



QUANTOCK

EDUCATION TRUST

FIRE SAFETY POLICY

LINKS: QET Health and Safety Policy

DATE: MAY 2025

POSTHOLDERS RESPONSIBLE: The Chief Executive Officer, Trustees, Director of Finance and Operations, and Estates Lead of the Quantock Education Trust and the Governors, Head Teachers, Office and/or Premises Managers of Trust Schools

AUDIENCE: All Trust Staff

DATE RATIFIED BY FINANCE, OPERATIONS AND AUDIT COMMITTEE: MAY 2025

DATE OF NEXT REVIEW: MAY 2026

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1. Policy Statement

The Quantock Education Trust is committed to protecting and preserving the health and safety of all our pupils, staff and visitors across all of its schools; this includes our dedication to mitigating the risk of fire. We will achieve this by educating our pupils, training our staff and ensuring the school's fire safety measures are checked regularly and are in full working order.

The Quantock Education Trust acknowledges its duty under the Regulatory Reform (Fire Safety) Order 2005 to take all necessary steps, as far as reasonably practicable, to ensure the safety of all pupils, staff, volunteers and visitors in its school premises against the dangers of fire. In the event of a fire, we have put in place procedures across all of the Trust's schools to ensure that the premises can be safely and quickly evacuated and risks are minimised.

2. Policy Scope

This policy and the procedures contained within apply to all schools within the Quantock Education Trust including all parts of each school's estate and all persons reasonably expected to be on the school premises.

3. Legal Framework

This policy has been produced in accordance with all relevant legislation and statutory guidance including, but not limited to:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Regulatory Reform (Fire Safety) Order 2005
- The Building Safety Act 2022
- Means of Escape for Disabled Persons (HM Government guidance)

4. Roles and Responsibilities

The Quantock Education Trust has overall responsibility for health and safety as the employer. They will ensure that:

- There are management structures in place at Trust level and at school level which are responsible for health and safety including fire safety
- Compliance with all relevant requirements of fire safety legislation is achieved
- There is a suitable and sufficient policy for fire safety and that this is adopted by each Trust school
- Risks in relation to fire safety are identified and control measures are implemented
- Each school in the Trust is supported with high quality advice in relation to fire safety
- Adequate funding and resources are made available to help each Trust school achieve compliance with health and safety legislation

The Governors of each Trust School have day to day management responsibility:

- Ensuring the school is a safe place for all persons including staff, students and visitors
- Ensuring a structure for the management of fire safety is created and monitored
- Ensuring safe and healthy working systems are implemented that comply with relevant legislation
- Ensuring supervision, training and instruction are provided where necessary

- Ensuring protective equipment is provided and maintained
- Reasonably practicable steps are taken to implement this fire safety policy
- Responsible for reviewing school policies and their implementation within an annual programme.
- Appoint a H&S governor to have specific responsibility for health and safety in the school, attending the relevant subcommittee where health & safety is discussed (if relevant)
- Reporting to full LGC as appropriate
- Monitor risk assessments
- Monitor, support, and challenge the health and safety performance at the school
- Approval and monitoring of external visits (approval can be delegated to Headteacher for Category A visits)
- Monitor accident records

The Heads, Office Manager and/or Premises Manager of each Trust School have delegated responsibility for the day-to-day management of health and safety including fire safety. They will ensure that:

- They oversee the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors
- Steps are taken to share this policy and other relevant information in relation to fire safety with staff
- Practice evacuations of the whole school site are undertaken termly
- All staff undertake fire safety awareness training annually and additional training is provided for new staff
- Arrangements are made to maintain, inspect and test all systems and equipment that are provided for fire safety
- Personal Emergency Evacuation Plans (PEEPs) are undertaken for staff, students and visitors where necessary if assistance is required during an evacuation
- The Fire Risk Assessment for the school is up to date and reviewed annually
- The Fire Emergency Plan is suitable and sufficient to safely evacuate and account for all persons in the event of an emergency
- Review activities and risk assessments so that measures are in place to mitigate the risks of fires

All staff will:

- Take reasonable care of their own and others health and safety
- Cooperate with the Head and Office and/or Premises Manager on all fire safety related matters
- Inform the Head and Office and /or Premises Manager of any health and safety concerns they have
- Familiarise themselves with the Fire Emergency Plan, Fire Safety Policy and any other relevant procedures in relation to fire safety
- Report any defects to the premises or fire safety equipment to the Head or Office and/or Premises Manager
- Exercise good standards in relation to housekeeping

All pupils will:

- Take reasonable care of their own and others health and safety
- Ensure they are aware of what to do in the event of an emergency
- Not misuse or interfere with any equipment or systems that have been put in place for the purposes of fire safety
- Report any defects in equipment or the premises to their teacher
- Respond to any instruction given to them by a member of staff in an emergency

All visitors and contractors will:

- Take reasonable care of their own and others health and safety
- Be aware of the school's evacuation procedures and assembly points
- Respond to any instruction given to them by a member of staff in an emergency
- Report any health and safety concerns to the Head or Office and/or Premises Manager
- Provide risk assessments and method statements to the school where their own activities or works impact fire safety

5. Fire Emergency Evacuation Plan

Schools may have their own fire emergency and evacuation plans which are specific to their school sites and local arrangements. These should be displayed prominently next to fire alarm call points on exit routes and shared with staff and pupils on a regular basis.

As a minimum, statutory fire action signage should be displayed in the required locations and the standard fire emergency and evacuation plan adopted.

If you discover a fire:

1. Do not attempt to tackle the fire
2. Raise the alarm using the nearest fire alarm call point
3. Leave the building by the nearest available exit
4. Report to the assembly point
5. Inform the Head or Office Manager the location of the fire

When you hear the fire alarm:

1. Immediately leave the building by the nearest exit
2. Do not stop to collect belongings
3. Report to the assembly point
4. Stay at the assembly point and remain silent
5. Await further instructions
6. Do not return to any building until told to do so

6. Fire Risk Assessment

The Head and Office and/or Premises Manager will ensure that a suitable and sufficient Fire Risk Assessment is in place for the school and that this is undertaken by a competent and qualified assessor. This will be reviewed annually by the Head and Office and/or Premises Manager.

A new fire risk assessment will be commissioned following:

- Any structural changes or refurbishments to the buildings that have altered the layouts
- Any changes in the use of the buildings or grounds that may affect the risk rating
- Any changes to work processes or equipment which may affect the risk rating or introduce new fire hazards
- Any change to the number of people using the buildings or grounds

The Head and Office and/or Premises Manager will ensure that all recommendations and control measures made by the Fire Risk Assessment are implemented as soon as reasonably practicable and in order of priority.

7. Maintenance, Testing and Inspections (fire safety systems)

The Head and Office Manager and/or Premises Manager will ensure that suitable and sufficient arrangements are in place for the maintenance, testing and inspection of all systems and equipment used for the purposes of fire safety. They will retain evidence of checks, tests and inspections including job reports and test certificates from relevant contractors. This will include:

Inspection item	Frequency	Regulations
Fire Alarm Control Panels	Daily – check display for normal operation Weekly – carry out display, button and buzzer check 6 monthly – formal test and inspection by a qualified contractor	Regulatory (Fire Safety) Reform Order 2005
Fire alarm call points	Weekly – activate call points in rotation ensuring all are tested over a 12-month period 6 monthly – formal test and inspection by a qualified contractor	Regulatory (Fire Safety) Reform Order 2005
Automatic detection	6 monthly – formal test and inspection by a qualified contractor (50% of detectors every 6 months so that 100% are tested annually)	Regulatory (Fire Safety) Reform Order 2005
Alarm sounders and/or beacons	Weekly – check the operation of audible and visual alarm warning systems in the location of the weekly call point test 6 monthly – formal test and inspection by a qualified contractor	Regulatory (Fire Safety) Reform Order 2005
Door hold back devices	Weekly – check for correct operation during weekly fire alarm test	Regulatory (Fire Safety) Reform Order 2005
Access control systems	Weekly – check for correct operation during weekly fire alarm test	Regulatory (Fire Safety) Reform Order 2005
Automatic fire resisting shutters	Weekly – check for correct operation during weekly fire alarm test 6 monthly – formal test and inspection by a qualified contractor	Regulatory (Fire Safety) Reform Order 2005
Gas interlocks	Weekly – check for correct operation during weekly fire alarm test	Regulatory (Fire Safety) Reform Order 2005

	6 monthly – formal test and inspection by a qualified contractor	
Fire suppression/sprinkler systems	Annually or as recommended by manufacturer – formal test and inspection by a qualified contractor	Regulatory (Fire Safety) Reform Order 2005
Passenger Lifts	Weekly – check for correct operation during weekly fire alarm test 6 monthly – formal test and inspection by a qualified contractor	Regulatory (Fire Safety) Reform Order 2005
Emergency voice communication systems	Weekly – check for correct operation during weekly fire alarm test 6 monthly – formal test and inspection by a qualified contractor	Regulatory (Fire Safety) Reform Order 2005
Evacuation chairs	Weekly – visual inspection 6 monthly – formal test and inspection by a qualified contractor	Regulatory (Fire Safety) Reform Order 2005
Extinguishers and fire blankets	Monthly – visual inspection Annually – formal test and inspection by a qualified contractor	Regulatory (Fire Safety) Reform Order 2005
Hose reels	Annually – formal test and inspection by a qualified contractor	Regulatory (Fire Safety) Reform Order 2005
Dry/wet risers	Annually – formal test and inspection by a qualified contractor	Regulatory (Fire Safety) Reform Order 2005
Remote alarm monitoring	Weekly – check that signals have been received during weekly fire alarm test	Regulatory (Fire Safety) Reform Order 2005
Fire doors	Monthly – visual inspection on frequently used doors Termly – visual inspection on all other doors	Regulatory (Fire Safety) Reform Order 2005
Practice evacuations	Termly	Regulatory (Fire Safety) Reform Order 2005
Escape routes/external stairs/housekeeping	Termly – visual inspection to the Premises to check that routes are easily accessible and not blocked, doors open easily and staircases are safe	Regulatory (Fire Safety) Reform Order 2005

Emergency lighting	Half termly – check to ensure correct operation Annually – full duration discharge test. Failures to be replaced by a qualified contractor	Regulatory (Fire Safety) Reform Order 2005
Fire dampers	Annually – formal test and inspection by a qualified contractor	Regulatory (Fire Safety) Reform Order 2005
Fire Strategy	Annually – review of emergency and evacuation plans by a competent person	Regulatory (Fire Safety) Reform Order 2005

8. Maintenance, Testing and Inspections (systems relevant to fire safety)

Heating and Hot Water Plant

Heating and hot water plant should be serviced in accordance with manufacturer's guidance and relevant legislation at least annually. An analysis of the flue gases should be carried out for gas fired boilers and calorifiers. Gas fired appliances, pipework and associated systems should be subject to a formal inspection and Gas Safety Certification should be provided by a qualified and registered contractor.

Catering

All electrical and refrigeration appliances should be subject to annual inspections and testing. All gas cookers, hobs, fryers and other gas fired catering equipment should be subject to a formal inspection and a Gas Safety Certification should be provided by a qualified and registered contractor.

Local exhaust ventilation and dust/fume extraction

Systems provided for dust and particle extraction, such as those used in DT Departments, should be subject to a formal inspection every 6 months and a report issued on their operation and condition.

Systems provided for the removal of fumes, such as spray booths, fume cupboards and laser cutter extraction systems, should be subject to a formal inspection annually and a report issued on their operation and condition.

Extraction systems in kitchens should be subject to a formal inspection annually and a report issued on their operation and condition.

Extraction systems in kitchens must be cleaned annually, a buildup of grease can increase fire risks and hazards. Cleaning must be carried out by a qualified contractor and be completed to TR19 standards. A certificate of cleaning should be issued.

Portable Appliance Testing

Portable electrical appliances should be subject to formal inspection and testing every 2 years. Appliances that fail testing should be removed from service and repaired or replaced. A record of testing should be issued by the contractor.

Theatrical Installations

Lighting fixtures, special effects and electrical equipment and electrical installations in theatres, drama studios and assembly halls

Electrical Installation Condition Report

Fixed electrical installations should be subject to formal inspection and testing every 5 years by a qualified contractor. Condition report certificates should be issued containing recommendations for remedial work based on priority. All high priority C1, C2 and FIR recommendations should be completed at the earliest opportunity. Further report certificates should be issued once remedial works are complete.

9. PEEPs

The Head and Office and/or Premises Manager will ensure that suitable and sufficient Personal Emergency Evacuation Plans are made for individuals who require additional assistance in the event of an evacuation. This will apply to all staff, pupils and visitors regardless of whether the disability or impairment is permanent or temporary, such as those caused by an injury. Pupils and staff should make the Head and Office and/or Premises Manager aware if they have a permanent or temporary disability or impairment that requires a PEEP. Visitors should be asked when they sign in whether they need assistance in the event of an emergency.

10. Procedures for Disabled or Mobility Impaired Persons

In general, the following procedures should be adopted when developing Personal Emergency Evacuation Plans:

Mobility Impaired Persons

If assistance is not required, mobility impaired persons should evacuate buildings by the nearest exit. Where necessary, and to prevent congestion, they should allow others persons to evacuate first.

If assistance is required, a nominated member of staff will be responsible for providing help to allow the person to safely evacuate the building.

Visually Impaired Persons

A nominated member of staff will be responsible for providing help to allow the person to safely evacuate the building.

Hearing Impaired Persons

A nominated member of staff will be responsible for ensuring the person is aware that an evacuation is taking place and providing assistance as necessary to allow the person to safely evacuate the building.

11. Emergency Evacuation Practices

The Head and Office and/or Premises Manager will ensure that fire drills are carried out at least termly so that evacuation procedures are tested. Evacuation reports should be completed subsequent to each practice with significant findings recorded and actions implemented.

12. Staff Training

The Head and Office and/or Premises Manager will ensure that basic fire safety awareness training is completed annually by all staff. New staff that join schools should undertake training as part of their induction. Training should be IOSH or CPD approved and records should be kept to provide evidence of the training.

13. Policies, procedures and assessments with relevance to fire safety

Smoking

Smoking is forbidden by law in all of the Trust's school buildings and grounds. Any breaches should be reported immediately to the Head and Office and/or Premises Manager of the school.

Arson

Each school should complete an Arson Risk Assessment specific to their premises to help identify mitigation and control measures against the risk of arson. Where necessary, measures such as security gates and fencing, lighting, CCTV, secure waste compounds and secure containers located away from buildings should be implemented.

Housekeeping

Good standards of housekeeping should be maintained throughout Trust Schools. Cleaning and caretaking schedules should include the removal of all rubbish and emptying of bins every evening with all waste removed to secure containers located away from buildings.

CoSHH

A hazardous substance inventory, specific CoSHH risk assessments and safety data sheets should be available for all chemicals and substances in use in Trust schools. The risk assessments should include all relevant information in regard to fire safety including storage, spillage and firefighting arrangements. Where indicated by the safety data sheet and risk assessment, highly flammable substances should be kept in a fire resisting CoSHH cupboard.

Contractors

Works carried out by external contractors should be planned, risk assessed and strictly controlled by the Head and Office and/or Premises Manager with regards to fire safety. An induction should be carried out prior to the works commencing to brief the contractor on the procedures in the event of an emergency.

Works carried out by a contractor of a high-risk nature, such as cutting or grinding, welding, brazing, soldering, or including the use of blow torches or highly flammable substances, should be avoided or substituted where possible. If these are unavoidable, they must be subject to

additional task specific risk assessments and method statements which the contractor will supply.

Curriculum specific (DT, Food Technology, Drama, Art and Science)

The Head, Office and/or Premises Manager and Heads of Departments will ensure that any curriculum resources, equipment or activities that are high risk or may impact fire safety are properly risk assessed with sufficient and suitable control measures implemented. These include but are not limited to:

- Woodworking and metalworking activities including the use of machines and power tools
- Electronics and soldering
- Science experiments
- Storage, movement and use of chemicals
- Bunsen burners and or naked flames
- Kilns and forges
- Hot wire cutters
- Glue sticks
- Spray paints, solvents, varnishes, glues and other highly flammable substances
- Laser cutters and 3D printers
- Cooking and frying
- Theatrical lighting, special effects and pyrotechnics

Site Teams including Caretakers and Cleaners

The cleaning and routine maintenance function of each school carried out by Caretakers and Cleaners should be planned, risk assessed and strictly controlled by the Head and Office and/or Premises Manager with regards to fire safety.

Caretakers and Cleaners should be included in the provision of annual basic fire safety awareness training and emergency evacuation practices.

The arrangements for undertaking CoSHH risk assessments should extend to the substances in use by Caretakers and Cleaners. Instruction, training and the implementation of control measures should be carried out as necessary. As dictated by CoSHH assessments, storage arrangements for hazardous substances in use by Caretakers and Cleaners should be adequate including the provision of fire resisting cupboards where necessary.

Site Team workshops and cleaning cupboards should be kept secure at all times.

Works of a high-risk nature, such as cutting or grinding, welding, brazing, soldering, or including the use of blow torches or highly flammable substances, should not be undertaken by Caretakers unless they are competent, qualified and have received additional training.

14. Record Keeping

The Head and Office and/or Premises Manager of each school will be responsible for maintaining a record of all fire related information. This will include servicing, test and inspection reports carried out by contractors, fire risk assessments, PEEPS and a record of all

routine testing carried out in house such as weekly call point testing, emergency light testing and evacuation reports.

15. Monitoring and Review

The Head and Office and/or Premises Manager of each school will be responsible for monitoring the implementation of this policy and the procedures contained within. This policy will be reviewed annually or sooner as required by any legislative changes.

16. Review and Record of Changes

Review Completed by	Name		Signature		Date	
Reason for review	Annual Review		Changes		Accident / Incident	
<u>Comments</u>						

Review Completed by	Name		Signature		Date	
Reason for review	Annual Review		Changes		Accident / Incident	
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