Fire Safety Management Plan and PEEPS (Severn)

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Contents

Version Control

Version	Author	Date	Changes
V 1.0	Executive Business Manager	August 2024	First draft

1.   Introduction and aims

This policy supplements the Provision's Health and Safety Policy.

In compliance with this general principle of the provision, there is a commitment to meet all duties placed upon it by the Regulatory Reform (Fire Safety) Order 2005, the Management of Health and Safety at Work Regulations 1999, and other relevant legislation. Specifically, we will maintain high standards in fire safety in order to protect our staff, learners, visitors and any other relevant people who are lawfully in our buildings or who may be affected by our activities. The Provision will take precautions to reduce the risk of fire by eliminating and reducing those risks where reasonably practicable, then managing and controlling the remaining residual risks.

2.   Fire safety management policy

The Fire Safety Management Policy, as is reasonably practicable, will:

- Provide and maintain places of work and recreation that are constructed, or refurbished, to ensure adequate structural protection and adequate means of escape for all occupants in the event of a fire.

- Provide and maintain suitable and sufficient monitoring and alarm systems in the places that ensure that building occupants receive adequate early warning of any fire related event.

- Provide and maintain suitable and sufficient information and communication systems that ensure timely and efficient response and that provide adequate details to the emergency fire services.

- Provide suitable and sufficient information and instruction on fire safety to staff, learners and visitors.

- Provide management arrangements for identifying and controlling fire risks including risks to life safety, business continuity and the environment.

- Provide all interested parties with appropriate and relevant fire safety advice by means of a directly appointed and properly qualified staff, or by securing the services of external fire safety consultants.

Fire safety systems

The Provision's buildings have been designed to minimise the spread of a fire and reduce the risk to lives or properties. This document outlines the fire detection/suppression systems in place, together with the actions to be taken by the staff in the event of a fire.

The fire alarm system complies with the requirements of an L1 classification system as defined within BS5839 regulations.

The main control panel of the fire alarm system is located on the ground floor, by the front door. The panel will also go into an alarm mode on activation of any break glass unit.

The fire alarm system consists of a conventional fire panel located at the main entrance, an automatic smoke detector, electronic sounders and break glass units, which are all in line with BS5839. The alarm system is a fully analogue addressable system, which comprises of the following:

- Main Fire Alarm Control Panel with battery backup

- Audible and Visual Alarm devices consisting of loop powered sounders and flashing beacons incorporated into the base of the point detectors.

- Doors held open devices

- Smoke detectors

- Heated detectors

- Sensor detectors

- Break glass units

- Enhanced fire-resistant cable infrastructure

Fire alarm cause and effect

The fire alarm system is a 'single knock' system. Upon activation of an alarm detection, or a manual call point, the fire alarm system will sound an alert to evacuate the building. There is no investigation period before the alarm sounds. Upon activation of the fire alarm:

- Occupants of the building will be alerted by sounders, which will be audible in all areas and/or flashing beacons

- Access controlled doors will unlock

- Gas systems will shut off – (kitchen and plant room areas)

- Kitchen ventilation will shut off

3.   Leadership and commitment to fire safety management policy

The person responsible for fire safety will be the Executive Headteacher, and the 'Responsible Person' for the provisions, according to the Regulatory Reform (Fire Safety) Order 2005. These duties are further delegated to senior officers of the company: i.e., Executive Leadership Team, Head of Centres and Deputy Managers. All staff have a duty to observe and comply with this Fire Safety Policy and are responsible for the behaviour and safe evacuation of their visitors whilst they are on the premises. This Fire Safety Management Plan identifies the responsibilities and procedures, (in relation to fire safety), that all parties must understand and undertake to ensure that fire safety in their areas of responsibility are sufficiently managed.

4.   Fire risk assessment

The Provision will conduct a fire risk assessment for each of its premises. The fire risk assessments will identify who will be at risk if there is a fire; where people may be working and who else may be at risk, either in the premises or nearby, such as members of the public, visiting contractors, etc., and where these people are likely to be located. The fire risk assessment will be reviewed and amended on an annual cycle to see if it is either no longer valid, or if any changes are planned.

These could include:

- any structural changes (alterations to the layout of the premises, erection of partitions, refurbishment etc.) which may affect the spread of fire.

- any change to the use of the premises which may affect the risk rating.

- any change to work processes or work equipment which may introduce new fire hazards.

- any change to the numbers of people using the premises to ensure that escape routes can accommodate the numbers safely.

Each centre prepares a dedicated Fire Safety Action Plan (Fire Evacuation Plan) Some of the key areas that form part of Provision's fire risk assessment are:

- Evacuation procedures.

- PEEP - Personal Emergency Evacuation Plans.

- Assembly points use and location.

- Emergency exits and escape routes.

- Firefighting equipment - location, types, maintenance and inspection.

The fire risk assessment (FRA) is a comprehensive review of procedures, fire management and a detailed inspection of each site. It helps the provision to ensure that the fire safety procedures, fire prevention measures, and fire precautions (plans, systems and equipment) are all in place and fit for purpose.

The risk assessment will identify 6 main areas of risk assessment, namely:

- Identify potential fire hazards - combustibles near to source of ignition

- Identify people at risk - staff, learners, contractors, other users of premises

- Evaluate the risks arising from the hazards and decide whether existing control measures are adequate or whether more should be done.

- Record, plan, inform, instruct and train - Good record keeping and staff training is very important.

- Identify an action plan for the implementation of further control measures, with responsibilities clearly allocated.

- Review - Review the FRA at least annually or if the risk changes.

The table below shows a brief description of each risk level in order of importance:

ACTION/PRIORITY LEVEL	DESCRIPTION
VERY HIGH	Occupation/use of the premises, or part of it, should not be continued until the risk level has been reduced. The identified hazard MUST be corrected as a high priority..
HIGH	It is recommended that occupation/use of the area at risk should be suspended, or exceptional monitoring and prevention measures implemented, until the risk has been reduced
MEDIUM	Efforts should be made to reduce the risk, but the costs of prevention Medium may determine what is practical. Risk reduction measures should normally be implemented within three to six months.
LOW	No further preventative action is necessary, but consideration should be Low given to cost-effective solutions. Monitoring is required to ensure that the controls are maintained.

Monitoring of fire risk assessments

The Executive Business Manager is responsible for monitoring the implementation of the action plan(s) and for completing the actions allocated to them and for advising the Fire Safety Adviser of this.

Review of fire risk assessments

Fire risk assessments will be reviewed when there is reason to suspect that it is no longer valid, or there has been a significant change in the premises that has affected the fire safety precautions. Reasons for this review could include:

- Changes to work activities, or the introduction of new equipment

- Alterations to the building, including internal layout

- Substantial changes to fixtures or fittings

- The introduction, change of use, increase in storage, or removal of hazardous substances

- The failure of fire precautions e.g. alarm systems

- A significant increase in the numbers of people using the building

- The presence of disabled people

- A fire or significant 'near miss'.

Any person who proposes or introduces any change that could affect the building fire risk assessment, or the fire precautions must advise the EBM.

Fire risk assessment communication

On completion of a fire risk assessment, the Executive Leadership Team will then disseminate the document to key stakeholders in the buildings. Communication will detail the fire risk assessment significant findings, recommendations where improvements are required and instructions on how to close out any completed fire actions.

Fire Safety Management Plan Audit

A Fire Safety Management Plan will be subject to an internal audit at planned intervals to provide information on whether it conforms to:

- A Regulatory Reform (Fire safety) Order 2005

- The company's Fire Safety Management plan (FSMP)

This internal audit may be carried out by members of the company H&S officer or another team member. The audit criteria will be to review and assess compliance with the FSMP and the effectiveness of the measures being taken. In particular, the audit will examine the following seven factors of strategic fire risk management:

- Fire risk assessments of buildings that are required to have them by the Regulatory Reform (Fire safety) Order 2005.

- Managers in place empowered and able to command sufficient resources to maintain the fire safety systems within specific areas of the company.

- All staff trained in action in event of fire procedures with appropriate numbers of persons trained in fire prevention, fire protection and evacuation procedures, and able to use appropriate fire extinguishing equipment

- Maintenance and testing of fire safety systems in accordance with BS 9999 and other relevant accepted codes of practice.

- Robust communications procedures including means of staff being alerted to fire, and communications with the fire and rescue service in the event of a fire.

- Established, documented and maintained procedures for identifying and responding to any unplanned event, potential emergency or disaster must be carried out by a person deemed to be 'competent' to carry out an internal audit. The results and reports of the audit will be sent directly to the Executive Headteacher. Audit records will be kept on file for a period of at least 3 years.

Management Review

A member of the Executive Leadership Team will review this Fire Safety Management Plan annually. The management review will include, but may not be limited to:

- Status of actions from previous management reviews

- Changes in external and internal issues that are relevant to the FSMP

- Information on the fire safety performance, including trends in:

    - Nonconformities and corrective actions

    - Monitoring and measurement results

    - Audit results Evaluation of compliance with legal and other requirements.

The output from the above management reviews will also consider and include decisions related to:

- Continual improvement opportunities

- Resource needs to enable improvement to the FSMP and its processes.

The records of the management reviews of this FSMP will be retained for a period of 3 years.

Improvement on Nonconformity and Corrective Action

When an issue of nonconformity with BS 9999, or fire safety system occurs, the EBM, with the support of the Executive Headteacher, will:

- React to the nonconformity as applicable

- Take action to control and correct it

- Deal with the consequences

- Evaluate the need for action to eliminate the causes of the nonconformity, so that it does not reoccur

- Determine the causes of the non-conformity

- Determine if similar nonconformities exist or could potentially occur.

- Implement any action needed.

- Review the effectiveness of any corrective action taken.

- Make changes to the FSMP, if necessary.

Evacuation Strategy

The fire alarm system is a 'single-stage' system, with immediate evacuation required upon the fire alarm being activated. Fire alarm activation can occur from one or more of the following:

- A detector is activated.

- A heat detector

- A manual call point is operated.

Fire Management Team		
Head of Centre	Michaela Smith	07594780830

All classrooms will be evacuated under the supervision of the staff.

The highest need children will be escorted out of the appropriate fire exit route(s) by staff following the evacuation of the able children.

Fire extinguishers of appropriate types and fire blankets are located throughout the building.

Fire Training and Evacuation Drills

Training will be provided at least annually for all staff in fire safety and the Provision's fire procedure, including training in the practical use of fire extinguishers. Specific training will be organised for fire safety marshals/representatives, both on appointment and at least every two years with an external Fire Safety training provider.

All staff, whether temporary or permanent, will have the fire procedure explained to them, together with information on the location of the fire alarm call points, the sound of the fire alarm and the location of the escape routes, exits and assembly points.

The health and safety officer will also ensure that all fire safety records are maintained and are available for inspection by any enforcement authority.

Appointment and Duties of Fire Marshals

The Provision will appoint a number of staff as fire marshals, one of which will be appointed as a Senior Fire Marshal. These staff will have responsibility for ensuring that all areas of the provision have been evacuated and that this is reported to the senior fire marshal in charge of the evacuation.

Personalised Emergency Evacuation Plans (PEEPs)

In the case of any person using the site having a condition that may prevent them from evacuating quickly and safely, the centre will devise a PEEP for that person.

5.   Policy for safe evacuation of persons with disabilities

Policy Statement

The Provision is committed to promoting access for people who have a disability or long-term medical condition. This includes consideration of the requirements to enable safe and effective evacuation from its buildings in a fire emergency.

The provision will comply with relevant legal requirements and will follow the guidance in British Standards, Codes of Practice and the Building Regulations where it is reasonable to do so with the aim of facilitating safe access and egress.

This policy and procedure sets out the arrangements for ensuring the safety of building users with mobility or sensory impairments (whether temporary or permanent), that could impact upon their ability to respond and self-evacuate in a fire, or another emergency.

Principles and Legal Responsibility

The Provision would never assume that the Fire Brigade will control the evacuation of premises that are on fire. It is the responsibility as defined by The Regulatory Reform (Fire Safety) Order 2005, of the responsible person to ensure the safe evacuation of all persons in company owned, leased or partly controlled buildings. Any absence of such a plan could result in injury or loss of life, as well as possible enforcement action being taken against the provision.

Equality Act 2010 - Adjustments to the workplace where physical features of the premises are likely to place mobility or sensory impaired persons at a disadvantage. When an employer or service provider does not make the provisions for evacuation of mobility impaired persons from its premises, this may be viewed as discrimination.

Who May Require a Personal Emergency Evacuation Plan (PEEP)?

A Personal Emergency Evacuation Plan (PEEP), will be created for:

- Anyone with a disability who cannot safely evacuate from a building, acknowledge or respond to a fire signal without being assisted.

- Anyone who may have Epilepsy, Parkinson's Disease, Autism, Asperger Syndrome, or other cognitive or psychological disabilities, which may cause persons to become confused, challenged or disorientated will also be considered for a PEEP.

- The personal emergency evacuation plan will require the skill sets of all concerned; not least the person the PEEP is being completed for. They should be involved and consulted through the whole process in order to ensure the plan will work effectively. The arrangements will need to be functional and fluid as there may be a need to remain adaptable to potential changes in the environment and fire protection of the premises. The PEEP will enable the provision to identify an individual's special needs and tailor fire evacuation arrangements to assist them.

A PEEP would include the following information:

- Information about the location and times the disabled person may reasonably be expected to be on the provision premises. Locations of protected routes and FRPs, relative to the areas where they will be.

- The disabled person's awareness of emergency evacuation procedures, and what steps need to be taken to make these accessible.

- Any special measures needed for the disabled person to raise the alarm, if for example they cannot use the 'break glass' points or be alerted to an activation of the fire alarm if they cannot hear the sounders or bells.

- What assistance is needed to evacuate the building, information on wheelchair type, transfers techniques from wheelchairs that are possible and acceptable for the disabled person.

- The formulation of a buddy system in order to assure there are enough staff on hand in order to facilitate a safe evacuation. This system requires strict management control to ensure there are always staff available and trained at all times. Once notified by the individual, their line manager and the Fire Safety Consultant will meet with the individual to develop a formal PEEP. Where necessary, and with the consent of the individual, other relevant officers of the provision will be involved and asked to contribute to the development and operation of the PEEP.

The emphasis of the PEEP would be what action needs to be taken to make the premises evacuation arrangements accessible to the mobility, or sensory impaired person. Specific details of an employee's medical condition will only be included if it is vital for the operation of the PEEP, e.g. details that may impact on how the individual can be moved from their wheelchair. The information will be shared with the agreement of the individual concerned on a strictly 'need to know' basis, e.g., persons volunteering to be helpers to assist disabled persons from the building. In the case of employees, their Line Manager will be responsible for ensuring that arrangements identified as being necessary by the PEEP are put into place. This could include provision of specialist equipment, such as visual alarm pagers, or seeking sufficient numbers of helpers (buddy system) to aid and assist visually impaired persons from the building, or producing fire action instructions in Braille or large print.

In the case of learners, the responsibility for ensuring that the arrangements identified as being necessary by the PEEP rests jointly with the learners registered provision. Examples of arrangements could include liaising with tutors regarding lesson times, etc., which may require room changes to safely accommodate the impaired learner.

Arrangements for Disabled Visitors and Contractors

Members of staff who arrange visits to the premises will need to determine whether visitors have a disability that requires assistance in the event of an emergency. They will also need to know that the venue, be it for a meeting, lecture or other reason, has suitable arrangements in place to deal with this. Where it is known in advance that someone may need assistance in evacuation, the provision would arrange the event in a building, or room where there is no need for special equipment or assistance, i.e., a level access with no need to use a lift or stairs. Advice and guidance will be available from the Fire Safety Consultant.

Record Keeping of PEEPs

Personal Emergency Evacuation Plans (PEEP) should be written and held on file within the centre. PEEPs are classed as sensitive information and would be stored in compliance with the Data Protection Act 1998 and the provision's data Protection Policy. Information will only be shared with the staff or learners consent under the following circumstances:

- Where first responders will need to have detailed information concerning safe evacuation

- Where examinations, or other set activities will need to be planned to avoid complex evacuation procedures such as placing persons on the ground floor, or in proximity to a means of escape.

The person the PEEP is written for will be given a copy. The Head of Centre and the person it is written for are responsible for keeping the document updated. Each PEEP will be coordinated as part of the fire strategy for the building.

6.   Monitoring arrangements

The Executive Business Manager is responsible for monitoring and reviewing this policy.

This policy will be reviewed annually and approved by the Executive Leadership Team.