
Fire Safety Policy

Policy Control Page

Responsible Person	Estates and Facilities Manager (E&FM)
Approved By	Board of Trustees
Date of Last Approval	February 2023
Next Review Date	January 2024
Policy Applicable to	Whole Charity
Status	SLT Approved (30/01/2023) Health and Safety Committee Approved (07/03/23) Finance and Resources Approved (11/05/23) Board of Trustees Approved (09/02/2023) Governing Body Noted (30/03/2023)

Date	Version	Person	Change / Action
January 2021	1.0	E&FM	Policy approved at FRC
April 2022	1.1	E&FM	Update to policy and template
January 2023	1.2	E&FM	No changes required

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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, that 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 Local Government and the Fire & Rescue Service
- Monitors the management arrangements that identify 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 Children's Home 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 Local Government and the Fire & Rescue Service
- Monitors the management arrangements that identify the hazards and risks associated with a fire at the Children's Home and its grounds
- 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 day to day responsibility for fire safety performance and for taking all reasonably 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

The Fire and Emergency Evacuation Procedure for each building will be clearly displayed at Fire Call Points and brought to the attention of all staff, temporary staff, volunteers and visitors through induction.

For a copy of the Academy's latest procedures please refer to the Fire Evacuation Procedures document on SharePoint.

Personal Evacuation Emergency Plans (PEEP's)

Staff or students needing additional assistance will require a Personal Evacuation Emergency Plan (PEEP). The PEEP will be undertaken by the Academy's Head of Care, in consultation with key staff including the Occupational Therapist where applicable. The Estates and Facilities Manager will review. Student PEEP's will then be uploaded to SharePoint and relevant staff informed to familiarise themselves with the PEEP and undertake any additional training required. The Student Placement Administrator is responsible for the management of the PEEP's register on SharePoint. These PEEP's will be reviewed for feasibility and effectiveness by Tutors/Care/Staff members and each time an evacuation is undertaken. Any additional requirements that may have arisen will be considered by the Head of Care and the PEEP updated and communicated accordingly. A full review of the PEEP will be undertaken annually by the Academy's Head of Care in conjunction with the Estates and Facilities Manager, Occupational Therapist and any relevant tutor/care team/staff member.