An Daras Multi Academy Trust

Fire Prevention and Precautions – Policy Statement

The An Daras Multi Academy Trust (ADMAT) Company
An Exempt Charity Limited by Guarantee
Company Number/08156955

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Recommended	
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Advisory Committee	RSS
Linked Documents and Policies	ADMAT Safeguarding & Child Protection Policy ADMAT Health and Safety Policy ADMAT Fire Protection Procedures

Fire Prevention and Precautions – Policy Statement

Statement of Intent

The Trust will, so far as possible, conduct its undertakings in such a manner as to prevent fire in Trust owned and controlled premises and anywhere where employees of the Trust work. For those premises rented or sub-let, the fire safety responsibilities will be defined in the lease agreement.

Requirements

The Trust will provide suitable and sufficient procedures and equipment to minimise the risk to life or injury should a fire occur on its premises.

Risk Assessment

The Trust will undertake fire risk assessments (by an external competent person) for all of its owned, rented and leased properties. These risk assessments will be reviewed regularly and in any case of change of use or significant alteration to the fabric of the premises. This is currently completed through a service level agreement with Cornwall Council Health and Safety Team to ensure the correct expertise is informing our fire risk management processes.

Where employees occupy premises under the control of a third party, the Trust will ensure that the findings of the relevant risk assessment by the third party are passed on to its employees. All efforts for the effective cooperation and coordination of fire safety controls for all multi occupancy premises will be undertaken.

Fire Prevention

Premises owned or controlled by the Trust will be periodically inspected for fire hazards by officers nominated for this duty. Any fire hazards identified will be notified to the responsible person and appropriate action will be taken by senior managers within the premises.

Where premises are shared between the Trust and a third party the Trust will put in place appropriate systems to ensure that there is sufficient cooperation and coordination of fire safety procedures.

Evacuation Procedures

The Trust (through Senior Leaders in each school) will develop evacuation procedures for all its premises which will be periodically tested for efficiency. The frequency of these tests shall be determined by risk assessment but shall be at intervals no greater than those detailed in the procedure notes associated with this Policy Statement.

Fire Fighting Equipment

The Trust will provide, or require to be provided, suitable and sufficient fire-fighting equipment for use by employees. A number of employees within each premises (normally fire wardens) will be trained in the use of fire extinguishers.

Fire-fighting equipment will be maintained under contract for the duration of the life of the equipment

Alarm Systems

The Trust will provide, or require to be provided, suitable systems to notify all occupants of premises owned, rented, leased or shared by the Trust of the need to evacuate the building

The Trust will ensure that all alarm systems are routinely checked in accordance with the procedures associated with this Policy Statement.

Information

The Trust will ensure that information regarding this policy and associated procedures will be circulated to all employees at induction.

Posters, signs and other relevant materials will be issued as appropriate and displayed on notice boards and/or at fire alarm call points, fire-fighting equipment and primary means of escape.

Responsible Persons

The Trust (via Senior Leaders at each school) will nominate persons to carry out various duties in relation to the implementation of this Policy. These duties are detailed in the procedures associated with this Policy Statement.

Under the Regulatory Reform Fire Safety Order, the Responsible Person is the employer, the person in control of the premises in connection with the carrying on of a trade, business or other undertaking (for profit or not), the owner and/or any other person who to any extent exercises control over the place.

Where premises have multi occupancy, then there will be more than one responsible person. The responsible person(s) may pass duties to other persons such as fire and site wardens (but the legal responsibilities remain with the responsible person).

Training

The Trust will provide information, instruction and such training as appropriate for employees and others affected by the requirements of this Policy.

Where premises are not owned by the Trust but are frequently visited by its employees suitable instruction and training will be given to those employees regarding fire safety.

Responsible Persons shall receive training to enable them to carry out their duties.

Responsibilities

Managers have a responsibility to:

- Ensure that the requirements of this policy are fulfilled.
- Provide access to suitable training for employees.
- Act on the recommendations provided by the nominated responsible persons

Nominated/Competent Persons have a responsibility to:

- Attend training as required
- Carry out their duties as identified in the procedures associated with this Policy Statement
- Report any issues they identify in the course of their duties to the appropriate manager.

Employees have a responsibility to:

- Co-operate with the responsible person during emergency evacuations.
- Make themselves aware of the Trust's escape procedures and to follow the instructions in that procedure.
- Raise fire safety concerns with their line managers.

Monitoring

These requirements of this Policy will be monitored by way of a risk-prioritised process of auditing, regular inspections periodic self-audits.

The training and responsibilities of individuals will be monitored by the Trust through its management and appraisal processes.

Where necessary the Trust will take appropriate action to ensure that this policy is upheld.