may include some or all of the following elements:

- Fire drills for staff, services users, pupils, etc.
- Specific training/instruction for nominated members of staff e.g. Fire Wardens
- Specific training/instruction in the use of Fire Extinguishers etc.

## **Emergency Egress Questionnaire for Disabled Person**

This questionnaire is intended to be completed by disabled persons to assist the development of a Personal Emergency Evacuation Plan (PEEP). Please provide as much information to enable the establishment to develop a suitable plan.

Once developed the Plan will be the intended means of escape in the event of an emergency (including drills). If the practice drills identifies concerns in the implementation of the evacuation, then please contact the Health and Safety Co-ordinator for assistance in finding suitable solutions.

### **1. Why you should fill in the form**

As the establishment has a legal responsibility to protect you from fire risks and ensure your health and safety. The PEEP will be developed based on the information you provide.

### **2. What will happen when you have completed the form?**

You will be provided with any additional information necessary about the emergency egress procedures in the building(s) you attend.

If you need assistance, the "Personal Emergency Evacuation Plan" will specify what type of assistance you need. There may be some parts of the most appropriate premises where safe evacuation cannot yet be provided without alterations to the building/structure. In these circumstances the way forward will be discussed with you.

Name: \_\_\_\_\_

**Location**

**1. Where are you based for most of the time?**

Please name: the building, the floor and the room number.

\_\_\_\_\_  
\_\_\_\_\_

**2. Do you routinely use more than one location in this building?**

YES

NO

If you feel it is necessary please provide further details below. (Please list the buildings and floors you used in each building)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Awareness of emergency evacuation procedures**

**3. Are you aware of the emergency evacuation procedures which operate in the building(s) you attend?**

YES

NO

**4. Do you require written emergency evacuation procedures?**

YES

NO

4a Do you require written emergency procedures to be supported by BSL interpretation?

YES / NO

4b Do you require the emergency evacuation procedures to be in Braille?

YES / NO

4c Do you require the emergency evacuation procedure to be on tape?

YES / NO

4d Do you require the emergency evacuation procedures to be in large print?

YES / NO

5. Are the signs which mark emergency routes and exits clear enough?

YES / NO

### Emergency Alarm

6. Can you hear the fire alarm(s) in your place(s) or work? YES / NO / Don't Know

7. Could you raise the alarm if you discovered a fire?

YES / NO / Don't Know

### Assistance

8. Do you need assistance to get out of your place of work in an emergency?

YES / NO / Don't Know

If **NO** please go to Question 12

9. Is anyone designated to assist you to get out in an emergency?

YES / NO / Don't Know

If **NO** please go to Question 11. If **YES** give name(s) and location(s)

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10. Is the arrangement with your assistant(s) a formal arrangement?

(A formal arrangement is an arrangement specified for them by the Head of Department or written into their job description or by some other procedure.)

YES / NO / Don't Know

10a Are you always in easy contact with those designated to help you?

YES / NO / Don't Know

11. In an emergency, could you contact the person(s) in charge of evacuating the building(s) in which you work and tell them where you were located?

YES / NO / Don't Know

### Getting Out

**12. Can you move quickly in the event of an emergency?**

YES / NO / Don't Know

**13. Do you find stairs difficult to use?**

YES / NO / Don't Know

**14. Are you a wheelchair user?**

YES / NO / Don't Know

Thank you for completing this questionnaire.

The information you have given us will help us to meet any needs for information or assistance you may have.

Please return to: Health and Safety Co-ordinator

**Personal Emergency Evacuation Plan for:**

Name \_\_\_\_\_  
Department \_\_\_\_\_  
Building \_\_\_\_\_  
Floor \_\_\_\_\_  
Room Number \_\_\_\_\_

**Awareness of Procedure**

The disable person is informed of a fire evacuation by:

- |                        |          |
|------------------------|----------|
| existing alarm system  | YES / NO |
| pager device           | YES / NO |
| visual alarm system    | YES / NO |
| Other (please specify) | YES / NO |

**Designated Assistance:**

(The following people have been designated to give me assistance to get out of the building in an emergency).

Name \_\_\_\_\_  
Contact details \_\_\_\_\_

Name \_\_\_\_\_  
Contact details \_\_\_\_\_

Name \_\_\_\_\_  
Contact details \_\_\_\_\_

**Methods of Assistance:**

(e.g.: Transfer procedures, methods of guidance, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Equipment Provided** (including means of communication):

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**Evacuation Procedure:**

(A step by step account beginning from the first alarm)

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**Safe Route(s):**

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## Arrangements for Evacuation

- On discovering a fire operate the nearest fire alarm call point
- Staff are to ensure students leave the building by the **nearest available exit** and walk in an orderly / safe manner to the assembly point
- The assembly points are:
  - For **Ratton**:
    - South Playground for Year 7 & 8
    - North Playground for Years 9 & 10
    - Tennis Courts for Year 11
  - For **Ocklynge**:
    - All pupils line up on the field near the back wall
- Attendance will take registers to the assembly points to be distributed to the teachers (**Ratton**) and class teachers bring class lists / clipboards with them to the assembly points (**Ocklynge**)
- **Ratton** – Miss T Banks & Mr J Chaundy or Mr D Brown will be responsible for the South Playground, Mrs J Mathew & Mr J Welsh or Mr G Peevers for the North Playground and Mr M Hatton for the tennis courts
- **Ocklynge** – Senior teachers and support staff will be on hand to support the class teachers
- Reception staff will take the tablet/signing in sheets to the assembly point and will check all visitors are accounted for
- Teachers will check their register – once all students / pupils have been accounted for they will raise their arm in the air
- The Executive Headteacher (PMu) / Executive Business Manager (TCO) (**Ratton**) / The Headteacher (**Ocklynge**) or Site Manager (KFi/AGr – **Ratton** and DHe - **Ocklynge**) will ascertain whether this is a false alarm or fire and call the Fire Service if necessary
- The Site Manager or Executive Headteacher will meet the Fire Service and identify;
  - Where the fire is
  - What is on fire
  - Whether anyone is missing
  - Where they were last seen
  - Potential hazards e.g. chemicals, cylinders, electrical intake etc.
  - Location of the Alarm panel if required



## Crisis Management

In the event of the fire alarm:

### **Ratton:**

The Health and Safety Co-ordinator (or JBr in NTr's absence) will take the Crisis Management plan to the assembly area.

In the event of a fire or other emergency making the school unusable staff will take the students to the Eastbourne Sports Park or to Ocklynge Junior School.

### **Ocklynge:**

The Headteacher or Assistant Headteacher will take the Crisis Management plan to the assembly area

In the event of a fire or other emergency making the school unusable staff will take the pupils to the Eastbourne Sports Park or to Ratton School.

## Ratton School Emergency Evacuation Plan

### **Fire Alarm Signal: Continuous Bell**

#### **ON HEARING THE FIRE ALARM, the nearest responsible person:**

1. The teacher will lead the class out of the nearest exit to the assembly point
2. Students should move quickly and quietly to the assembly point. There will be **NO RUNNING, SHOUTING OR TALKING**
3. If time allows, staff should close all windows and doors
4. Once at the assembly points, classes will line up and teachers will call the registers, reporting the results to the responsible person on the playground as quickly as possible and within 5 minutes of the fire alarm sounding
5. The designated assembly points, unless otherwise instructed are **displayed in each room**
6. Office staff will take the following to the assembly area:
  - Class registers
  - Staff List

- Visitor Book
  - Mobile Phone
  - Radios
7. All COSHH records will be taken to the assembly areas by the technology technician, Science Technicians and Catering Manager
  8. The kitchen staff will isolate gas and electricity supplies in the kitchen and evacuate to the assembly area
  9. The Emergency Services will be summoned on the instruction of the Site Manager or Executive Headteacher
  10. The Site Manager / Executive Headteacher will brief the Emergency Services on:
    - Location of the fire
    - What is involved in the fire
    - Whether anyone is missing
    - Where they were last seen
    - Potential hazards e.g. chemicals, cylinders, electrical intake etc.
    - Location of the alarm panel
  11. In the absence of the Executive Headteacher, the Senior staff member on site will assume all responsibilities of the Executive Headteacher
  12. The Executive Headteacher will determine whether evacuation to an area more remote is necessary. In which case the school will go to either **Eastbourne Sports Park** or **Ocklynge Junior School**

*Staff will explain their Fire Drill instructions to classes at the beginning of each term and additionally as they see fit.*

# Ocklynge School Emergency Evacuation Plan

## Fire Alarm Signal: Continuous Bell

### ON HEARING THE FIRE ALARM, the nearest responsible person:

13. The teacher will lead the class out of the nearest exit to the assembly point as per fire drill route map
14. Students should move quickly and quietly to the assembly point. There will be **NO RUNNING, SHOUTING OR TALKING**
15. If time allows, staff should close all windows and doors
16. Once at the assembly points, classes will line up and teachers will call the registers, reporting the results to the responsible person on the playground as quickly as possible and within 5 minutes of the fire alarm sounding
17. The designated assembly points, unless otherwise instructed are **displayed in each room**
18. Office staff will take the following to the assembly area:
  - Staff List
  - Visitor Book
  - Mobile Phone
  - Radios
19. All COSHH records will be taken to the assembly areas by the relevant staff
20. The catering staff will isolate gas and electricity supplies in the kitchen and evacuate to the assembly area
21. The Emergency Services will be summoned on the instruction of the Site Manager or Headteacher
22. The Site Manager / Headteacher will brief the Emergency Services on:
  - Location of the fire
  - What is involved in the fire
  - Whether anyone is missing
  - Where they were last seen
  - Potential hazards e.g. chemicals, cylinders, electrical intake etc.
  - Location of the alarm panel

23. In the absence of the Headteacher, the Senior staff member on site will assume all responsibilities of the Headteacher
24. The Headteacher will determine whether evacuation to an area more remote is necessary. In which case the school will go to either **Ratton School** or **Eastbourne Sports Park**

*Staff will explain their Fire Drill instructions to classes at the beginning of each term and additionally as they see fit.*

## **Appendix 1: Guidance to the Policy for Fire Safety Management**

### **1. The following are available to support your fire safety risk assessments and development of fire precautions.**

- 1.1 The Department for Communities and Local Government Guidance documents, for various types of premises and events and are available on their website <https://www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business#documents>

There are a number of guidance documents which include:

1. Offices and Shops
2. Factories and Warehouses
3. Sleeping accommodation
4. Residential Care premises
5. Educational premises
6. Small and Medium places of Assembly
7. Large places of Assembly
8. Theatres and Cinemas
9. Open-air events and venues
10. Healthcare premises
11. Transport Premises and Facilities
12. Means of escape for people with disabilities
13. Animal premises and stables

Guides 6 and 7 have been identified as appropriate to County Libraries and Registration Offices (Ceremonies.)

- 1.2 The Fire Safety Log Book, which is designed to assist managers to comply with Government guidance, is available on the intranet and Webshop for the trust to use.
- 1.3 The Fire Risk Assessment is available from the school sites.
- 1.4 The Fire and Emergency Evacuation Guidance, in respect of people with mobility, sensory and learning impairments, is available on the intranet and Webshop.
- 1.5 County Council Health and Safety Policies on the Safe Management of Contractors and Risk Assessment, where a typical methodology for conducting risk assessments is described, are available on the intranet and Webshop.

### **2. Practical Fire Safety Arrangements**

- 2.1 As part of a holistic fire safety management system, in addition to the management action outlined below, considerations of passive and active fire precautions are essential.

2.2 Passive Fire Precautions are concerned with the physical conditions at workplaces which are designed to facilitate containment of fire by design, construction and layout, effective communication and safe evacuation. In particular;

- 2.2.1 materials specification, design, construction and inspection of buildings, fire doors and escape routes taking into account the needs of pupils, service users, people with disabilities, contractors, members of the public, etc.;
- 2.2.2 appropriate safe and secure location of building services e.g. gas and electrical distribution boards;
- 2.2.3 provision of clear fire safety signage for escape routes and final exits, in conformity with the Health and Safety (Safety Signs and Signals) Regulations 1996 and The Equality Act 2010;
- 2.2.4 provision of prominently located Fire Action Notices (e.g. by Fire Alarm Call Points) to inform people of the action to be taken in the event of fire;
- 2.2.5 education and training of staff in fire safety arrangements, in particular evacuation procedures and drills.

2.3 Active Fire Precautions are those features of the Fire Safety Management System that detect and operate in the event of a fire, including Fire Alarm Systems, Sprinkler Systems, Emergency Lighting Systems and Fire Fighting Equipment. In particular:

- 2.3.1 the installation, maintenance, inspection and weekly testing of fire alarms;
- 2.3.2 the appropriate design, location, operation, monthly inspection and annual testing of adequate (emergency) lighting systems for fire escape routes;
- 2.3.3 the provision, use, appropriate type and location, and annual maintenance of portable fire extinguishers;
- 2.3.4 the appropriate design, location, operation, inspection and annual testing of the fire safety sprinkler systems;
- 2.3.5 ensure that fire safety inspections of the premises are recorded and carried out at the frequency set out in the ESCC Fire Safety Log Book which was designed to assist the Responsible Person comply with the Fire Safety Guide documents referred to above at 1.1.

### **3. Fire Risk Assessments**

- 3.1 Fire risk assessments are a requirement of the Regulatory Reform (Fire Safety) Order and are a structured approach to determining the risk of fire occurring in a workplace or from a work activity, and identifying the precautions necessary to eliminate, reduce or manage the risk. The outcome of the risk assessment must be incorporated in the Emergency Plan.
- 3.2 Risk assessments must take into account those who could be affected, e.g. numbers involved, their location, physical and mental capabilities and employees of organisations with whom a workplace is shared. Where appropriate, an individual PEEP must be developed for staff, pupils or service users who have known disabilities that will impact on their ability to evacuate the particular premises.
- 3.3 Particular care should be taken when giving consideration to the use of Refuges as part of a PEEP. Placing people with mobility impairments, who cannot manage stairs without significant support, into a temporary Refuge is only acceptable if the Emergency Plan contains a robust and effective plan to enable them to be removed from the Refuge, to an external place of safety. Such plans must not rely on the Fire and Rescue Service to affect the rescue. Where an effective plan to quickly remove persons in a Refuge to an external place of safety cannot be put into place, then alternatives to a Refuge must be considered. Guidance on PEEP's is available on the intranet and Webshop. When necessary, further advice may be sought from the ESCC Fire Officer.
- 3.4 Keeping sources of fuel such as combustible materials, flammable substances and waste, separated from sources of ignition including work equipment, lighting, hot surfaces, hot working processes, carelessness by contractors, etc. on site, and arson must also be taken into account.
- 3.5 The risk evaluation and appropriate control measures to be taken into account will include those practical fire safety arrangements outlined above.

### **4. Fire Safety Audits**

- 4.1 Fire Safety Audits may be carried out at any Educational building by the East Sussex Fire and Rescue Service who are the enforcing authority for this legislation and are likely to include a request to inspect the following documentation:
  - East Sussex County Council Fire Safety Policy
  - Premises Specific Fire Safety Handbook or File, containing:
    - Fire Safety Risk Assessment
    - Fire Safety Maintenance Records
    - Fire Safety Log Book
    - Written Fire Evacuation Plan
    - Records of Staff Fire Safety Training.

## **5. Historic Buildings**

- 5.1 The County Council occupies a number of historic and/or listed buildings as workplaces which may also be accessible by the public. These buildings may present particular difficulties in achieving acceptable standards of fire safety and emergency evacuation commensurate with the character, structure, fabric and contents of the buildings.
- 5.2 A holistic approach to these situations will be required based on the premises specific fire risk assessment; which should take into account appropriate levels of supervision and surveillance, as well as practical security arrangements, e.g. engineered solutions, anti-arson mailbox, CCTV etc. and the statutory need to provide an effective and robust Emergency Plan.