



THE DEAF ACADEMY

FIRE SAFETY POLICY

Version 1.0: January 2021

Senior Leadership Team	25 January 2021	Approved
Health and Safety Committee	29 January 2021	Approved
Children's Home Management Committee	23 March 2021	Awaiting approval
Board of Governors	25 March 2021	Awaiting approval
Board of Trustees	22 April 2021	Awaiting approval

Review Date: January 2022

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SECTION 1: STATEMENT OF INTENT

The *Regulatory Reform (Fire Safety) Order 2005* (RRO) places a legal duty on any person who has some level of control in premises, they must take reasonable steps to reduce the risk from fire and make sure people can safely escape if there is a fire.

As the employer, the **Board of Trustees** for Exeter Royal Academy for Deaf Education (The Academy) will hold the absolute duty of the “Responsible Person” as outlined within the RRO, however on behalf of the Trustees the Principal will be the Board’s representative (Responsible Person) for the day to day fire safety management of the Academy site at 1 Douglas Avenue, Exmouth EX8 2AU.

For Rolle House, the children’s home Registered Manager, will be the Board’s representative (Responsible Person) for the day to day fire safety management of Rolle House, 19 Rolle Road, Exmouth, EX8 2AW.

The Board of Trustees will ensure the safety of everyone who uses the sites owned or managed by the Academy and those in the immediate vicinity who may be at risk if there is a fire.

The Governing Body is not the employer, but plays an important role working in close partnership with the Principal and Senior Management Team to ensure effective governance of fire safety to support the Board of Trustees in discharging its legal obligations.

This policy will be reviewed annually.

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Principal

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Date

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Registered Manager of the Children’s Home

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Date

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Chair of Governing Body

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Date

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Chair of Board of Trustees

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Date

SECTION 2: ROLES & ACCOUNTABILITIES

The Board of Trustees will hold the absolute duty of the “Responsible Person” as outlined within the RRO. The Principal will hold the “Responsible Person” accountability in respect to fire safety management across the Academy site. The Registered Manager will hold the “Responsible Person” accountability in respect to fire safety management for the Children’s Home.

The Governing Body will support the Board of Trustees in discharging its legal obligations. The Governing Body will provide oversight for the effective governance of fire safety matters across the Academy.

The Principal is accountable for ensuring that this policy is implemented and managed effectively in accordance with fire safety best practice principles. These duties entail:

- Ensuring a fire risk assessment is undertaken to identify the general fire precautions needed for the safety of those within the building, the building itself and any site issues. (The completion of the risk assessment may be delegated to another person but the Responsible Person will ultimately own the fire risk assessment)
- Consulting with staff (or their elected representatives) about nominating people to carry out particular roles in connection with fire safety and about proposals for improving fire safety
- Considering the presence of any dangerous substances and the risk this presents to all users of the Academy from fire, and providing the fire and rescue service with any information about these dangerous substances
- Providing appropriate information, instruction and training to employees, during their normal working hours, about the fire precautions in the Academy, when they start employment, and from time to time throughout their employment
- Receiving reports from fire enforcement officers and advisory bodies and where appropriate, taking relevant actions to address the fire issues raised,
- Holding the “Responsible Person” accountability in respect to fire safety management across the Academy site.

The Principal will promote a positive workplace culture that:

- Complies with legal requirements and best practice including guidance from the Department for Communities and Local Government and the Fire & Rescue Service
- Monitors the management arrangements that effectively identifies the hazards and risks associated with a fire on the Academy site
- Sees the provision of information and appropriate training as a core element of fire safety
- Fully supports the active participation of staff representation by recognised Trade Unions in the development and implementation of fire safety procedures

The Registered Manager of the Children's Home is accountable for ensuring that this policy is implemented and managed effectively in accordance with fire safety best practice principles. These duties entail:

- Ensuring a fire risk assessment is undertaken to identify the general fire precautions needed for the safety of those within the building, the building itself and any site issues. (The completion of the risk assessment may be delegated to another person but the Responsible Person will ultimately own the fire risk assessment)
- Consulting with staff (or their elected representatives) about nominating people to carry out particular roles in connection with fire safety and about proposals for improving fire safety
- Considering the presence of any dangerous substances and the risk this presents to all users of the Academy from fire, and providing the fire and rescue service with any information about these dangerous substances
- Providing appropriate information, instruction and training to employees, during their normal working hours, about the fire precautions in the Children's Home, when they start employment, and from time to time throughout their employment
- Receiving reports from fire enforcement officers and advisory bodies and where appropriate, taking relevant actions to address the fire issues raised
- Holding the "Responsible Person" accountability in respect to fire safety management for the Registered Children's Home.

The Registered Manager of the Children's Home will promote a positive workplace culture that:

- Complies with legal requirements and best practice including guidance from the Department for Communities and Local Government and the Fire & Rescue Service
- Monitors the management arrangements that effectively identifies the hazards and risks associated with a fire on the Academy site
- Sees the provision of information and appropriate training as a core element of fire safety
- Fully supports the active participation of staff representation by recognised Trade Unions in the development and implementation of fire safety procedures.

The Director of Finance and Resources has a day to day responsibility for fire safety performance and to take all reasonable practicable steps to secure the safety of students, staff and others using the Academy premises. These responsibilities entail:

- Establishing a robust management structure for managing fire safety, including the fire risk assessment process and, in co-operation with the Estates & Facilities Manager, monitoring its effectiveness
- Appointing one or more competent persons to assist in undertaking any of the preventive and protective measures required to manage fire safety effectively
- Ensuring that the buildings and any equipment provided in connection with firefighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance and are maintained by a competent person in efficient working order and in good repair.
- Implementing appropriate arrangements to ensure that staff, students, visitors, hirers and contractors know what to do in the event of a fire evacuation.

- Ensuring safe working conditions for fire safety of students, staff and others using the Academy premises, site and facilities
- Ensuring safe working practices and procedures throughout the Academy including those relating to the provision, maintenance and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all fire risks are controlled
- Encouraging staff and others to promote fire safety and to suggest ways and means of reducing the risks of fire
- To Chair the Health & Safety Committee, reporting on matters of fire safety

The Estates & Facilities Manager will ensure that arrangements are in place to cover the foreseeable, significant risks to fire safety arising at the Academy. To do this they will:

- Co-ordinate the fire risk assessment process for the Academy to allow the prompt identification of potential hazards
- Co-ordinate general workplace fire safety monitoring inspections and performance monitoring processes
- Ensure Fire drills are undertaken at least termly and results are recorded in the Fire Log Book and a central log of fire drills are reported periodically to the *Senior Leadership Team*
- Monitoring and acting on issues identified and reported during fire drills
- Ensure there are sufficient numbers and arrangements for trained fire wardens and fire co-ordinators
- Keep records of all fire safety related activities
- Ensure staff are adequately informed of all fire safety matters in connection with their specific work place and the Academy generally, including briefing of staff on the contents of the Fire Safety Policy on an annual basis
- Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect fire safety of students, staff and others are made safe without delay
- Collate fire incident information and, when necessary, in liaison with The Principal, carry out fire incident investigations
- Co-ordinate periodic fire safety reviews and fire safety audits
- Advise the *Senior Leadership Team* of situations or activities that are potentially hazardous to the fire safety of staff, students and visitors

All Employees must co-operate with the Estates & Facilities Manager to ensure the Academy site is safe from fire and its effects. They must:

- Not do anything that will place themselves or other people at risk of fire
- Identify fire risks that are present in their activities and areas of work and do all they can to reduce and manage these risks
- Know what the fire arrangements are so that in the event of a fire everyone can escape quickly and safely.

The successful implementation of this policy can only be achieved by a co-operative effort at all levels within the Academy. Everyone is directly accountable for ensuring this policy and supporting documentation is known and duly acted upon.

FIRE AND EMERGENCY EVACUATION PROCEDURE WESTON AND ACADEMY BUILDINGS

This document details the fire and emergency evacuation procedures for the premises. Staff should ensure that they are familiar with these procedures and act upon the requirements.

1. ACTION ON DISCOVERING A FIRE

- Close the door to contain the fire and hit the nearest fire alarm call point.

2. ACTION WHEN THE FIRE ALARM SOUNDS

- Estates and Facilities team to immediately attend the relevant fire panel.
- Reception/Admin Team will take electronic register to the assembly point
- Education staff are to evacuate students to the **MUGA assembly point** by the shortest means possible, account for students and report to the Designated Assembly Point Co-ordinator that all students are accounted for.
- Fire wardens, sweep their allocated areas as per the Fire Warden Pack and then report to the Designated Assembly Point Co-ordinator that their areas are clear. Fire Wardens will be identified by a YELLOW tabard.
- Fire Wardens are as follows: -
 - **Weston Ground Floor – Finance and HR Teams**
 - **Weston First Floor – Josh Haynes, Lee Forster**
 - **Academy Ground Floor – Salena Hutton, Kelly Lander, Chloe Galt, Verity Clark**
 - **Academy First Floor – Charlie Miller, Amy Ager, Karma Stocks**

3. FALSE ALARM PROCEDURE

- See above – if a false alarm is confirmed the Estates and Facilities Team will reset the fire panel and inform the Assembly point Co-ordinators that it safe to re-enter the building.

4. SUMMONING THE FIRE AND RESCUE SERVICE

- If the Estates and Facilities Team identify a real fire, they will immediately call 999 and inform the Fire Service.
- They will then inform the Assembly Point Co-ordinator by radio that there is a fire in the building confirm that everyone is accounted for and advise that no-one is to re-enter the building.
- A member of the Estates and Facilities Team will make their way to the entrance to wait the arrival of the Fire and Rescue Service where they will pass on the relevant information as to where the fire is and any documentation that they require.

5. ACTION AT THE ASSEMBLY POINT (MUGA)

- The Designated Assembly Point Co-ordinators are as follows:-
 - **Weston Building - Claire Quick and in their absence Clare Turner**
 - **Academy Building - Karen Melhuish and in their absence Louise Hammacott or admin team member**
- Each of the Assembly point Co-ordinators will be identified by a RED tabard and will each have a radio.

6. EVACUATION ROUTES

- All fire exits are marked around the building using the 'green running man' signage. Occupants are to take the nearest fire exit. Maps showing the assembly point are located at multiple points around the buildings.

This document will be displayed next to all call points and will be brought the attention of all staff, temporary staff, volunteers and visitors through induction.

FIRE AND EMERGENCY EVACUATION PROCEDURE - RESIDENTIAL CARE BUILDING

This document details the fire and emergency evacuation procedures for the premises. Staff should ensure that they are familiar with these procedures and act upon the requirements.

1. ACTION ON DISCOVERING A FIRE

- Close the door to contain the fire and hit the nearest fire alarm call point.

2. ACTION WHEN THE FIRE ALARM SOUNDS

- Shift leader will make their way to fire panel
- A designated member of staff will join the shift leader at the fire panel, undertake a sweep of the zone highlighted on the fire panel for signs of a fire
- All doors to this area need to be immediately closed and kept closed
- All other staff/students are to immediately make their way to the **Common room, Ground floor** and appropriate staff to make sure all students and staff are accounted for. All doors to the common room must be closed
- The lifts must **NOT** be used. Disabled students to gather at the disabled refuge points on each floor and call for assistance using the refuge call system provided.

3. FALSE ALARM PROCEDURE

- See above – if a false alarm is confirmed shift leader will silence and reset the fire panel while the member of staff assisting them reports to Common Room to tell everyone it is safe to go back to their apartments.

4. SUMMONING THE FIRE AND RESCUE SERVICE

- If the shift leader and/or the assisting staff member identify a real fire, they will immediately call 999 and inform the Fire Service and collect the fire document file (located by fire panel)
- The shift leader and searcher will then go to the common room and tell everybody gathered there to immediately evacuate the building using the nearest fire exit and go to the external assembly point located at the grass area in front of the residential care car park
- They will then make their way to the entrance to wait the arrival of the Fire and Rescue Service where they will pass on the relevant information as to where the fire is and any documentation that they require.

5. ACTION AT THE ASSEMBLY POINT

- The Designated Assembly Points are as follows:-
 - First Assembly Point (Internal) - Common Room, Ground Floor, residential building
 - Second Assembly Point (External)- South Eastern end of lawn to rear of residential building

6. EVACUATION ROUTES

- All fire exits are marked around the building using the 'green running man' signage. Occupants are to take the nearest fire exit. Maps showing the assembly point are located at multiple points around the building.

This document will be displayed next to all call points and will be brought the attention of all staff, temporary staff, volunteers and visitors through induction.

FIRE AND EMERGENCY EVACUATION PROCEDURE – ROLLE HOUSE, 19 ROLLE ROAD, EXMOUTH EX8 2AW

Please refer to Rolle House's own arrangements in regards to their fire evacuation procedure