

# GFM Fire Safety Policy

Approved by:		Date:	July 2020
Maintained by:	Paul Andrews	Next review due:	July 2021

## **GFM Education Policy Statement**

### **Fire Safety**

Fire is a significant hazard to the safety of both buildings and their occupants. GFM Education acknowledges and accepts its responsibilities under current fire legislation (Fire Safety Order 2005) and will proceed with due diligence to address these by the provision of suitable, sufficient and risk appropriate fire precautions and management systems to enable the safe evacuation of employees and others from GFM buildings and to minimise fire damage should a fire occur.

### **Policy standards**

The following standards shall be adopted to discharge this policy.

### **Fire Precautions**

- Suitable and appropriate means for giving warning in case of fire will be provided.
- Suitable and appropriate routes, exits and means of protection will be provided to enable occupants of buildings to evacuate quickly and safely in the event of fire.
- Sufficient and suitable emergency lighting will be provided where necessary.
- Suitable fire signage will be provided.
- Sufficient and suitable fire fighting equipment will be made available.
- Structural fire precautions for all buildings will, so far as is reasonably practicable, comply with current good practice in the construction industry with the control measures to be adopted based on risk assessment.
- Suitable systems of maintenance are provided for all premises, facilities, equipment and devices to ensure that these remain in an efficient state, efficient working order and good repair.
- Provision of comprehensive and relevant information and adequate training for staff.

### **Management System**

GFM Education has a health and safety management system which is set out in the Health and Safety Policy. The arrangements for fire safety are included in the health and safety arrangements.

### **Monitoring and Review**

- A monitoring and review system will be established with a two way reporting process operating throughout the management chain.

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- The Responsible Managers will be suitably and sufficiently informed on the findings of monitoring and the recommended actions.

## **Fire Safety Policy – Procedural Guidance**

### **Roles and Responsibilities**

#### **Gosport & Fareham Multi Academy Trust (GFM)**

1. GFM is the 'responsible person' as set out in the Regulatory Reform (Fire Safety) Order 2005 in relation to all its own workplaces be these part of or the whole of a premises.

#### **The Chief Executive**

- The Chief Executive is ultimately responsible for ensuring that the requirements of the Regulatory Reform (Fire Safety) Order 2005 and of this policy are adequately implemented across the GFM.

#### **The Directorship**

Take board level responsibility for GFM's compliance with the Fire Safety Order 2005 including:

- Provide strategic direction and oversight of corporate strategies and policies relating to fire precautions.
- Ensure that robust fire safety management systems, arrangements and organisation exist in each department.
- Support the Chief Executive in meeting his safety responsibilities for the GFM as a whole.
- Ensure that there is an appropriate and resourced response to the joint GFM/Hampshire Fire and Rescue Services audits.

#### **Directors**

- Appoint or nominate a 'Responsible Manager' for each of the premises occupied by employees of the GFM.
- Maintain a register of Responsible Managers.
- Prepare responsibility diagrams for each type of establishment used by the department compliant with the model set out in the Corporate Fire Safety Manual.
- Ensure robust monitoring arrangements are in place to check compliance by and competency of 'Responsible Managers' within their premises.
- Ensure GFM guidance on fire safety policy is published and available to Responsible Managers within their premises. This guidance should be incorporated into or linked to the Corporate Fire Safety Manual and updated as and when appropriate.

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- Ensure a process is in place to capture, review, priorities and respond to 'significant findings' which are identified by Responsible Managers which fall within the remit of Departmental control and can not therefore be addressed locally. This process needs to also given due consideration to significant findings from detailed fire precaution surveys.
- Establish an annual capital programme of improvements to address significant findings in priority order. Where capital programmes can not address the significant findings report to the CEO.
- Ensure agreed actions are communicated back to Responsible Managers to feed into local fire safety action plans.
- Support the GFM and Hampshire Fire and Rescue Service joint audit process and ensure significant findings identified or enforcement actions are addressed.
- Prepare an annual report covering the premises compliance with the Fire Safety Order 2005 for the CEO.

### **Responsible Managers**

- Ensure that a Fire Safety Management Plan is prepared and maintained for the building they are responsible for in compliance with the Corporate Fire Safety Manual.
- The Responsible Manager for each workplace or other premises will ensure a risk assessment is completed by a competent person for those premises and information of significant risks brought to the attention of employees and others at risk.
- On behalf of the GFM as Responsible Person, appoint a fire safety co-ordinator and ensure that they are suitably trained, unless they undertake that role themselves, in which case they will ensure they are themselves suitably and sufficiently trained.
- Appoint fire marshals or designate other staff to have a role in either fire evacuations or monitoring and maintaining fire safety arrangements.
- Ensure that any significant findings are recorded in their fire safety management plan and establish an action plan to address those findings which can not be immediately rectified.
- Ensure that any significant findings are prioritised and action those findings which fall within their remit.
- Ensure that they inform their line manager/departmental health and safety manager of those significant findings which fall outside of their local remit.
- Cooperate with the Hampshire Fire and Rescue Service audits.
- The Responsible Manager for each workplace or other premises will ensure an emergency evacuation plan is produced for those premises.
- The Responsible Manager for each workplace or other premises will ensure monitored fire drills are undertaken, evaluated and issues addressed where

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necessary for those premises with records maintained of relevant details and remedial actions.

- A fire safety training programme will be made available for all employees covering routine fire safety arrangements and relevant issues identified from the fire risk assessment and evacuation plan. Records maintained of who gave the training, what it covered and duration of training. The Responsible Manager for each building or premises will ensure all employees are suitably trained.
- The Responsible Manager for each workplace or other premises will ensure fire safety equipment is maintained and tested by competent people with suitable and sufficient records kept of relevant details.

### **Staff**

- Adhere to fire safety instructions and procedures and bring defects and matters of concern to the attention of their fire safety co-ordinator or their line manager, who should ensure the fire safety coordinator or headteacher has been advised.
- Cooperate with the fire safety arrangements in any other organisation or building in which they need to work.

### **Definitions**

#### **Fire Safety Practitioner**

- A competent person appointed by the GFM to provide specialist advice and guidance to assist the GFM to comply with its obligations under fire safety legislation.

#### **Responsible Manager**

- A unit manager/headteacher or the most senior staff member in regular occupation of a building. Each premises of the GFM is required to identify the Responsible Managers in each building which is a workplace for staff in there employment.

#### **Fire Safety Co-ordinator**

- The competent person appointed by the Responsible Manager to administer, on their behalf, the fire safety management system identified in the Fire Safety Policy Standards with sufficient experience and knowledge of fire safety to undertake the local fire safety risk assessment

#### **Fire Marshal**

- The person appointed to be responsible for the safe evacuation of designated areas of the premises and to assist the fire safety coordinator as and when necessary with other fire safety matters.

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**Significant findings**

- Includes hazards or other conditions that could give rise to increased risk of fire or to increased likelihood of injury or death in a fire, details of any individuals or groups identified by the assessment as being especially at risk, and control measures to eliminate or reduce the risks, which are in place or need to be put in place.

**Workplace**

- For the purpose of the Fire Safety Policy, the workplace can be a single building or group of buildings and includes areas shared with other departments or organisations, where there is a need for co-operation to secure effective fire safety arrangements.