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1. Introduction

The objectives of this policy are:

- To ensure that each central office and academy within the University of Brighton Academies Trust comply with relevant fire legislation and standards, including - The Regulatory Reform (Fire Safety) Order 2005 (FSO).
- To ensure that staff, students, contractors and visitors are safeguarded from injury or death in the event of fire.
- To have suitable arrangements in place for effective systems and procedures to minimise the risk of fire starting and fire spreading.
- To reduce the potential for fire to disrupt the business, damage premises or harm the environment.

2. Policy Statement

2.1 The Board of Trustees is ultimately responsible for health and safety matters within Trust offices and academies. Responsibility for the operational requirements of the Regulatory Reform (Fire Safety) Order 2005 (FSO) has been appropriately delegated to ensure that suitable fire risk assessments are carried out on all its premises, to determine the 'general fire precautions'/'preventative and protective measures' needed to comply with the requirements imposed under the Order.

2.2 Where directly responsible for the fire arrangements, a 'competent person' will be appointed to assist with implementing the requirements of the Regulatory Reform (Fire Safety) Order 2005 (FSO) including fire risk assessments.

2.3 At an Academy level it will be the responsibility of the Principal of each Academy to ensure that a suitable fire risk assessment of its premises is undertaken and a competent person is appointed. In professional service teams, where appropriate this responsibility lies with the relevant Head of Service.

2.4 The Principal or Head of Service will make and give effect where responsible to such appropriate organisational arrangements for the effective planning, organisation, control, monitoring and review of its preventive and protective measures.

2.5 They will implement such general fire precautions and will ensure, so far as reasonably practicable, the safety of its employees, students, contractors and visitors. These general fire precautions will be implemented on the basis of the following principles from Part 3, Schedule 1 of the Order:

- Avoiding risks;
- Evaluating the risks which cannot be avoided;
- Combatting the risks at source;
- Adapting to technical progress;
- Replacing the dangerous by the non-dangerous or less dangerous;
- Giving appropriate instructions to employees, and, as specified in article 4 of the Order.
- General fire precautions will include:
 - Measures to reduce the risk of fire on the premises and the risk of the spread of fire on the premises.
 - Measures in relation to the means of escape from the premises.
 - Measure for securing that, at all material times, the means of escape can be safely and effectively used.
 - Measures in relation to the means for fighting fires on the premises.
 - Measures in relation to the means for detecting fire on the premises and giving warning in case of fire on the premises.
- Measures in relation to the arrangements for action to be taken in the event of fire on the premises, including:

- Measures in relation to the instruction and training of employees and;
- Measures to mitigate the effects of fire.

3. Legislation

The Regulatory Reform (Fire Safety) Order 2005
 Management of Health and Safety at Work Regulations 1999

4. Roles and Responsibilities

4.1 The Board of Trustees

4.1.1 The Board of Trustees has ultimate responsibility for health and safety within all trust offices and academies. The approval of Health & Safety policy is delegated to the Risk and Audit committee whilst the approval of all operational annexes of the Health and Safety policy is delegated to the Executive Team.

4.1.2 The Board of Trustees and the Risk and Audit Committee receive regular Health & Safety monitoring reports and reports of key risks.

4.2 The Executive Team

4.2.1 The Executive Team has overall responsibility for:

- Monitoring the implementation of this policy through regular reports from the Estates and Facilities Management team
- Reporting key risks to the Risk and Audit Committee

4.3 The Estates and Facilities Management team

4.3.1 The Estates and Facilities Management team has delegated responsibility for:

- Ensuring that all staff comply with all legislative requirements for Fire Safety.
- Allocating sufficient resources to ensure that this policy is implemented and Fire Safety is effectively managed.
- The provision of appropriate guidance and standards to enable the requirements of this policy to be adequately implemented.
- Ensuring the policy and its procedures are reviewed annually and or when there are changes in statutory legislation, working practices, and or an incident occurs that requires improvement and or the fire risk assessment identifies additional risks.
- The provision of and access to competent fire safety advice.
- Appointing competent persons to assist in implementing the requirements of the FSO.
- Ensuring that a suitable fire risk assessment of its premises is undertaken to determine the 'general fire precautions'/'preventative and protective measures' needed.
- Ensuring all new infrastructures, buildings and alterations to existing buildings shall be designed and built in accordance with Building Regulations, current Health and Safety Legislation and relevant British Standards in respect of fire safety.
- If requested to do so on behalf of the academies liaising with local building control and the fire authority in the specification of fire precautions in new and existing buildings.
- The provision of suitable fire safety training and instruction for all staff, students and visitors on Trust and Academy premises.

4.4 Principal/Head of Service¹

4.4.1 Within the scope of this policy, the Principal/Head of Service has overall responsibility for:

¹ Where responsible – check responsibilities with building owners/operators

- Ensuring that the academy/office premises complies with all legislative requirements for Fire Safety.
- In conjunction with Professional Services, allocating sufficient resources to ensure that this policy and its procedures are implemented and Fire Safety is effectively managed.
- Ensuring the policy and its procedures are regularly monitored and any deficiencies are highlighted and reported via the Health and Safety Management Committee.
- Appointing competent persons to assist in implementing the requirements of the FSO, including the fire risk assessment.
- Ensuring that a suitable and sufficient Fire Risk Assessment of the premises is carried out and any significant findings are properly addressed and suitable control measures implemented.
- The provision of adequate fire safety training and instruction for all staff, students and visitors.
- Ensuring sufficient numbers of persons are appointed as Fire Wardens/Marshall.
- Ensuring that Fire Evacuation Drills are carried out once a term as a minimum.
- Ensure that suitable fire evacuation procedures are produced, implemented and tested on a regular basis.
- Applying disciplinary procedures for any staff member who persistently fails to follow the requirements of this Policy.

4.5 Health and Safety Management Committee

- 4.5.1 Within the scope of the policy the Health and Safety Management committee is responsible for:
- Making and reviewing regularly arrangements for implementing this policy;
 - Considering accident, incident and ill health records and statistics in relation to fire safety;
 - Considering risk assessments and the management of risks in relation to fire safety;
 - Making recommendations on related health and safety training;
 - Considering the efficacy of emergency procedures in relation to fire safety;
 - Considering any related items raised by management or the staff representatives;
 - To make recommendations as to developments, action plans and areas for development and report as required to the Executive Team and or Trustees.

4.6 Health and Safety Representative or Persons with Appointed Responsibilities (HSR)

- 4.6.1 Within the scope of this policy, HSR's or individuals with appointed responsibilities are responsible for:
- Ensuring compliance with all legislative requirements for Fire Safety.
 - Disseminating information on changes in legislation to the Principal, Heads of Department/Service and Facilities/Site Managers, and affected staff.
 - Supporting the Principal/Head of Service in the implementation of this policy and its procedures.
 - Supporting the Principal, to ensure the policy and its procedures are regularly monitored and any deficiencies are highlighted, and reported to the Health and Safety Management committee.
 - Ensuring fire risk assessments are undertaken and significant findings brought to the attention of those responsible so that they may fulfil their duties under this policy.
 - Liaising with Heads of Department and Facilities/Site Managers to ensure all activities and processes falling under their control are assessed for fire safety and suitable control measures implemented in accordance with the FSO.
 - Supporting the Facilities/Site Manager in the investigation of fires and unwanted fire signals (UWFS).
 - Reporting on persistent non-compliance or breach of regulations.
 - Reporting on fire safety performance and legislative changes to the Health and Safety Management committee.

4.7 Heads of Department/Service Managers

- 4.7.1 Within the scope of this policy, Heads of Department/Service Managers are responsible for:

- Ensuring that the policy and its procedures are effectively implemented and adhered to by all staff and students in the department as applicable.
- Ensuring all activities and processes falling under their control are assessed for fire safety and suitable control measures implemented in accordance with the FSO i.e. risk assessments for practical teaching activities.
- Liaising with the Facilities/Site Managers regarding the adequate provision and maintenance of suitable firefighting equipment and fire safety signs within the department.
- Co-operating with Facilities/Site Managers regarding suitable storage of dangerous substances i.e. explosives, oxidising and flammables.
- Liaising with the Facilities/Site Managers with regard to arrangements for the inspection, testing and maintenance of specialist equipment within the department.
- Ensuring that Facilities/Site Managers are provided with copies of documentation relevant to fire safety i.e. specialist inspection equipment, testing and maintenance records.
- Reporting on any fire safety issues or deficiencies within the department.
- Maintaining good housekeeping standards within the department.
- Ensuring all staff falling under their control are given adequate training and instruction in fire safety matters commensurate with their activities.
- Applying disciplinary procedures for any member of staff or student/pupil under their control who persistently fails to follow the requirements of this policy.

4.8 Facilities /Site Manager

4.8.1 Within the scope of this policy the Facilities/Site Manager is responsible for:

- Ensuring that the policy and its procedures are effectively implemented and adhered to by all staff within their area of responsibility (incl. internal cleaning teams).
- Ensuring that significant findings of the fire risk assessment relating to the building fabric and structure are properly addressed, and suitable control measures implemented in accordance with the requirements of the FSO.
- Ensuring all premises features (e.g. structural components, fire doors, partitions etc.) and equipment provided in connection with assuring fire safety is maintained, by a competent person, in a fit and efficient state, in good working order and repair.
- Undertaking weekly testing of the fire alarm system.
- Ensuring that fires and unwanted fire signals (UWFS) are investigated, reports are prepared and records of all incidents are maintained.
- Arranging adequate provision and testing of fire extinguishers.
- Ensuring all activities and processes falling under their control are assessed for fire safety and suitable control measures implemented in accordance with the requirements of the FSO.
- Liaising with other internal departments, local building control and the fire authority in the specification of fire precautions in new and existing buildings.
- Liaising and co-operating with other responsible persons, e.g. contractors / hirers, to ensure that they are aware of the Trust Fire Safety Policy and Procedures, and to identify any risks arising from their activities which could impact upon the staff, students and visitors to the premises.
- Ensuring prior to commencing works, contractors provide the necessary documentation and fire safety information including method statements and risk assessments.
- Supervising contractors in relation to their fire risks and fire control measures, and if the works require it, controlling the hot work permit system.
- Liaising with Heads of Department to provide advice to help them fulfil their responsibilities under the Trust Fire Safety Policy and Procedures.
- Liaising with Heads of Department with regard to adequate provision and maintenance of all fire-fighting equipment, fire safety signs and notices as well as other fire engineering provisions.
- Liaising with Heads of Department with regard to arrangements for the inspection, testing and maintenance of specialist equipment, and suitable storage of dangerous substances.
- Ensuring copies of relevant documentation such as inspection, testing and maintenance records, COSHH assessments and registers from individual departments (DT, Science, Catering etc.) are collated and stored in a central location.
- Maintaining an up to date central COSHH Register.
- Ensuring that fixed and portable electrical equipment including tools are subject to a regular inspection testing regime and records maintained.

- Liaising with the internal/external cleaners to ensure that an effective housekeeping regime is implemented.
- Reporting on any fire safety issues or deficiencies within the premises.
- Arranging fire drills and evacuations, as directed by the Principal/Head of Service.
- All staff falling under their control are given adequate training and instruction in fire safety matters commensurate with their activities and responsibilities.
- Ensuring that the Fire Safety Log is maintained and up to date with all relevant fire safety documentation.
- Applying disciplinary procedures for any member of staff under their control who persistently fails to follow the requirements of this policy.

4.9 All Members of Staff

4.9.1 All staff have a responsibility to comply with the Trust Fire Safety Policy and Procedures. This will include, but not be limited to:

- Understanding, observing and implementing all instructions, information and training intended to secure fire safety.
- Co-operating on matters of fire safety.
- Not interfering with any building fabric or equipment provided in connection with assuring fire safety.
- Reporting any fire safety issues or deficiencies within the premises.

NB. Failure to comply with the requirements of this policy could result in disciplinary action being taken.

4.10 Students

4.10.1 Within the scope of the Trust Fire Safety Policy and Procedures all students have a responsibility to:

- Understand, and when asked to do so comply with all instructions, information and training intended to secure fire safety.
- Co-operate with staff on matters of fire safety.
- Not interfere with any building fabric or equipment provided in connection with assuring fire safety.

NB. Failure to comply with the requirements of this policy could result in disciplinary action being taken.

4.11 Contractors

4.11.1 Within the scope of this policy, contractors are required to:

- Understand, and comply with this policy when undertaking works.
- Ensure that all staff falling under their control have received appropriate information, instruction and training to enable them to comply with this policy and the relevant emergency arrangements.
- Prior to commencing works, assess the fire safety risks arising from their works / activities and implement suitable control measures in accordance with the FSO, providing copies of risk assessments and method statements.
- Ensure that all electrical equipment including portable electrical tools are inspected and tested in accordance with legislation (e.g. portable equipment is PAT tested), with suitable evidence provided to substantiate this.
- When working in high risk environments i.e. highly conducting/damp locations or where trailing leads pass through areas used by staff and students/pupils, use electrical equipment that does not exceed 110v. Mains isolation transformers used for this purpose should feature secondary windings which are centre tapped to earth.
- Ensure that all electrical equipment including portable electrical tools used on site are double insulated and used with a Residual Current Device (RCD).
- Ensure that any electrical equipment is not left unattended, including charging batteries for battery powered tools.
- Liaise and co-operate with the Facilities/Site Manager with regard to hot works, ensuring compliance with the Trust's 'Permit to Work Policy and Procedures.'
- Obey all instructions relating to fire safety given by authorised members of staff.
- Report any fire safety issues to the Facility/Site Manager.

NB. Failure to comply with the requirements of this policy could result in the contractor being asked to leave site and removal from the list of approved suppliers / contractors.

4.12 **Hirers**

4.12.1 Within the scope of this Policy, hirers are required to:

- Ensure they and any persons under their control understand and adhere to this policy and the premises fire evacuation procedures.
- Ensure that any portable electrical equipment brought on to the premises is PAT tested and suitable evidence is provided to substantiate this.
- Obey all instructions relating to fire safety given by authorised members of staff.
- Report any fire safety issues to the Premises Hire Manager or Facility/Site Manager.

NB. Failure to comply with the requirements of this policy could result in the Hirer being asked to leave site and the hire contract being terminated.

5. **Organisation and Arrangements**

5.1 **Fire Safety Log**

- Each premise will maintain a Fire Safety Log to assist in co-ordinating and maintaining a fire safety record keeping system.
- Academies shall ensure that all relevant information regarding fire safety, prevention and emergency evacuation is recorded in the Fire Safety Log.
- This log will be kept up to date and readily available for inspection, by authorised persons from the Trust and local Fire and Rescue Services.
- In an academy, the Fire Safety Log shall be kept at reception in a clearly marked, secure and fire resistant container.

5.2 **Fire Risk Assessment**

- A suitable and sufficient Fire Risk Assessment will be undertaken for all premises.
- Each academy will undertake and provide a copy of the Trust Operational Fire Risk Assessment.
- The Operational Fire Risk Assessment will follow the requirements of the Regulatory Reform (Fire Safety) Order 2005 and will be carried out by persons responsible for the Fire Arrangements of the building or a competent person appointed by them.
- As required, an action plan will be developed from the Operational Fire Risk Assessment.
- Individual Academies will ensure a copy of the completed Operational Fire Risk Assessment is made available to all relevant staff.
- The Operational Fire Risk Assessment will be reviewed annually and/or when there are significant changes i.e. structural, equipment, activities and occupancy.
- Persons carrying out Fire Risk Assessments on behalf of the Trust will be competent, appropriately trained and qualified to the required standard.
- Persons carrying out Operational Fire Risk Assessments will be competent, appropriately trained.

5.3 **Fire Evacuation Procedures**

- Each academy will have its own written Fire Evacuation Procedure. The Fire Evacuation Procedure will be specific to each individual building, although on the whole, it will follow the same principle that all persons must evacuate the building on activation of the alarm.
- The Principal/Head of Service will be responsible for ensuring that suitable Fire Evacuation Procedures are produced, implemented and tested on a regular basis.
- The procedure will incorporate the actions required of staff, students and visitors.
- The Fire Evacuation Procedure shall be made available for all staff electronically.
- Copies of the Fire Evacuation Procedure will be clearly displayed throughout the premises e.g. notice boards, exits from classroom, exits to stairwells and final exits.

5.4 Fire Alarm System

- All premises shall be fitted with a suitable and sufficient Fire Alarm System.
- The system shall be inspected, tested and maintained under BS5839, and as part of the planned preventative maintenance (PPM) schedule.
- **These checks must be logged in the Fire Safety Log Book**
- In nearly all cases the Fire Alarm System in the building will be a single stage with a continuous alarm indicating full evacuation. In some buildings a stage two system may be required, which allows the fire to be investigated in the first stage, before the system goes in to the second stage full activation, triggering a full evacuation. Include maximum times.

5.5 Sprinkler Systems

- Any sprinkler systems shall be subject to inspection, testing and maintenance in accordance with legislation and as part of the PPM.
- **These checks must be carried out by competent persons and logged in the Fire Safety Log Book.**

5.6 Fire Doors

- Each premise shall be fitted with suitable and sufficient fire doors.
- Fire doors will be identified by appropriate signage and will be constructed to BS476 as identified in the Fire Risk Assessment.
- All fire doors (including final exit doors) will be checked in accordance with legislation as outlined in the Fire Safety Log and as part of the (PPM) schedule.
- Fire doors must be kept closed at all times unless fitted with a proprietary device (an electromagnetic hold door opener) that conforms to BS EN 1155:1997/BS 7273-4:2007 and will close on the activation of the alarm.
- Electromagnetic hold door opening devices shall be subject to regular inspection, testing and maintenance as recommended by the supplier and as part of the PPM.
- **These checks must be carried out by competent persons and logged in the Fire Safety Log Book.**

5.7 Emergency Lighting

- Each premise shall be fitted with suitable and sufficient emergency lighting conforming to BS5266.
- The lighting will be inspected, tested and maintained in accordance with legislation as outlined in the fire safety log book and as part of the PPM schedule. **These checks must be carried out by competent persons and recorded in the Fire Safety Log Book.**

5.8 Firefighting Equipment

- Each premise shall be fitted with suitable and sufficient Fire Fighting Equipment conforming to BS 5306, BSEN 671-3 and BSEN1869.
- All firefighting equipment will be inspected, tested and maintained in accordance with legislation as outlined in the fire safety log book and as part of the PPM schedule. **These checks must be carried out by competent persons and recorded in the Fire Safety Log Book.**

5.9 Means of Escape

- Each premise shall have suitable and sufficient Means of Escape in the event of an emergency, such as fire.
- The means of escape will be clearly identifiable with the use of suitable signage.
- All means of escape shall be regularly inspected in accordance with legislation as outlined in the fire safety log book and as part of the PPM schedule to ensure:
 - They are free from obstructions and accessible at all times.
 - Combustible materials, particularly in protected staircases are kept to a minimum.
 - Adequately lit.
- **Inspections shall be carried out by competent persons and recorded in the Fire Safety Log Book.**

5.10 Disabled Staff and Students

- In accordance with the Equality Act, where staff members or students have a disability (i.e. physical or mental impairment), additional control measures shall be implemented to reduce the risks to them in a fire situation.
- An assessment of disabled staff and students individual needs shall be undertaken and a Personal Emergency Evacuation Plan (PEEP) put in place if required.
- Those individuals who require a PEEP have a responsibility to cooperate with the Trust and their Academy for their own evacuation to ensure that it can be correctly implemented.
- A copy of individuals PEEPS must be retained in the student/staff file and Assembly Point Fire Marshals Pack, and made available to; the Principal/Head Teacher, Facility/Site Manager, Parents/Carers.
- All PEEPS will be reviewed by the individuals Line Manager/Head of Department, annually and or when there are changes in the individual's needs.
- Where provided emergency evacuation equipment such as Evacuation Chairs shall be operated by trained persons, suitably located, subject to regular inspection, testing and maintenance.
- Where provided refuge points shall be suitably located, clearly identifiable and have an effective means of communication in place.
- Refuge points with communication systems installed shall be subject to regular inspection, testing and maintenance in accordance with the manufacturer's recommendations and as part of the PPM schedule.
- **These checks must be carried out by competent persons and recorded in the Fire Safety Log Book.**
- In the event of a fire evacuation the emergency services shall be made aware of any persons located in designated refuge points.

NB. Persons must not be left in designated refuge points awaiting rescue by the fire and rescue service. It is the responsibility of the employer to ensure that occupants with disabilities are safely evacuated from the building

5.11 Fire Assembly Points

- All buildings will have at least one Fire Assembly Point. It will be at a safe location, far enough from the building, so as not to present a significant fire risk to persons mustered there, but also close enough and accessible enough so staff, students and visitors can reach it without difficulty.
- Where a Fire Assembly Point is located in a car park, consideration should be given to the risk of vehicles, especially fire vehicles in the vicinity.
- Fire Assembly Points will be suitably signposted (if not in a public place) and clearly indicated in the fire evacuation procedures and fire plans.

5.12 Security

- Suitable and sufficient security measures shall be in place for all premises to ensure that:
 - Only authorised persons are permitted on site.
 - The premises are secure after hours.
- Intruder Alarms must be subject to regular inspection, testing and maintenance by a competent person and records maintained.

5.13 Waste Arrangements

- Measures shall be in place to ensure that all waste material, particularly combustible materials is removed from the premises on a regular basis and disposed of appropriately.
- External waste containers, bins and skips must be suitable for the type of waste material. Containers and skips should be fitted with a lockable lid and must be sited a minimum of 6m away from the building and preferably in a secure compound. Wall mounted waste bins will not be located directly adjacent to or below any window, combustible cladding, door or other openings of a building and must be emptied on a regular basis.

5.14 Building Design and Alterations

- All new infrastructures, buildings and alterations to existing buildings shall be designed and built in accordance with Building Regulations, current Health and Safety Legislation and relevant British Standards in respect of fire safety.
- When any building works are planned for a premises, due consideration will be given in relation to any compromise of the Fire Control Measures, such as:
 - Fire Compartmentalisation and Fire Doors
 - Fire Alarm System
 - Fire Fighting Equipment
 - Means of Escape
 - Ventilation
 - Signage

5.15 Hot Works Risk Assessments and Permit to Work

- In accordance with legislation and the Permit to Work Policy a specific risk assessment shall be conducted prior to any hot works taking place on Academy premises and if required a permit to work system will be implemented.
- Hot Work is any process that:
 - Generates flames, sparks or heat
 - Use flame cutting apparatus
 - Uses oxyacetylene welding apparatus
 - Uses electric welding apparatus
 - Uses blow lamps
 - Uses grinding equipment
 - Uses equipment producing flame, intense heat or sparks
 - Work with bitumen boilers
 - Sawing where heat is generated
- The Facility/Site Manager must ensure that all external contractors comply with the Permit to Work Policy prior to commencement of work.
- A copy of all Hot Work Risk Assessments should be filed in the Fire Safety Log provided by the Trust. These should be updated annually or following any change in the work process.
- All “Hot Work” must be completed at least 1 hour prior to the premises being secured at the end of the working day, to enable staff and contractors to conduct a final check for smouldering fires.

5.16 Electricity

- In accordance with the Electricity at Work Regulations and the Trusts ‘Electrical Equipment Policy’ the following shall apply:
 - All fixed and temporary electrical appliances and supplies will comply with the relevant IEE Wiring Regulations and British Standards.
 - All electrical equipment must be used and maintained in accordance with the manufacturers instruction manual, which must be available to operators at all, times.
 - Heads of Department responsible for inspecting, testing and maintaining specialist electrical equipment e.g. Design and Technology (DT) shall liaise with Facilities/Site Managers who will collate the information and advise accordingly.
 - All portable electrical equipment shall be subjected to a PAT testing regime in accordance with the HSE recommended guidelines.
 - **These checks must be carried out by competent person and recorded in the Fire Safety Log Book.**
 - Where used in high risk areas i.e. highly conductive/damp environments or where trailing leads pass through areas used by staff and student/pupils, portable and battery powered tools/equipment will be operated at 110v.
 - All portable electrical equipment/tools will be double insulated and used with a Residual Current Device (RCD).
 - Any faulty equipment shall be immediately taken out of service.
 - Where appropriate electrical equipment shall be switched off when not in use and at the end of each day.
 - Personal electrical equipment shall not be permitted on the premises unless prior permission has been obtained and arrangements have been made for equipment to be inspected and tested by a competent person.

5.17 **Smoking**

- All smoking is prohibited within public buildings (buildings and land) by law. Whilst not banned by law, all e-cigarettes in their various forms are also not permitted on academy or trust office sites.
- Appropriate 'No Smoking' signage shall be clearly displayed on all premises.

5.18 **Storage of Dangerous Substances**

- In accordance with The Dangerous Substances and Explosives Atmospheres Regulations 2002 (DSEAR) suitable measures will be provided to eliminate or reduce risks from fire and explosion caused by the storage of substances that are explosive, oxidising or flammable.
- The DSEAR applies to workplaces where dangerous substances are or could be present.
- The main requirements of DSEAR are as follows:
 - Carry out a risk assessment of any work activities involving dangerous substances.
 - Provide measures, to eliminate or reduce risks, as far as is reasonably practicable.
 - Provide equipment and procedures to deal with accidents and emergencies.
 - Provide information and training to employees.
 - Classify places where explosive atmospheres may occur into zones and mark the zones as necessary.
- In areas where dangerous substances are stored and used the respective Head of Department will inform the Facilities/Site Manager of the nature and location of dangerous substances who will collate the information and advise accordingly.
- These items shall be recorded on the premises central COSHH register with the appropriate risk assessment and material safety data sheet (MSDS).
- General precautions to be taken when dangerous substances are used in the workplace include:
 - The amounts being brought into the premises should be kept to a minimum.
 - The amounts introduced to the place of use should be restricted to sufficient for the day's work.
 - Bulk supplies of such materials should be locked in clearly identifiable secure approved storage cabinets outside the main premises.
 - Where possible, safer, less flammable substitute substances should be sourced and used to reduce the risk of fire or explosion.

5.19 **Compressed Gases**

- All necessary steps will be taken to comply with relevant legislation and ensure the necessary precautions are taken with regard to the appropriate storage, transportation and use of the following compressed gases on their premises:
 - Acetylene
 - Hydrogen
 - Oxygen
 - Liquified Petroleum Gas
 - Bulk Liquified Petroleum Gas
 - Propane
- In areas where compressed gases are stored and used the respective Head of Department will inform the Facility/Site Manager of the nature and location of these, who will collate the information and advise accordingly.
- These items shall be recorded on the premises central COSHH register with the appropriate risk assessment and material safety data sheet (MSDS).

5.20 **Flammable Liquids**

- Flammable liquids shall be stored appropriately e.g. securely in approved fire resistant containers, away from ignition and heat sources.
- In areas where flammable liquids are stored and used the respective Head of Department will inform the Facilities/Site Manager of the nature and location of flammable liquids who will collate the information and advise the accordingly.
- These items shall be recorded on the premises central COSHH register with the appropriate risk assessment and material safety data sheet (MSDS).

5.21 **Combustible Materials**

- Combustible materials such as packing materials, glues, solvents, flammable liquids or gases shall be stored on premises appropriately e.g. securely, in well ventilated areas and away from ignition/heat sources.
- Storage of such materials on site shall be kept to a minimum.

5.22 Contractors

- Any contractor will provide necessary information and documentation regarding fire safety as is requested.
- All contractors shall operate in line with the Trust Fire Safety Policy and supporting procedures.
- Portable electrical equipment/tools belonging to Contractors will not be permitted on the premises unless items are PAT tested and suitable evidence is provided to substantiate this.
- All portable electrical equipment/tools belonging to Contractors must be double insulated and used with a Residual Current Device (RCD).
- Where used in high risk areas i.e. highly conductive/damp environments or where trailing leads pass through areas used by staff and student/pupils, portable and battery powered tools/equipment will be operated at 110v.
- All Contractors shall be made aware of the local fire evacuation procedures as part of the induction process.

5.23 Hirers

- As part of the induction process, external persons/groups hiring premises shall be made aware of and adhere to this Policy, and the site specific Fire Evacuation Procedures.
- Electrical equipment belonging to hirers will not be permitted on the premises unless items have been PAT tested and suitable evidence is provided to substantiate this.

5.24 Training

- In accordance with The Regulatory Reform (Fire Safety) Order 2005 it will be ensured that all staff, students and visitors receive adequate fire safety training.
- As outlined in the Fire Safety Log, each premise shall ensure there is sufficient numbers of appointed Fire Marshall/Warden trained personnel on the premises.
- Fire Marshals/Wardens shall be easily identifiable and wear a high visibility vest.
- A record of the nominated Fire Marshals/Wardens and their training certificates will be kept in the Fire Safety Log on the premise.
- All staff shall undertake fire safety awareness training annually and a record of this maintained.
- All visitors shall be made aware of the premises fire evacuation procedures as part of the induction process.

5.25 Fire Drills/Evacuation

- In accordance with legislation and as outlined in the Fire Safety Log, Fire Drills/Evacuation shall be carried out on Academy premises once a term as a minimum.
- These will be organised by the Principal or their nominated person.
- A suitable and sufficient evaluation of each fire drill will be undertaken to monitor performance and identify areas requiring actions for improvement.
- Records of fire Drills and evaluation reports will be kept in the Fire Safety Log held on the premises.

6. Monitoring and Review

Written by:	Estates and Facilities Management Director
Owner:	Estates and Facilities Management Director
Status:	V1 = APPROVED V2 = APPROVED
Approval date:	UoBAT: RC 11/3/16 HAT: BoD 18/3/16 Merger editorial changes 1 September 2017 RAC: 11/03/2020
Review Date:	Annually or as required

7. Appendices

Appendix 1: Description of British and European Standards (BS/EN) References

- **BS 5839-1:2013 Fire detection and fire alarm systems for buildings** – Code of practice for design, installation, commissioning and maintenance of systems in non-domestic premises.
- **BS 476 Part 22:1987 Fire tests on building materials and structures** – Method for determination of the fire resistance of non-loadbearing elements of construction including fire doors.
- **BS EN 1634-1:2008 Fire resistance tests for door and shutter assemblies.** Fire doors and shutters.
- **BS EN 1155:1997 Building Hardware.** Electronically powered hold open door devices for swing doors. Requirements and methods.
- **BS 7273-4:2007 Code of practice for the operation of fire protection measures.** Actuation release mechanisms for doors.
- **BS 5266-1: 2011 emergency Lighting.** Code of practice for emergency lighting of premises.
- **BS 5306-0: 2011 Fire protection installations and equipment on premises.** Guide for selection of installed systems and other fire equipment.
- **BS EN 671-3: 2009 Fixed Firefighting Systems.** Hose systems. Maintenance of hose reels with semi-rigid hose and hose systems with a lay-flat hose.
- **BS EN 1869: 1997. Fire Blankets.**

8. Reference/Guidance

- The Regulatory Reform (Fire Safety) Order 2005 is available from The Stationery Office and can be downloaded at www.opsi.gov.uk/si/si2005/20051541.htm
- Further guidance on the Fire Order is available at: <http://www.fire.gov.uk/Workplace+safety/WhatTheLawRequires/>
- Guidance on fire risk assessment in educational establishments is available from the document 'Fire Safety Risk Assessment – Educational Premises ISBN 978 85112819 8 available for download from <http://www.communities.gov.uk/publications/fire/firesafetyrisk6>
- Guidance on fire risk assessment for disabled people is available from the document 'Fire Safety Risk Assessment – Means of Escape for Disabled People (Supplementary Code) ISBN 978 85112873 7 available for download from <https://www.gov.uk/government/publications/fire-safety-risk-assessment-means-of-escape-for-disabled-people>