



# **HILBRE HIGH SCHOOL HUMANITIES COLLEGE**

## **SCHOOL'S FRAMEWORK JOINT FIRE SAFETY POLICY AND GUIDANCE FOR ACADEMY PFI SCHOOLS**

**SPIE Facilities Management  
Wirral School Services limited (WSSL)**

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The aim of this document is to provide a guide to fire safety in the school and to keep a record of all fire safety inspections, tests, training and drills that take place.

## Introduction

Every year in the UK there are thousands of fires in the workplace. These fires injure hundreds of people and kill significant numbers each year - in 1997, 30 people were killed and over 2,600 injured by fires that occurred in the workplace.

**One of the most important roles of people who manage premises is to ensure that fire precautions are provided and maintained.**

There are many Fire Safety related Acts of Parliament (Statutes) and Regulations (Statutory Instruments) covering fire safety and the use of premises, the most important for premises managers are:

- Regulatory Reform Fire Safety Order 2005.
- The Education (School Premises) Regulations.

The common elements dealt with in this legislation are:

- Means of detection and giving warning in case of fire;
- The provision of means of escape;
- Means of fighting fire; and
- The training of staff in fire safety;
- Fire assembly point/s.

## Communication and co-operation between the school and SPIE Facility Management.

The school and Wirral School Services Ltd have a joint responsibility to communicate and co-operate on matters affecting health and safety, including fire safety.

It is, therefore, recommended that the Fire Plan for the school is a joint document which not only describes the evacuation procedures for the premises, but also clarifies where responsibilities for fire safety lie with the school and Wirral School Services Ltd.

## Regulatory Reform (Fire Safety) Order 2005 (RRO)

The responsible person's duties under the RRO are as follows:

- Carry out a Risk Assessment;
- Provide means of escape;
- Provide a fire alarm;
- Provide a fire routine and training;
- Provide fire-fighting equipment;
- Keep records of inspections, tests and remedial action.

## Fire risk assessment

The RRO places the responsibility for fire precautions on to the responsible person. The "responsible person" must carry out a Risk Assessment and authorise any remedial work, as necessary.

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The Risk Assessment must be revisited regularly and whenever there is any reason to think it may be inadequate. If there is a serious fire and someone is injured, then the Risk Assessment was unsatisfactory.

If any significant changes occur that could affect fire safety, such as alterations to the layout of the premises or changes in use, then the risk assessment must be reviewed to take account of these changes.

The Risk Assessment should be reviewed regularly to check that all the necessary fire precautions are still in place and that there have been no changes that could affect fire safety. It is, therefore, recommended that the Fire Risk Assessment is reviewed annually.

The person carrying out the fire risk assessment must be “competent”, that means that they should have sufficient knowledge, experience and training to be able to take account of the following

- The causes of fire;
- How fire spreads in buildings;
- The level of fire precautions that are adequate for the type and use of the building;
- The significance of any fire hazards or inadequate fire precautions that are found during the assessment.

Where Wirral School Services provide facilities management services in schools (delivered through SPIE Facility Management), the School and Wirral School Services share responsibilities for fire safety.

The Headteacher is responsible for the safety of school students, staff, visitors and anyone who could be affected by the school’s undertakings.

Wirral School Services are responsible for the safety of their staff, contractors, visitors and anyone who could be affected by their undertakings. If Wirral School Services are responsible for maintaining fire precautions in the school then they must do so to ensure the safety of everybody who uses the school for study, work or leisure.

As employers, both the responsible person/s must ensure that a Fire Risk Assessment has been carried out.

The fire risk assessment must consider the following:

- Fire hazards - sources of ignition, flammable and combustible materials;

Wirral School Services must consider those fire hazards for which it is responsible, such as the use and storage of flammable materials and the maintenance of gas appliances.

The school must consider those fire hazards for which it is responsible, such as combustible materials used in Design and Technology classes and teaching activities that use heat producing processes, such as science and pottery.

- People who are at risk in the event of a fire;

Wirral School Services have a direct responsibility for the safety of their own staff, contractors, and visitors of the premises and also for ensuring that the premises are maintained in a safe condition for school personnel.

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The school is responsible for the safety of their own staff, students and third party users, providing instruction and training and taking into account the special needs of individuals, such as those with disabilities.

- The adequacy and maintenance of means of escape;

Wirral School Services are responsible for the maintenance of the premises and must ensure that the provision of means of escape is adequate and is maintained.

The school also has a responsibility to ensure that means of escape are maintained, for example by ensuring they are not blocked by school materials or furniture, obscured by blinds or curtains, and that display material on means of escape does not present a fire hazard.

- The adequacy and maintenance of fire alarm and detection systems;

Wirral School Services are responsible for the maintenance of the premises, and must ensure that the provision of the fire alarm and detection system is adequate and is maintained. The school has a responsibility to minimise false alarms and interference with call points.

- The adequacy and maintenance of fire-fighting equipment;

Wirral School Services are responsible for the maintenance of the fire-fighting equipment.

The school has a responsibility to minimise interference with fire-fighting equipment.

Guidance can be found in:

- i) Department for Education and Science: Building Bulletin No 7 Fire Safety in Educational Premises ISBN 0-11-270585-5. This is the standard, which was used for all schools and is still applicable for all but buildings built since 2000.
- ii) Building Regulations Approved Document B: Fire Safety ISBN 0-11-752313-5.  
  
These are the regulations used for schools built since 2000.
- iii) British Standard 5266 Emergency lighting. Code of Practice for the emergency lighting of premises other than cinemas and certain other specified premises used for entertainment.
- iv) British Standard 5306. 3:2000: Fire extinguishing installations and equipment on premises. Maintenance of portable fire extinguishers. Code of Practice and BS 5306-8:2000: Fire extinguishing installations and equipment on premises. Selection and installation of portable fire *extinguishers*. *Code of Practice*.
- v) British Standard 5839 Part 1: 1998 Fire detection and alarm systems for buildings. Code of Practice for system design, installation and servicing.
- vi) Risk Assessment pro-forma provided as part of risk assessment training courses.
- vii) Health & Safety (Signs and Signals) Regulations 1996 ISBN 0-11-054093.

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## **The Education (School Premises) Regulations**

These Regulations apply to schools in England and Wales and specify the safety requirements for school premises. They include the fire precautions that are required, which are very similar to those contained in the RRO. In practice, therefore, by satisfying the conditions of the RRO the conditions of the Education (School Premises) Regulations will also be met.

### **Means of escape**

The means of escape need to be adequate for the size of the premises and the numbers of people using them. Standards for means of escape can be found in guidance to the RRO or Approved Document B (Building Regulations).

It is best to mark the means of escape on a plan of the building, but this is not a legal requirement.

### **Emergency lighting**

In premises which are occupied during the hours of darkness an emergency lighting system must be installed and tested in accordance with British Standard 5266 *Emergency lighting. Code of Practice for the emergency lighting of premises other than cinemas and certain other specified premises used for entertainment.*

### **Fire alarm**

The fire alarm must be installed and tested in accordance with British Standard 5839 Part 1: 1998 *Fire detection and alarm systems for buildings. Code of Practice for system design, installation and servicing.*

### **Fire routine and training**

A fire routine must be formulated and training given in accordance with employee's specific responsibilities. This will vary from a visitor being told of how to act should the fire alarm be operated whilst they are on the premises to people being shown the action to take in case of fire or the use of fire extinguishers.

### **Fire-fighting equipment**

Extinguishers must be supplied and tested in accordance with British standard 5306 Part 3:2000: *Fire extinguishing installations and equipment on premises. Maintenance of portable fire extinguishers. Code of Practice* and BS 5306 Part 8:2000: *Fire extinguishing installations and equipment on premises. Selection and installation of portable fire extinguishers. Code of Practice.*

This requires a 13A-rating extinguisher for every 200 sq m of floor area plus extinguishers for special risks, ie. Co2 extinguishers for computer rooms. 9-ltr water or 3-ltr special foam can achieve a 13A rating.

### **Records**

Records of all occurrences checks and tests must be kept including all faults and remedial action.

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### **Suitable for purpose certificate**

Whenever any work is carried out it is necessary for the “employer” to have a record.

When servicing of the fire alarm, emergency lighting and fire-fighting equipment is carried out it is important that the engineer states not only what work has been carried out, but also whether the system is suitable for its intended purpose. A work sheet stating what work has been done does not necessarily mean that the system as whole is suitable for its intended purpose

## **FIRE PLAN for Hilbre High Humanities College**

### **POLICY**

It is the policy of the school to ensure the safety of all students, staff and visitors. This will be achieved by co-ordinating the work carried out by school staff with the work carried out by Wirral School Services Ltd. Management of each will play their part in ensuring the fire safety throughout the premises.

Signed on behalf of:

**G Kemp - Chair of Governing Body**

**Date:**

**Signature:**

**M Bellamy - Headteacher (School)**

**Signature:**

**Date:**

**M Fawad - Wirral School Services Ltd**

**Date:**

**Signature:**

**B McCabe - SPIE Regional Services Manager**

**Date:**

**Signature:**

### **Objectives:**

To ensure that all means of escape, emergency lighting, fire alarms, fire-fighting equipment and fixed installations are checked in accordance with relevant standards and recorded in the fire log.

That all staff employed in the premises will receive training on the fire evacuation procedures.

Regular fire drills will be held to test the effectiveness of the fire evacuation procedures.

All the above items will be checked and recorded in the Statutory Inspections Log by SPIE staff.

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## RESPONSIBILITIES

### Maintaining the fire log:

The fire log will be maintained by:

Name: Dave Upton

Position: Caretaker - SPIE Facility Management

\_\_\_\_\_ Signature \_\_\_\_\_ Date

When this person is on leave or unable to maintain the log it will be maintained by:

Name: Geoff Howard

Position: Caretaker - SPIE Facility Management

\_\_\_\_\_ Signature \_\_\_\_\_ Date

Any faults found will be passed to the SPIE Technical Service Centre, Tel number 01925 404555.

The Technical Service Centre will arrange for repairs to be carried out in accordance with the service level agreements defined in the Project Agreement for the provision of Facilities Management services.

### Checking the fire log on behalf of the Facility Management Provider:

Name: Bethany McCabe

Position: Regional Technical Services Manager - SPIE Facility Management

\_\_\_\_\_ Signature \_\_\_\_\_ Date

### Checking the fire log on behalf of the school:

The fire log will be checked on behalf of the school, monthly and on request by

Name: Jane Doyle

Position: School Business Manager

\_\_\_\_\_ Signature \_\_\_\_\_ Date

If the named person is absent, the fire log will be checked by:

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Name: Elizabeth Ritchie

Position: Office Manager

\_\_\_\_\_ Signature \_\_\_\_\_ Date

### **Calling the fire service:**

Person designated to call the fire service during school operational hours:

Name: Jane Doyle

Position: School Business Manager

When this person is on leave or otherwise unable to call the fire service the deputy to the designated person will call the fire service:

Deputy to designated person:

Name: Amanda Duckers

Position: Senior Finance Manager

### **Evacuation via evacuation chairs**

Evacuations via the evacuation chair require 2 people, one of which must be trained. The school are responsible for training their own staff and maintaining the evacuation chairs at all times.

### **Evacuation of students/staff using ski-pads**

Relevant staff including the Head of SEN, some TAs and other school staff have attended a training day provided by Sunergeo Disability Consultants in 2018 in-house - course given by Marie Crawford, Occupational Health Therapist and consultant.

There will be additional training on the use of ski-pads given to other members of school staff to ensure that all evacuation routes are covered by trained staff.

The use of these pads will require 4 trained staff down any staircase used for the evacuation in the event of a fire.

Refresher training on use of specialist equipment will be held periodically to ensure staff are kept up to date with procedures and practice them.

The school are responsible for evacuation of disabled persons at all times.

**See separate Fire policy on evacuation of SEN students.**

### **Fault rectification:**

Any urgent fault, which has not been rectified in the appropriate time, will be notified to the SPIE Technical Service Centre.

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### **Meeting to review fire safety:**

During the KIT meetings between the SBM, Wirral Council PFI Team, Wirral School Services and SPIE Facility Management any fire matters will be discussed.

### **Fire drills:**

Fire drills carried out during school hours will be arranged and recorded by School Management.

Fire Drill for TPI will be the responsibility of the SBM.

The SPIE Technical Services Manager is responsible for ensuring that fire drills are carried out outside of school hours for the benefit of staff, such as cleaners, who do not work during school hours.

**A fire action notice is displayed at every break glass call point this outlines the evacuation procedure and identifies the assembly point.**

### **ACTION TO BE TAKEN IN CASE OF FIRE (during school operational hours)**

#### **ALL TEACHERS AND STAFF**

#### **If you discover a fire (during the school day):**

Raise the alarm by breaking the nearest fire alarm break glass point.

#### **On hearing the alarm:**

Evacuate the building via the nearest exit ensuring that all doors are closed behind you and assemble at your designated assembly point.

- Leave personal items behind;
- Teachers should take the class register;
- Do not use lifts.

Use the nearest fire escape route.

The Assembly point is the: **back playground behind D-block (to be reviewed December 2018)**

Staff are not encouraged to use fire extinguishers - only use an extinguisher if you have been trained to do so. Do not put yourself at risk.

**It is the primary duty of teachers to ensure their students evacuate the building.**

At the assembly point, teachers should check that all students on the register are present and report the absence of any students to the nominated person.

Do not re-enter the building until instructed to do so by the nominated person or the Fire Service.

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## **DUTIES OF PERSON DESIGNATED TO CALL THE FIRE SERVICE (School Business Manager)**

- 1 On hearing the fire alarm stop visitors entering the building.
- 2 Activate a full evacuation.
- 3 Call the Fire Service by dialling for an external line and then dialling 999, with the following message:

### **Fire at:**

**School Name:** Hilbre High Humanities College  
**Address:** Frankby Road, West Kirby, Wirral, CH48 6EQ

- 4 Ensure that the gates are open (a nominated member of the office staff to take the key from reception and do this on their way out to the assembly point).
- 5 If the fire is near the reception ring the Fire Service from a place of safety.
- 6 Ensure the 'Visitors' books and registers have been collected by the office admin staff.
- 7 Ensure that people do not re-enter the building until given permission by the nominated person or the Fire Service.

## **ACTION TO BE TAKEN IN CASE OF FIRE (outside school operational hours-FM responsibility)**

If the school is holding a specific evening event, such as a show, presentation evening or Parents' Evening, then staff on site will also have a responsibility to assist with the evacuation of visitors to a safe area.

### **If you discover a fire:**

Raise the alarm by breaking the nearest fire alarm break glass.

### **On hearing the alarm:**

Evacuate the building via the nearest exit ensuring that all doors are closed behind you and assemble at your designated assembly point.

- Leave personal items behind;
- Teachers should take the class register;
- Do not use lifts.

Use the nearest fire escape route.

The assembly point is the: **main front car park or the grass verges in front of the school.**

**NB - If after hours and in darkness, there may be insufficient light at the back of the school to allow for a safe evacuation to this area. That is why the front of the school has been nominated as a muster point).**

Fire-fighting equipment should **ONLY** be used by persons who have been trained to do so. Do not put yourself at risk.

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At the assembly point a senior member of staff must check that all staff, students and visitors are accounted for. Any absent person/s need to be reported to the Fire Service on attendance.

Please refer to the duties of the SPIE Caretaker to see their duties on activation of the Fire Alarm.

Do not re-enter the building until instructed to do so by the Fire Officer from the Fire Service.

#### **DUTIES OF PERSON DESIGNATED TO CALL THE FIRE SERVICE (Senior Member of staff/office staff)**

- 1 On hearing the fire alarm stop visitors entering the building.
- 2 Activate a full evacuation.
- 3 Call the Fire Service by dialling for an external line and then dialling 999, with the following message:

**Fire at:**

**School Name:** Hilbre High Humanities College  
**Address:** Frankby Road, West Kirby, Wirral, CH48 6EQ

- 4 If the fire is near the reception ring the Fire Service from a place of safety.
- 5 At the Assembly point make sure all members of the parties are accountable for.
- 6 Ensure that people do not re-enter the building until given permission by the nominated person or the Fire Service.

#### **DUTIES OF SPIE CARETAKER ON ACTIVATION OF THE FIRE ALARM**

On activation of the fire alarm the SPIE Caretaker will check the fire alarm panel to ascertain the location of the fire/activation. If it is safe to do so, and the fire is not within the vicinity of the panel

- During the hours of 06.30 - 09.00am and 16.00pm - 18.00pm (weekdays), the Caretaker will evacuate the building as normal and dial 999 from his mobile phone.
- During the hours of 09.00am - 16.00pm, the following procedure applies:

The Caretaker will then inform the School Business Manager or nominated member of school staff what area of the building the alarm has been activated.

A nominated member of the school staff will investigate and make the decision whether the Fire Service need to be called. If the school make the decision not to call the Fire Brigade, then they will instruct the Caretaker to reset the panel and allow the building users back into the building.

#### **DUTIES OF THE SENIOR LEADERSHIP TEAM (SLT)**

The Headteacher is to liaise with the nominated member of school staff (SBM) to find out the extent of the fire and what action has been taken.

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Member of the SLT is to check with the teachers and receptionist for missing students, staff or visitors to ensure that the building has been fully evacuated and all personnel are accounted for.

Instruct staff of action to be taken, and prevent reoccupation of the building.

When the Fire Service arrives, liaise with them as to the extent and position of the fire.

When the fire is under control, arrange for the building to be re-occupied.

**In many cases the alarm panel will give a read out of the alarm activated.**

**The panel should not be reset until after the area has been searched for signs of fire because once reset there will be no record of the activated point.**

**The Headteacher or delegated person must ensure that the premises satisfy all requirements for the safety of personnel before re-occupation of the building takes place.**

### **Activation investigation**

If the activation has been a false alarm the school are responsible for investigating the incident and enforcing any action needed.

### **Fire investigation**

After any incident the school, WSSL, SPIE and the PFI Team will discuss the fire with the Fire Service Officer to establish the damage and cause, and arrange, if necessary, an independent fire investigation so that lessons can be learned and remedial action taken.

### **Records**

All school staff should sign to the effect that they understand their duties regarding fire safety.

### **Fire evacuation procedures for Third Party Use**

It is essential that whenever a school is occupied for Third Party Use that a fire procedure is in force. This will be similar to the procedure during school operational hours but will not normally have the benefit of regular staff.

Particular attention should be given to the area or areas to be occupied by the visitors for example it may be that the computer room is let for external IT classes. It is essential that the means of escape from this room remain effective, ie. if there are normally 2 exit routes from this room there are still 2 exit routes although much of the school remains closed.

When preparing the school for occupation for Third Party Use it is essential that adequate means of escape are maintained for the part of the building that is in use. A written procedure must be prepared explaining what doors are to be kept open when the building is in use outside of school operational hours.

### **Fire Safety Plan for Third Party Use**

When the premises are being used by a Third Party, the following procedure must be followed by the [responsible person for the premises]:

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- 1 Means of escape for areas in use - make sure all doors are unlocked and open freely and ensure all escape routes are free from obstruction.
  - 2 To patrol the school at regular intervals for security and fire purposes.
  - 3 A representative of each hiring group is to be briefed on the Fire Evacuation Procedures and their responsibilities and asked to sign an acknowledgement form.
  - 4 In the event of the fire alarm being activated, dial 999 and ask for the Fire Service, stating (the name and address of the school) and the location of the fire, if known.
  - 5 Go to the assembly point and check with the representatives of each hiring group whether all persons are accounted for.
  - 6 Inform the Senior Fire Officer from the Fire Service who attends the scene whether all persons are accounted for, direct the Fire Officer to the fire alarm panel and assist the Fire Officer in any other way as requested.

If there has not been a fire or if the fire is not serious, the premises must not be re-occupied until authorised by the Fire Officer from the Fire Service.

**Name or job title of the person responsible for the premises:**

.....Letting Officer.....

**Name of job title of the person who will ensure that all means of escape are unlocked and unobstructed:**

.....Lettings Officer.....

**Name or job title of the person who will call the Fire and Rescue Service on activation of the Fire Alarm:**

.....Lettings Officer.....

**Name or job title of the person who will notify representatives of the hirers of the Fire Evacuation Procedures:**

.....Letting Officer.....

**Name or job title of the person who will liaise with the hirers and Fire and Rescue Service in the event of an evacuation:**

.....Lettings Officer.....

**ACTION TO BE TAKEN IN CASE OF FIRE (outside school operational hours (School Responsibility))**

**If you discover a fire:**

Raise the alarm by breaking the nearest fire alarm break glass.

**On hearing the alarm:**

Evacuate the building via the nearest exit ensuring that all doors are closed behind you and assemble at your designated assembly point.

- Leave personal items behind.
- Do not use lifts.

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- Use the nearest fire escape route.

The assembly point is the (indicated on your induction form):

### **Main front car park**

Only use an extinguisher if you have been trained to do so. Do not put yourself at risk.

At the assembly point the hirer of each facility must check that all attendees are accounted for and report to the Lettings Officer. Any absent persons need to be reported to the Fire Service on attendance.

Please refer to the duties of the School Lettings Officer to see their duties on activation of the Fire Alarm.

Do not re-enter the building until instructed to do so by the Fire Officer from the Fire Service.

### **DUTIES OF PERSON DESIGNATED TO CALL THE FIRE SERVICE (Lettings Officer)**

- 1 On the Fire Alarm Activation stop visitors entering the building.
- 2 Activate a full evacuation.
- 3 Call the Fire Service by dialling for an external line and then dialling 999, with the following message:

#### **Fire at:**

**School Name:** Hilbre High Humanities College  
**Address:** Frankby Road, West Kirby, Wirral, CH48 6EQ

- 4 At the assembly point make sure all members of the parties are accountable for and report any missing persons to the Fire Service.
- 5 Ensure that people do not re-enter the building until given permission by the nominated person or Fire Service.

### **Maintenance requirements**

#### **Emergency lighting**

Regular servicing of the emergency lighting system is essential. The system should be checked daily and monthly by a responsible person, and a “Competent Person” should carry out 3-monthly inspections.

#### **Procedure for checking the emergency lighting**

Inspections are carried out by the SPIE Caretaker, records are in the Statutory Inspections file in the caretaker’s room.

#### **Daily inspection**

- a) Check to ensure that every lamp in a maintained system is lit.

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## Monthly inspection

- b) Independent units should be tested with a fish key.
- c) Faults noted should be recorded in the statutory testing book along with the appropriate action taken.

## Additional inspection and tests

Inspections are carried out by a SPIE Electrician or sub-contractor; records are in the Statutory Inspections file in the Caretaker's room.

The periodic and annual tests should be carried out by a competent electrical engineer in accordance with British Standard 5266: *Emergency lighting. Code of Practice for the emergency lighting of premises other than cinemas and certain other specified premises used for entertainment.*

### NOTE:

Any change of the internal décor of a premise can substantially alter the luminance levels of emergency lighting systems. The Fire Authority should be consulted for advice prior to any substantial colour changes.

## Fire alarm

The fire alarm system has both manual and automatic detection, and requires regular servicing. The system should be checked daily and weekly by a responsible person, usually a person who works within the building. A "Competent Person" should carry out 3-monthly inspections and annual inspections usually this is done by an outside contractor.

There may be additional tests recommended by the manufacturer, supplier or installer of the system, but as a minimum the following should be done:

### Procedure for checking the fire alarm

Inspections are carried out by the SPIE Caretaker; records are in the Statutory Inspections file in the caretaker's room.

- a) Daily inspection of indicator panel

Ensure that the panel indicates normal operation and that any faults indicated are recorded along with the action taken to remedy the fault. Satisfactory daily inspections need not be recorded in this register.

- b) Weekly Test

- The system should be tested at the same time each week by using a different call point each time.
- A visual inspection of all call points, smoke or heat detectors should be carried out to ensure they are not obstructed, covered or damaged.

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## **Additional inspection and tests**

Inspections are carried out by a SPIE sub-contractor; records are in the maintenance file kept at SPIE's Head Office.

A competent person, in accordance with the relevant British Standard carries out, every 3 months and annually a check and test sequence. Quarterly and annual inspections records are held in the maintenance files in SPIE's Head Office.

## **Fire-fighting equipment**

### **a) Fire extinguishers**

#### **Routine inspection**

A regular inspection of all extinguishers should be carried out to ensure that they are in their correct position, unobstructed, have not been discharged, lost pressure (in the case of extinguishers fitted with a pressure indicator) or suffered obvious damage and they have been serviced within the last year. A date of 9/17 on the label would indicate that the extinguisher was last serviced in September 2017 and is due for annual service September 2018.

A monthly inspection is carried out by a SPIE Caretaker and recorded in the Statutory Inspections file in the Caretaker's office.

#### **Annual inspection, service and maintenance**

All of the following inspections are carried out by a SPIE sub-contractor.

The annual inspection, service and maintenance of portable extinguishers must be carried out by a "Competent Person" in accordance with British Standard 5306. 3:2000: *Fire extinguishing installations and equipment on premises. Maintenance of portable fire extinguishers. Code of Practice* and in accordance with the manufacturer's instructions.

Satisfactory tests should be recorded on a label on each extinguisher and a record made in this log.

This inspection is carried out by a SPIE sub-contractor.

#### **Periodic testing and discharge**

All extinguishers except CO2 must have a discharge test and refill in accordance with the manufacturer's instructions this is usually every 5 years. CO2 extinguishers must be pressure tested after 10 years, then every 5 years.

#### **Guidance on fire extinguishers**

- i) Extinguishers should be suitable to the risk;
- ii) 13A rating fire extinguishers for every 200 sq m of floor area;
- iii) Minimum of 2 extinguishers per floor;
- iv) Travel distance to an extinguisher should not be more than 30m;
- v) Extinguishers should be on exit routes near doorways.

**Extinguishers should be unobstructed and clearly visible at all times.**

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## **Fire safety training**

All fire safety training must be formally recorded.

### **Building fire training**

All staff working in the school must have building fire training on induction and at least annually thereafter;

This will involve:

- Familiarising staff with the sound of the fire alarm;
- Information about the Fire Plan and action to be followed if a fire is discovered or on hearing the fire alarm;
- Informing staff of the location of the assembly point.

This should be augmented by periodic fire drills.

### **Primary or basic training**

A smaller group, 6 to 12 people should be given a basic fire course followed by a refresher every 3 years on:

- Causes of fire;
- Action to be taken in case of fire;
- Use of fire extinguishers.

### **Fire training for teachers**

As part of their training, teachers should be informed of their responsibilities for students under their charge.

### **Fire training for Caretakers**

Training in the day to day maintenance of the fire log and checking the arrangements for fire safety.

### **Fire training for Headteacher**

The Headteacher should be trained in the aspects of fire safety relevant to them. The Headteacher is responsible for ensuring that the school is evacuated in case of fire. The Headteacher will be responsible for ensuring that all relevant Fire Risk Assessments and Fire Plans are carried out and implemented.

### **Fire training for Lettings Officers**

Lettings Officers should be trained in the aspects of fire safety relevant to their role. Periodic refresher training is required for all the above courses.

**Duties can be delegated but responsibilities cannot.**

