

# Leeds East Fire Safety Policy 2023-2024

**‘Because Children Deserve Better’**

Reviewed By: Kathryn Parkinson
Approved By: Michael Smith
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## Contents

1. Policy Objectives
2. The Responsible Persons
3. Fire Marshals
4. Communication
5. Training
6. Equipment/Testing
7. Procedures
8. Records

## Introduction

The Pivot Academy is committed to providing a safe environment for its staff, children and their guests and visitors. For this reason, The Pivot Academy has formulated this policy to facilitate compliance with the Schools legal obligations under The Regulatory Reform (Fire Safety) Order 2005 (the "Fire Safety Order").

### 1. Policy Objectives

1. To provide a safe and healthy environment for all staff, children and visitors.
2. To minimise the risks to the facility from fire.
3. To manage fire risks in accordance with the requirements of the Fire Safety Order.
4. To comply with the requirements of the Health and Safety at Work Act etc1974, the Management of Health and Safety at Work Regulations 1999 and the Fire Safety Order.
5. To address obligations under the Fire Safety Order that require The Pivot Academy to:
  - develop a policy to minimise the risks associated with fire;
  - reduce the risk of a fire outbreak and subsequent spread of fire;
  - provide means of escape;
  - demonstrate preventative action;
  - maintain documentation and records in respect of fire safety management.

### 2. The Responsible Persons

The person with control of the premises is Cheryl Lothington; the 'responsible person'. The responsible person's duties are to ensure the safety of our staff and guests by:

1. ensuring that a competent person carries out a Fire Risk Assessment. The Fire Safety Risk Assessments will take into consideration all relevant persons who may come onto the premises, whether they are employees, children, or visitors. Ensuring personal evacuation plans are provided for those with special needs;
2. making sure, as far as is reasonably practical, that everyone on the premises, or nearby, can escape safely or be protected if there is a fire;
3. preparing a written Emergency Action/Evacuation Plan for the building to be display in the office and provide to staff on induction.

### 3. Fire Marshals

The Pivot Academy will train all staff to be Fire Marshals. The Fire Marshals' duties will include:

1. Making contact with the emergency services
2. Assisting in evacuations/fire drills

3. Carrying out regular checks on all fire safety equipment including emergency lights, alarms, fire exit routes remain free from obstruction at all times
4. Ensuring that emergency Fire Escapes are openable at all times without the use of a key
5. The names and duties of all competent persons will be shown in the fire evacuation plan

#### 4. Communication

1. The Pivot Academy will ensure that all persons employed and all children are provided with all relevant information relating to fire safety. The Management will consult with employees on all relevant matters of fire safety policy and arrangements and will ensure staff and children are kept informed of any changes that are made to fire safety procedures.
2. Pivot will also ensure that all children' visitors are made aware of the evacuation procedures and assembly points.

#### 5. Training

1. Upon commencement of employment all employees will be given training on fire safety and will receive refresher training as appropriate.
2. All children will be provided with an induction to ensure they are fully aware of the actions they should take in the event of a fire.
3. All employees will be instructed to report any defective or missing equipment to their manager.
4. All employees will receive instruction on their role in the case of an emergency.
5. It shall be company policy that all staff will be trained in the use of fire extinguishers whether or not they have been given specific fire fighting duties.
6. Further training may be required if there are any changes that may affect fire safety. All training will be provided during normal working hours.

#### 6. Equipment/Testing

1. Fire evacuation drills should be held at least once per term, preferably at the start of the term.
2. Firefighting equipment will be provided. In general, this means fire extinguishers but additional provision of fire blankets, may be made where deemed appropriate in accordance with the findings of the risk assessment.
3. All fire safety equipment will be serviced by a competent person and the service periods will be scheduled in accordance with the manufacturer's instructions.
4. An appropriate fire detection and alarm system will be provided. The type and extent of the alarm system provided will be based on the findings of the risk assessment. Alarm systems will be tested regularly. Staff, children and guests will be told when tests are scheduled.
5. Emergency lighting will be provided for escape routes where applicable. The location and type will be determined by the findings of the risk assessment.

#### 7. Procedures

1. The Pivot Academy has introduced the following procedures in order to maintain high standards of fire safety:
2. Emergency escape routes will be established and kept free from obstruction at all times, and fire exit doors kept in good working order and unlocked at times the premises are occupied
3. Instruction will be provided on the fire plan document

4. The risk of fire spreading through the building will be controlled by the provision of fire/smoke resisting doors
5. Signs will be provided to indicate the position of fire extinguishers, fire alarm call points and to indicate emergency exit routes

## 8. Records

The Pivot Academy will record its staff training including fire drills, and the findings of its periodic tests and checks. Such records will include all attendees, fire drill evacuation times and any comments. The Pivot Academy will keep the following records:

1. Records of weekly tests of fire alarms, fire exits
2. Records of annual inspection and test of all fire fighting equipment
3. Records of periodic tests of emergency lighting
4. Records of all scheduled and unscheduled maintenance of fire detection and alarm systems
5. Records of inspection, risk assessment and maintenance of workplace and electrical equipment, storage of hazardous substances and other hazards identified with fire safety (where appropriate)

This Policy will be reviewed annually and updated as necessary. The management team endorses this policy and is fully committed to its implementation.

Name: Michael Smith

Position: CEO - The Pivot Academy

Signature: 

Responsible Persons: Cheryl Lotherington

Signature: 

Date Reviewed: 31.08.23