



CITY OF LONDON
PRIMARY ACADEMY
ISLINGTON

COLPAI FIRE SAFETY MANAGEMENT POLICY

Responsibility:	Head Teacher
Updated:	September 2024
Approved by Board:	September 2024
Next Review Date:	February 2025 (6 monthly)

1. Statement of Intent

The academy primary focus is for the safety of its students, employees and visitors, to that end the fire safety management of the academy is based around "life safety". To achieve this, the academy 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 Head teacher to fulfil the role of the Responsible Person is in place to ensure the above objectives are met.
- Appropriate information, instruction and training is provided to all staff and to people who may be affected by the academy activities.
- The academy is environment safe and promotes fire prevention at all times.

The Head teacher is ultimately the recognised responsible people. 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 Head teacher who manages the academy and its fire safety on a day to day basis. The Head teacher has specific areas of responsibility but has delegated defined duties to support staff. Please see fire management responsibilities and the organisation chart for details.

The policy applies to all relevant academy 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: Mary Robey Signature: 

(Chair of Trustees)

Name: Kim Clapham Signature: 

(Head teacher)

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 and Board of Trustees for acceptance.

Document / revision no.	Date	Status / Amendment	Approved by

Distribution of copies

Copies of the policy and any amendments will be distributed to: The Head teacher; Health and Safety Representatives; All Staff; Governors and Trustees and Administration office.

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Appendix 7: Fire Risk Assessment link

2. Roles and Responsibilities

2.1 Introduction

- 2.1.1 The Head teacher 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 Head teacher will assign an appropriate member of his/her team the responsibility to complete each improvement action.
- 2.1.3 The premises team complete 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 receive fire safety awareness training annually.
- 2.1.5 The academy communications system is able to 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 academy who have been assigned specific duties:
 - a) Head teacher
 - b) Business Manager
 - c) Head Fire Warden
 - d) Premises Team
 - e) School Secretary
 - f) Teachers
 - g) Fire Wardens

2.2 Head teacher/Principal

- 2.2.1. The Head teacher 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 Head teacher is responsible for ensuring:
 - a) The academy 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 academy emergency plan and evacuation procedures are regularly reviewed
 - g) The academy 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 firefighting 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 Head teacher will take such actions as are necessary to protect the safety of academy 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 Head teacher/Principal / SLT will take on the responsibilities of the Head teacher/Principal in their absence

2.3 Business Manager (Adrian Butler and Stephen Shepherd)

2.3.1. The Business Manager/Premises Manager will assist the Head teacher to ensure:

- a) The policy is clearly 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 place where required
- k) A report to the Governing Body on the performance of fire safety management within the academy.

2.4 Head Fire Warden (Stephen Shepherd)

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 Premises Team (Bouygues)

2.5.1. The Premises Team are 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 Premises 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 firefighting equipment
- d) The maintenance of exit/escape routes and signage
- e) The completion and upkeep of the academy 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 Head teacher
- 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 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 (Senior Administrator Denitsa Petkova)

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 academy
- b) Ensuring that their particular classrooms are kept free of hazards which 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 Premises 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 academy 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 academy is safe or leaves the academy 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 academy.

2.8 Fire Wardens

(Aaron Spencer Floors 2 and 3; Edgar Perez Floor 1; Mary Murphy Ground floor; Jennifer Nila Main Entrance; Mark Mahoney or Sarah Slattery on Road on East West Baltic Street)

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 Premises 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, in accordance with 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 academy 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 Head teacher of any risks that may affect the academy 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 which 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 academy 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 academy's commitment to fire safety.
- 3.1.4. The academy aims to have 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 academy suitably manages the fire risk. The system seeks to anticipate and proactively identify the impact of any proposed changes. The management team of the academy identify 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 the academy. 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 (displayed in every room/classroom near the door)

- 3.3.3. The academy 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 academy events
 - g) Include a copy of the means of the escape plan
- 3.3.4. The academy 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 SENCO and Inclusion Manager, Mark Mahoney, will ensure the preparation of specific personal emergency evacuation plans (PEEPs) for staff and/or pupils with special needs and/or disability.
- 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 SENCO and Inclusion Manager 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 Head teacher will ensure emergency evacuation equipment is available and suitable for the user. Emergency evacuation equipment will be maintained in accordance with the manufactures recommendations. All staff required to assist the evacuation of staff and/or pupils with special needs and/or disability are suitably trained in the use of equipment.
- 3.3.11. The academy 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 of 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.
- 3.3.14. A copy of the emergency evacuation plan can be found in Appendix 3 of the policy.

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 academy'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.

COLPAI FIRE EVACUATION PROCEDURE 2023 24

What People / Staff Should Do If They Discover a Fire

- Raise the alarm by operating the nearest fire alarm call point
- All personnel will evacuate via the nearest staircase to avoid congestion and to ensure a quicker exit. However, a dynamic risk assessment should always be made as to which staircase to use depending on specific circumstances. Pupils will descend all the way down to the ground floor and then out via the fire exit doors to the Muster Point. Always exit via the nearest emergency route.
- Walk in SILENCE and use both left and right hand sides of the staircase when evacuating.
- **DO NOT USE THE LIFT**
- DO NOT ATTEMPT TO PUT OUT THE FIRE - tackle the fire only if appropriate i.e. small fire or fire blocking only escape route
- Two Fire Wardens on each floor. Wardens must check toilets and close doors on the way out.
- If you have responsibilities for assisting persons with Personal Evacuation Plans (PEEP) respond as required following the actions as identified in the Plan.
- Leave the building by the nearest staircase.
- Do not stop or return to collect personal belongings.
- Ensure visitors or children that are alone are escorted from the building to the muster point.
- Close any doors en-route without delaying your escape.
- You must remain at the Muster Point for a roll call and follow the instructions of the Head Teacher.
- Return to the building only when authorised to do so.

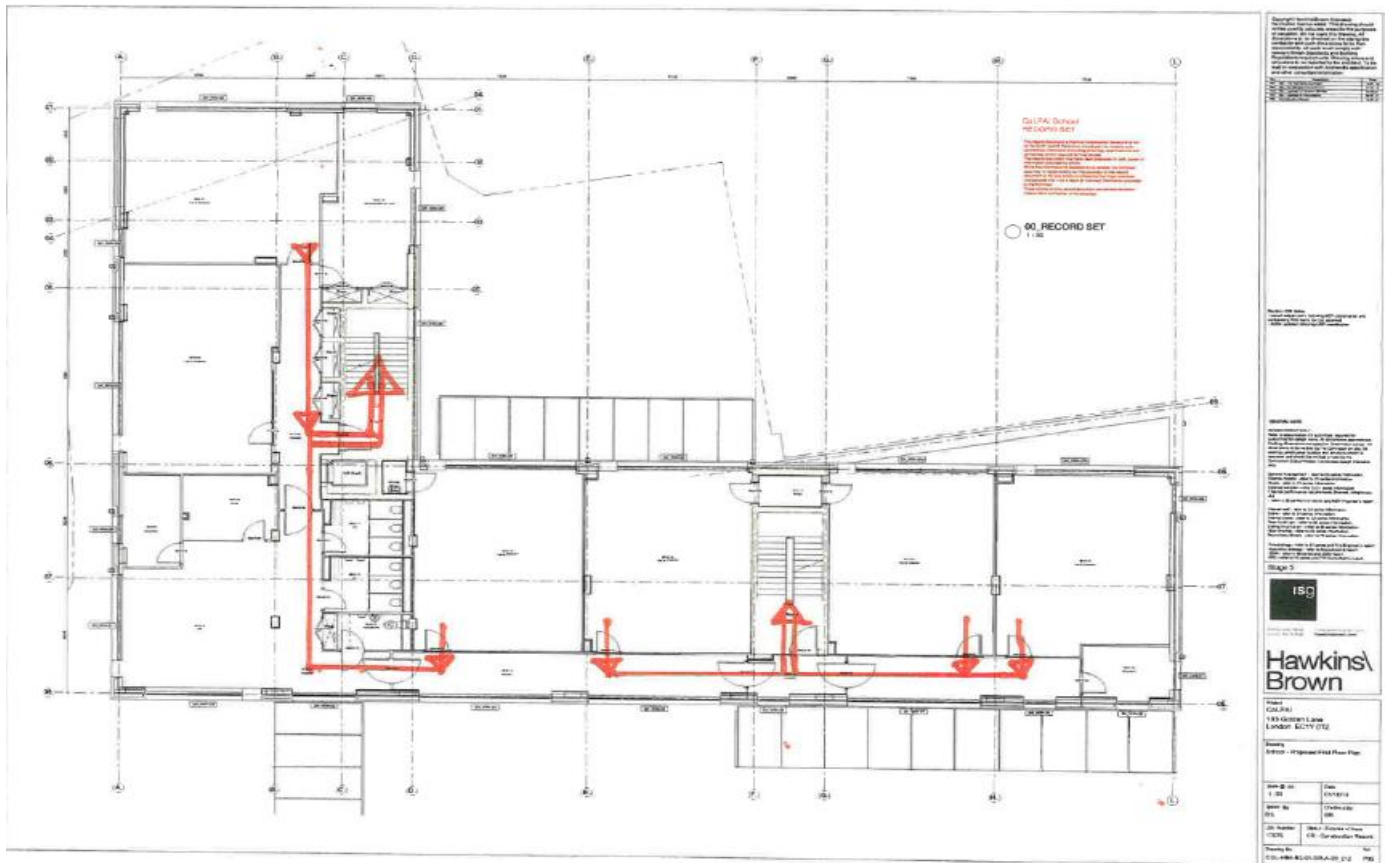
What People / Staff Should Do If They Hear the Fire Alarm

- If you also have responsibilities for assisting persons with Personal Evacuation Plans respond as identified in the Plan.
- If not, then: - Lead your pupils out of the building by the nearest staircase.
- Do not stop or return to collect personal belongings.
- Do not use any firefighting equipment unless life safety is threatened.
- Premises Manager to check fire panel and advise Head Teacher
- Office Manager to take class registers and visitors book. Give register to each teacher to take roll call. Office manager takes roll call of visitors.
- Teachers to take register and advise the Head Teacher if any staff or pupils are missing from their class.
- You must remain at the Muster Place until the Head Teacher or School Premises Manager advises that the building is safe to re-enter.
- Return to the building only when authorised to do so by the Head Teacher or Premises Manager.

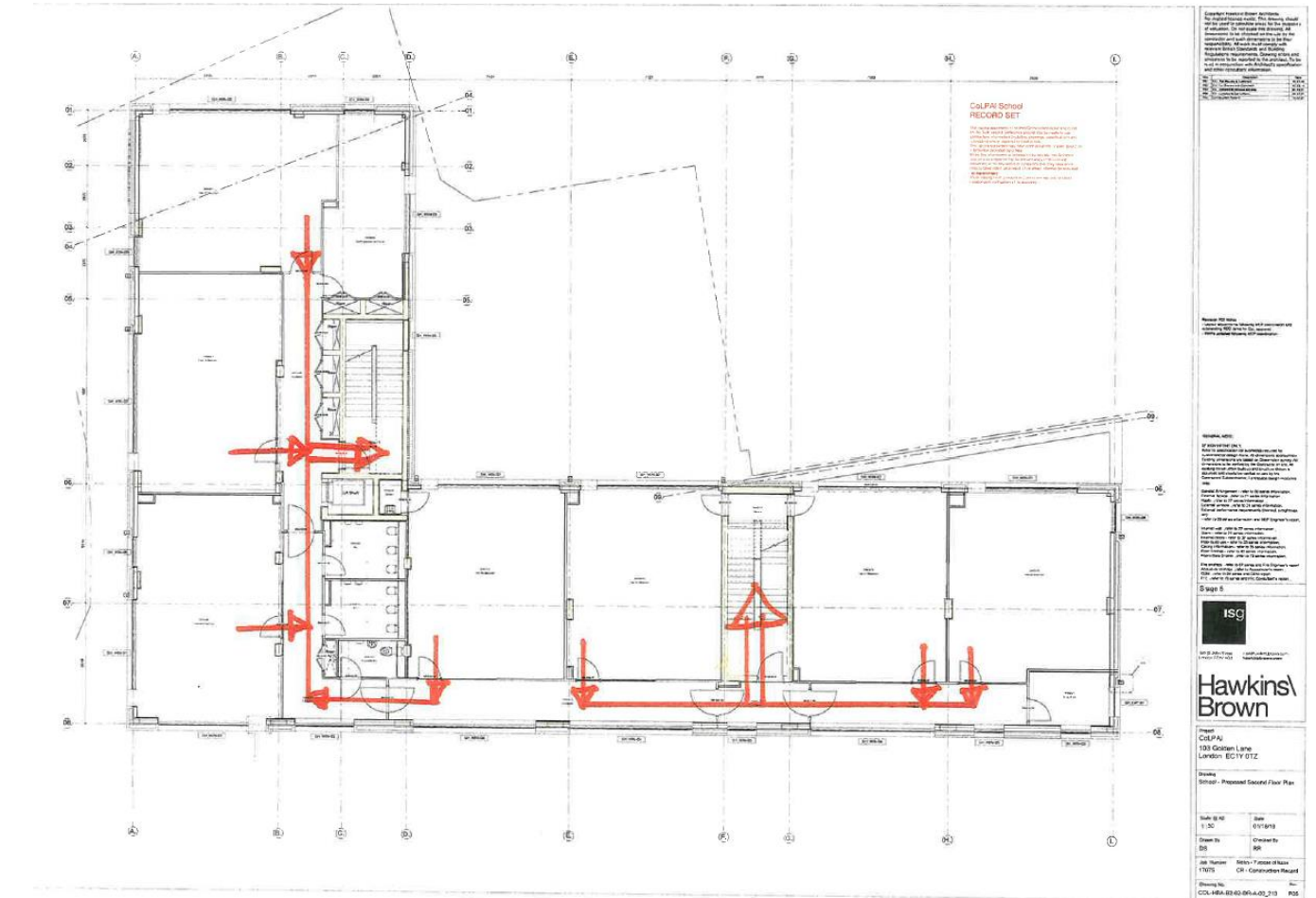
Contacting the Emergency Services

The Bouygues Premises Manager or Head Teacher will contact the Emergency Services. Any member of staff should call emergency services if the above people are not available.

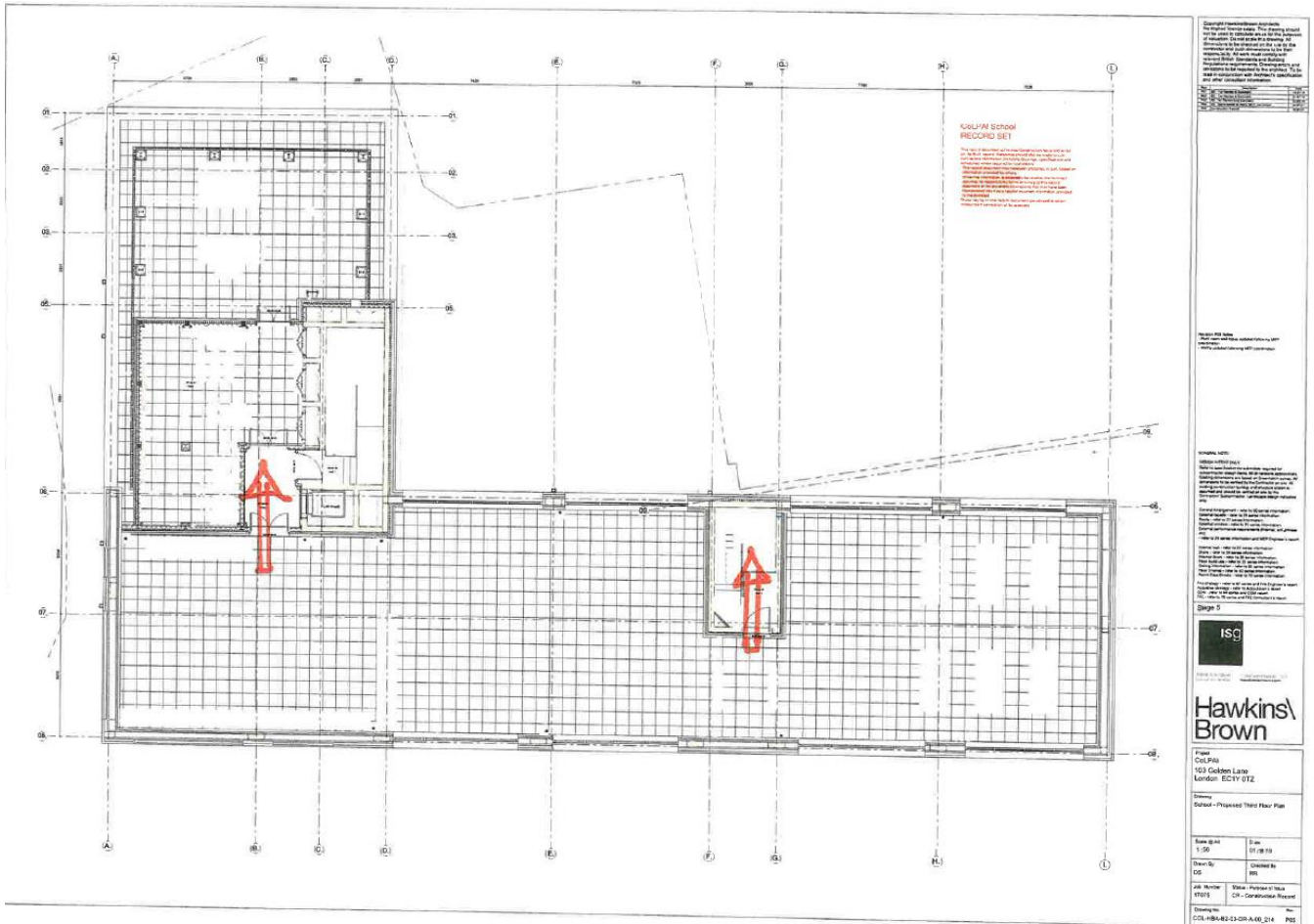
Appendix 2



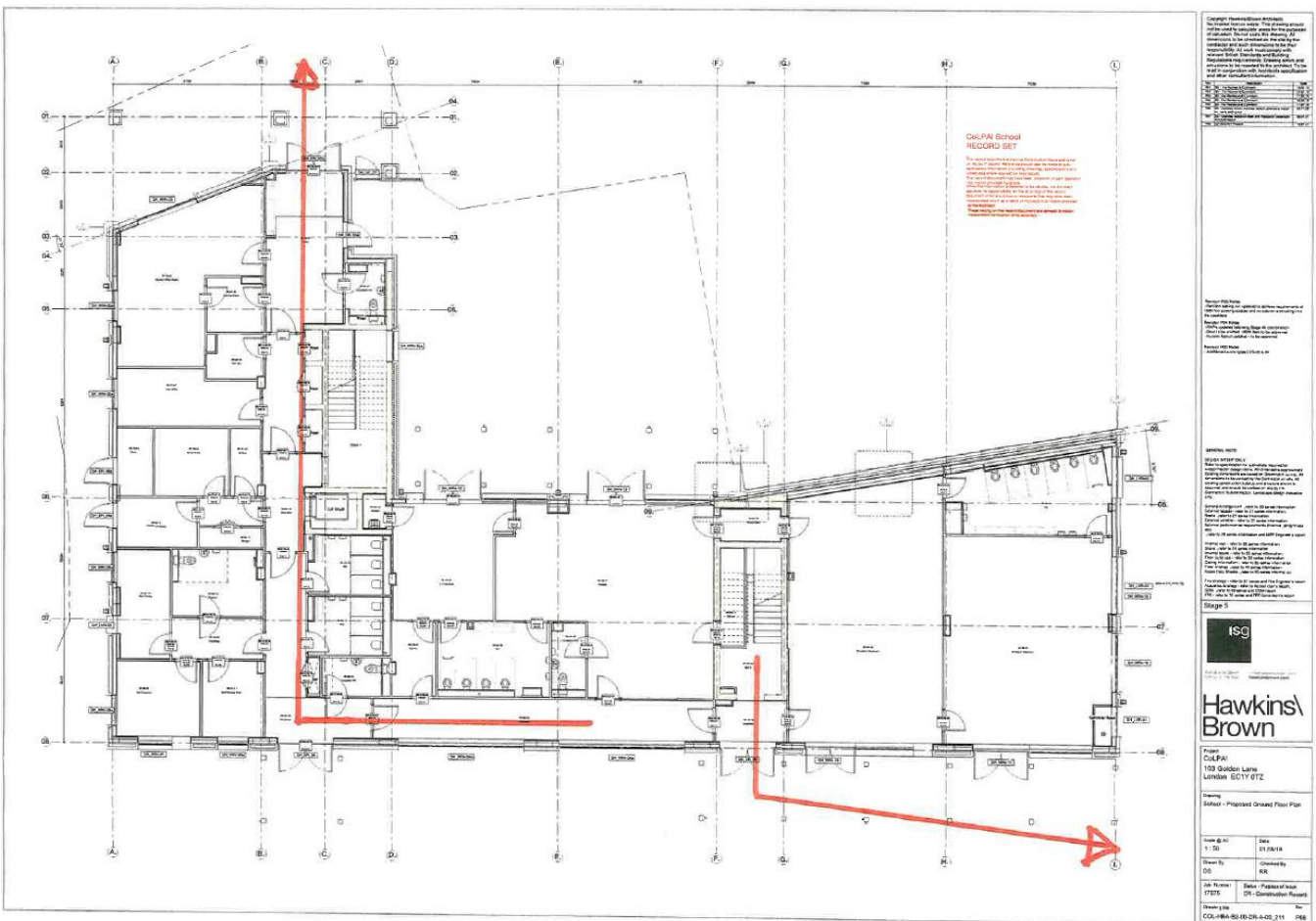
Appendix 3



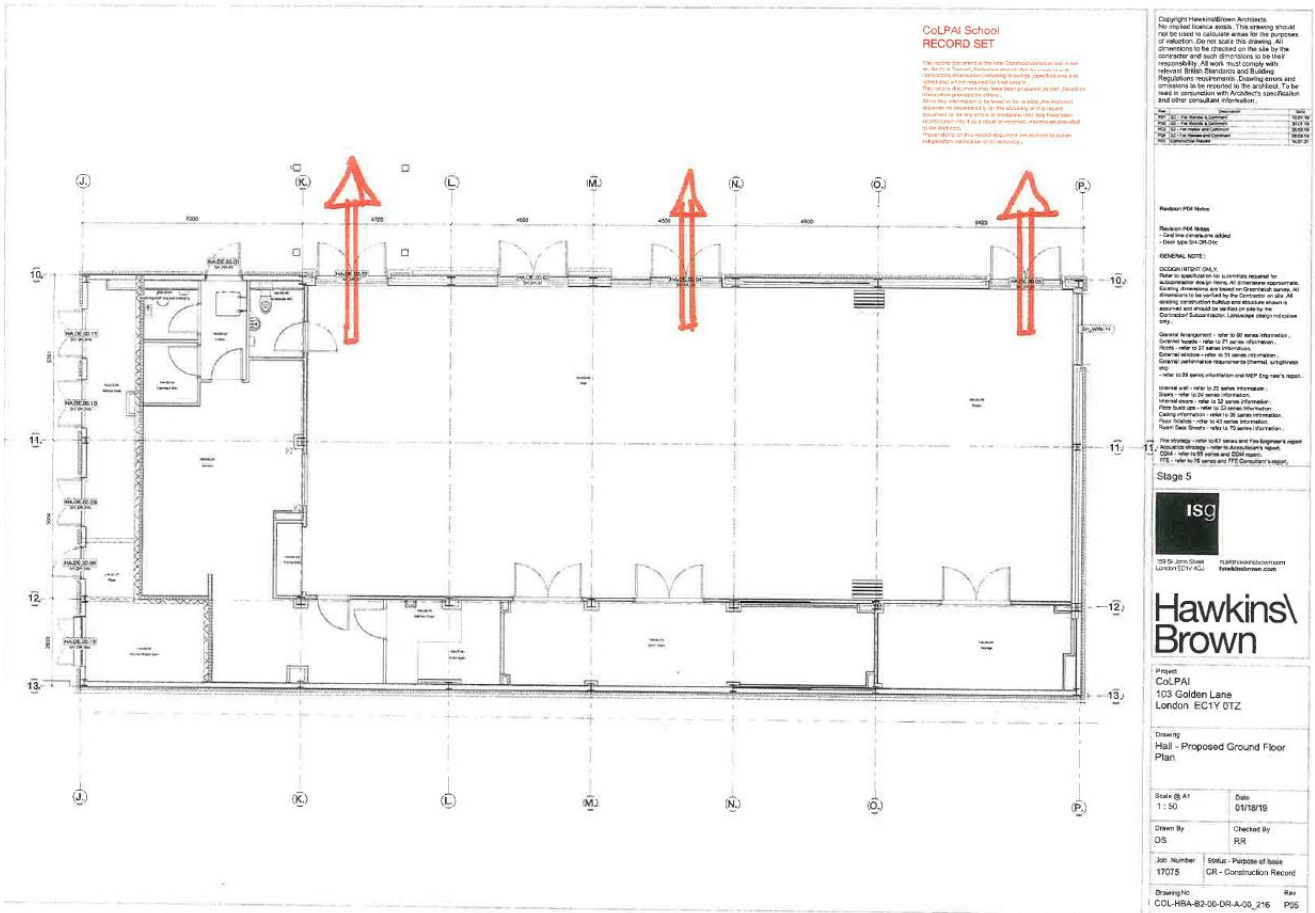
Appendix 4



Appendix 5



Appendix 6



Appendix 7

Fire Safety Risk Assessment

https://www.colpai.org.uk/force_download.cfm?id=916

Addendum

In preparation for the new Golden Gates due to open after half term, key stakeholders will be preparing a revised Fire Safety Management Plan for implementation after half term. In the event that the school has to evacuate via the south facing perimeter fence and muster outside of the Ralph Perrin Community Centre, the exit will be via the new pedestrian emergency gate onto Basterfield Service Road (not the previous emergency gate and walk way via the building site).