



An Daras Trust  
Igniting Curiosity Growing Capabilities

# An Daras Multi Academy Trust

## Fire Prevention and Precautions – Policy Statement

The An Daras Multi Academy Trust (ADMAT) Company  
An Exempt Charity Limited by Guarantee  
Company Number/08156955

Status: <b>Approved</b>	
Recommended	
Statutory	Yes
Version	v1.0
Adopted	<b>Jan 2014</b>
Reviewed	<b>27 Jan 2021</b>
Next review	<b>Jan 22</b>
Advisory Committee	RSS
Linked Documents and Policies	ADMAT Safeguarding & Child Protection Policy ADMAT Health and Safety Policy ADMAT Fire Protection Procedures

## **Fire Prevention and Precautions – Policy Statement**

### **Statement of Intent**

The Trust will, so far as possible, conduct its undertakings in such a manner as to prevent fire in Trust owned and controlled premises and anywhere where employees of the Trust work. For those premises rented or sub-let, the fire safety responsibilities will be defined in the lease agreement.

### **Requirements**

The Trust will provide suitable and sufficient procedures and equipment to minimise the risk to life or injury should a fire occur on its premises.

### **Risk Assessment**

The Trust will undertake fire risk assessments (by an external competent person) for all of its owned, rented and leased properties no less than 3 yearly (unless there is a significant change of use or change to the premises). This is currently completed through a service level agreement with Cornwall Council Health and Safety Team to ensure the correct expertise is informing our fire risk management processes. These risk assessments will be reviewed annually by a senior member of school staff and in any case of change of use or significant alteration to the fabric of the premises.

Where employees occupy premises under the control of a third party, the Trust will ensure that the findings of the relevant risk assessment by the third party are passed on to its employees. All efforts for the effective cooperation and coordination of fire safety controls for all multi occupancy premises will be undertaken.

### **Fire Prevention**

Premises owned or controlled by the Trust will be periodically inspected for fire hazards by wardens nominated for this duty. Any fire hazards identified will be notified to the Head of School/Headteacher or Executive Headteacher and appropriate action will be taken by senior managers within the premises.

Where premises are shared between the Trust and a third party the Trust will put in place appropriate systems to ensure that there is sufficient cooperation and coordination of fire safety procedures.

### **Evacuation Procedures**

The Trust (through Senior Leaders in each school) will develop evacuation procedures for all its premises which will be periodically tested for efficiency. The frequency of these tests shall be determined by risk assessment but shall be at intervals no greater than those detailed in the procedure notes associated with this Policy Statement.

Personal Evacuation Escape Plans (PEEPs) and arrangements will be developed, recorded, communicated and periodically reviewed for occupants who require assistance beyond that provided by the general evacuation procedures.

## **Fire Fighting Equipment**

The Trust will provide, or require to be provided, suitable and sufficient fire-fighting equipment for use by employees. A number of employees within each premises (normally fire wardens) will be trained in the use of fire extinguishers.

Fire-fighting equipment will be maintained under contract for the duration of the life of the equipment

## **Alarm, Door Release and Emergency Lighting Systems**

The Trust will provide, or require to be provided, suitable systems to notify and aid all occupants of premises owned, rented, leased or shared by the Trust to evacuate the building.

The Trust will ensure that all systems are serviced annually and tested periodically in accordance with the procedures associated with this Policy Statement.

## **Information**

The Trust will ensure that information regarding this policy and associated procedures will be part of employees induction.

Posters, signs and other relevant materials will be issued as appropriate and displayed on notice boards and/or at fire alarm call points, fire-fighting equipment and primary means of escape.

## **Responsible Persons**

The Trust (via Senior Leaders at each school) will nominate persons to carry out various duties in relation to the implementation of this Policy. These duties are detailed in the procedures associated with this Policy Statement.

Under the Regulatory Reform Fire Safety Order, the Responsible Person is the employer, the person in control of the premises in connection with the carrying on of a trade, business or other undertaking (for profit or not), the owner and/or any other person who to any extent exercises control over the place.

Where premises have multi occupancy, then there will be more than one responsible person. The responsible person(s) may pass duties to other persons such as fire and site wardens (but the legal responsibilities remain with the responsible person).

## **Training**

The Trust will provide information, instruction and such training as appropriate for employees and others affected by the requirements of this Policy.

Where premises are not owned by the Trust but are frequently visited by its employees suitable instruction and training will be given to those employees regarding fire safety.

Responsible Persons shall receive training to enable them to carry out their duties.

## **Responsibilities**

### **Managers have a responsibility to:**

- Ensure that the requirements of this policy are fulfilled.
- Provide access to suitable training for employees.

- Act on the recommendations provided by the nominated responsible persons

**Nominated/Competent Persons have a responsibility to:**

- Attend training as required
- Carry out their duties as identified in the procedures associated with this Policy Statement
- Report any issues they identify in the course of their duties to the appropriate manager.

**Employees have a responsibility to:**

- Co-operate with the responsible person during emergency evacuations.
- Make themselves aware of the Trust's escape procedures and to follow the instructions in that procedure.
- Raise fire safety concerns with their line managers.

**Monitoring**

These requirements of this Policy will be monitored by way of a risk-prioritised process of auditing, regular inspections periodic self-audits.

The training and responsibilities of individuals will be monitored by the Trust through its management and appraisal processes.

Where necessary the Trust will take appropriate action to ensure that this policy is upheld.