



Fire Management Policy

Person responsible for policy: Chief Operating Officer

Reviewed: March 2024

Review Date: March 2027

PURPOSE / INTRODUCTION

The Regulatory Reform Order (Fire Safety) 2005 was enacted on 1st October 2006, (from here on referred to as “the Order”), and creates a new duty holder – The Responsible Person. The purpose of the Order is to ensure that people and workplaces are protected from the effects of fire by the completion of a fire risk assessment and taking steps to eliminate or reduce the risk of a fire occurring.

Everyone has some responsibility for fire safety and assisting with the fire risk assessment. This is because they are the ones with the local knowledge and understanding of the working environment and can make a significant contribution to reducing the risk from fire.

The Duty holder/Responsible Person is generally the employer. Within the Academy it is the Trust itself but this is delegated to the Head teacher or senior manager. This could be a Strategic Director, Business Manager, Head teacher, or any person who has control over other people or buildings.

The Trust has to appoint a competent person (Someone with the skills, training and experience, ref RRO 2005) to assist and provide advice on fire safety and carry out or ensure a fire risk assessment is completed and periodically reviewed for the premises, event etc.

PROCEDURE / ACTION

- Ensure measures are taken to reduce the risk of fire and the risk of it spreading;
- Ensure the means of escape from the premises are adequate;
- Ensure measures are taken so that the means of escape can be safely used;
- Ensure that plans are drawn up and published for the safe evacuation of the premises in the event of a fire;
- Ensure there are means for fighting fires on the premises;
- Ensure there is a means for detecting fire on the premises and for giving warning of fire;
- Ensure that employees are informed and consulted with on all fire safety arrangements.
- Ensure the provision of suitable adequate instruction and training to employees, visitors, voluntary workers, contractors and partner organisation employees;
- Ensure there are measures in place to mitigate the effects of the fire.
- Ensure that suitable records are kept – see Fire Log book.

In larger buildings where there are significant numbers of mobile people and visitors it is not practical to keep a formal roll call. In this case schools will designate Fire Marshals and deputies to assist in the safe evacuation of all people present from predetermined areas of the building.

FREQUENCY

Policy to be reviewed every three years

Risk assessment to be reviewed annually and re-written if there is reason to suspect that it is no longer valid or after a major change or fire.

SUPPORTING DOCUMENTATION / FORMS

Further supporting information, guidance and documents can be found on the [Members Site under Fire Safety](#)