



The Park Federation Academy Trust

Fire Safety Policy

September 2024

Version History

Version	Date	Status and Purpose	Changes overview
1	11 th July 2022	Final	
2	01 st September 2023	Periodic review	Introduction of Iver Village Infant Academy
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4	July 2024	Periodic review	No changes

Approval History

Signed by the CEO and Federation Principal on behalf of the Board of Directors

Dr. Martin Young

Dr. Martin Young

Date of approval

July 2024

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September 2025

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To enable continuous improvement, all readers encouraged to notify the author of errors, omissions and any other form of feedback.

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Section 1: Policy Statement

Philosophy

The safety of children, staff and visitors is of paramount importance to The Park Federation Academy Trust that currently incorporates Cranford Park Academy, Lake Farm Park Academy, West Drayton Academy, Wood End Park Academy which are based in Hillingdon and James Elliman Academy, Montem Academy, The Godolphin Junior Academy and Western House Academy which are based in Berkshire and Iver Village Infant Academy and Hannah Ball Academy based in Buckinghamshire, and will be given appropriate attention by management, to reflect this. It is our aim that the work and education environment is as safe from fire as can reasonably be achieved and if a fire does occur, our staff are well trained in procedures for safe evacuation and mitigation of damage.

The Board of Directors recognises and accepts its statutory responsibilities as an employer, a landlord and as an owner of premises, as defined under the relevant fire safety legislation, Regulatory Reform Fire Safety Order. It will take all steps reasonably practicable, to secure the safety of its employees and all visitors to our academies from fire, together with that of other relevant persons, by taking general fire precautions to make its premises safe.

The Academy also recognises and accepts a duty to prevent fire where reasonably practicable and to mitigate the effects of any outbreak of fire. This policy document covers all properties owned and managed by the Academy, excluding domestic residential properties (premises managers' house or houses let to private individuals).

The Academy is committed to complying with all relevant fire safety legislation, in particular, the Regulatory Reform (Fire Safety) Order 2005. At the same time, the Academy recognises that compliance with legislation is the minimum requirement and will therefore strive to improve upon the statutory minimum.

The Academy will take steps which are reasonably practicable and within its power, to meet its responsibilities, paying particular attention to:

- i. establishing and managing a fire risk assessment framework, to apply to all of its premises and workplaces;
- ii. managing and maintaining its premises so as to adequately control the risk from fire;
- iii. maintaining adequate fire precautions, with reference to:
 - a. means of detection and giving warning of fire
 - b. provision of means of escape
 - c. means of fighting fire, and
 - d. training of staff
- iv. providing safe systems of work, based on risk assessment, to minimise the risk of fire;
- v. providing suitable and sufficient information, instruction and training at all levels, to secure competence in fire prevention and fire safety at work;

- vi. making adequate provision for the control of fire in work processes, including the control of hot working;
- vii. keeping suitable and sufficient records;
- viii. providing adequate monitoring and supervision of activities to ensure that standards of fire safety are met;
- ix. making adequate resources available to meet the requirements of this policy.

Enforcement

The Fire and Rescue Service enforce fire precautions legislation in this area. It is important that the fire risk assessment for the premise is available on site for inspection by an enforcing officer. Fire Officers will, if necessary, issue an enforcement notice if they consider the risk assessment not to be suitable and sufficient.

Policy Aims

The aims of this policy are:

- i. to establish and maintain consistency across the Trust in the management of fire safety and fire precautions;
- ii. to set minimum standards of fire safety, to control the risk from fire;
- iii. to describe the Service's arrangements for managing fire safety in the workplace.

To achieve our aims, the Service will implement a system involving:

- i. policies and procedures that are clear and safe;
- ii. allocation of responsibilities;
- iii. fire safety audit;
- iv. fire risk assessment;
- v. communication of safe procedures to staff;
- vi. establishment, operation and maintenance of effective monitoring and review systems;
- vii. provision of appropriate information, instruction and training.

This policy will be reviewed at intervals of not more than twelve months and any revision will be notified to relevant persons.

Section 2: Organisation

Role	To include	Responsibility
Fire safety Policy Makers	Board Directors including the CEO Chief Operating Officer Principal of Academy	Overall responsibility for strategic implementation, enforcement, and regular review of this policy. Making sure that this policy is taken into account, as appropriate, when organisational decisions are made.
Fire safety Planners	Chief Operating Officer Head of Estates Principal of academy Deputy Principal	Responsible for developing and maintaining policies/procedures to achieve stated objectives. They are responsible for putting in place management arrangements for the control of fire risk within their area of concern.
Health and Safety Implementers	Chief Operating Officer Head of Estates Principals & Deputies Academy Councils	Responsible for implementing policy and procedures at local level. Making sure that fire risk assessments are carried out and that workplace precautions developed in order to control the risks arising from fire are implemented.
Fire safety Assistance	Premises Teams Competent external consultants	Assistance comes from those who are competent and trained to provide advice, information and support, with regard to the management of fire safety, and to the requirements of associated legislation.

Section 3: Responsibilities of Fire Safety Policy Makers

3.1 The Directors, Chief Operating Officer and Principals of each Academy have overall responsibility for:

- i. strategic implementation, enforcement, and regular review of this policy. Making sure that this policy is taken into account, as appropriate, when organisational decisions are made.
- ii. specifying a structure for fire safety planning, measuring performance, reviewing performance, auditing and monitoring the Fire Safety Policy.
- iii. establishing strategies to implement policy and integrating these into general business activity.
- iv. ensuring that responsibilities for managing fire safety are properly assigned, understood and implemented.
- v. agreeing plans for improvement and reviewing progress of the Fire Safety Policy.
- vi. ensuring that, at executive level, there is full consideration of the resource provision necessary across the service area, for the implementation of the Academies Fire Safety Policy, and that there is sufficient information necessary for legal responsibilities to be carried out.
- vii. ensuring that this policy is strictly observed and monitored by way of consultation between employee representatives/Trade Union appointed Health and Safety Representatives in the workplace and management/ supervisory employees.
- viii. ensuring that the performance of the Academies in the field of fire safety management is audited and taking whatever action may be required.
- ix. overseeing the implementation of any Action Plan developed as a result of this Policy.
- x. seeking advice from the Competent persons aware of relevant fire safety matters as and when necessary.
- xi. receiving reports from the Premises Manager as appropriate, and taking action as necessary.
- xii. ensuring that the Academies have sufficient numbers of competent persons designated to help facilitate the successful implementation of the policy.

Where a work activity presents a serious and imminent risk of injury to person(s) ensure that the work activity ceases until the risk is removed.

Section 4: Responsibilities of Fire Safety Policy Planners

4.1 Principals will:

- i. bring to the attention of the Board, any aspect of the policy that is not achievable together with the reason(s), in order that appropriate action can be determined.
- ii. include the management of fire safety in their risk management strategy that links with the local authorities.
- iii. arrange for employees to be provided with adequate information, instruction and training that will be:
 - a. given at regular intervals adapted to be take account any significant changes in the type of work carried out or methods of work used;
 - b. appropriate to their role, as identified by training needs analysis.
- iv. provide adequate resources from allocated budgets to meet their responsibilities under this policy.
- v. maintain a register of premise managers for all premises under their control.

Where a work activity presents a serious and imminent risk of injury to person(s) ensure that the work activity ceases until the risk is removed.

Section 5: Responsibilities of Fire Safety Policy Implementers

5.1 The Principal will be responsible for implementing this Fire Safety Policy and will adopt the role of the 'Responsible Person' for fire safety.

5.2 The Responsible Person will ensure that a suitable and sufficient Fire Risk Assessment is undertaken annually.

5.3 The Fire Risk Assessment must be completed annually by the Head of Estates or another suitably qualified party, or sooner if there are significant changes to the premises, occupancy or work practices, that could impact upon fire safety and the means of escape. The completed Fire Risk Assessment must be communicated to the Academy Council.

5.4 An action plan will be produced, arising from the significant findings of the Fire Risk Assessment. It will be signed by the Responsible Person. Reasonable target dates must be set, for completion of individual actions, together with acknowledgement of who is responsible for the completion of actions.

5.5 The Fire Risk Assessment must be completed by a competent person who will have suitable fire qualifications and experience.

5.6 The Responsible Person will:

i. manage (including fire safety arrangements) the premise(s) for which they have responsibility.

ii. seek assistance from competent persons when necessary.

iii. maintain their level of competency in fire safety matters by attending relevant training sessions/briefings covering fire safety as and when required. Record this in the Fire Log.

iv. implement the guidance contained within the Fire Risk Assessment.

v. develop and maintain the premise Fire Log which will contain:

a. details of the fire alarm and record of testing & maintenance

b. records of routine fire safety monitoring checks

c. records of fire drills and staff training

d. records of testing and maintenance of firefighting equipment

e. records of testing and maintenance of emergency lighting

vi. develop a fire emergency action plan specific to their premise(s), test the effectiveness of that plan and ensure staff are made aware of its contents.

vii. make sure that both stages of the Fire Risk Assessment process have been carried out and that:

a) the significant findings are recorded appropriately

b) an action plan is produced, as required, to improve control measures

viii. be accountable for the implementation of this Policy, and arrangements made under it.

- ix. make sure that responsibilities for fire safety are properly assigned and understood by employees within their area of control.
- x. provide employees and non-employees with the necessary information to ensure their safety from fire.
- xi. make sure that there is communication and participation at all levels in fire safety matters.
- xii. ensure that a fire safety audit is carried out termly, with results being acted upon appropriately.
- xiii. monitor work activities which may involve fire hazard, so that appropriate safety standards are maintained.
- xiv. ensure that the Fire and Rescue Service is called to all outbreaks of fire, in or near to the premise(s).
- xv. provide information to emergency services in relation to hazardous materials or processes on site, as appropriate.
- xvi. receive reports of fire incidents and near misses; investigate and report findings to Governing Body as required.
- xvii. inform Academy Councils and the Board of issues which are beyond their control, or where resources are insufficient to enable compliance with fire safety legislation.

Where a work activity presents a serious and imminent risk of injury to person(s) ensure that the work activity ceases until the risk is removed.

Section 6: Responsibilities of those Providing Assistance Relating to Fire Safety

6.1 Competent Persons:

- i. Carry out second stage fire risk assessments in conjunction with Premises Teams and the Head of Estates, and provide information and guidance, as required.
- ii. Provide inspection reports identifying further measures required to adequately control risk from fire.
- iii. Carry out repair and improvement work identified in the fire risk assessment, for those areas of responsibility within the terms of the Property Maintenance Account, as appropriate.

6.2 Chief Operating Officer:

- i. Review performance and audit the Fire Safety Policy.
- ii. Monitor the implementation of the Fire Safety Policy, and report thereon to the Policy Makers and the Planners.
- iii. On behalf of the Planners, exercise executive powers, which may include the cessation of work activities, where there is a serious and imminent risk to life, from fire.
- iv. Alert the Policy Makers and Planners to new or impending legislation/ practices on fire safety, and assist them in assessing the impact upon this policy and the schools activities.
- v. Interpret the law in the context of an education setting and provide pertinent and meaningful guidance, information and advice on fire safety issues.
- vi. Liaise with the Fire and Rescue Service and other appropriate bodies as necessary.
- vii. Report to the Academy Councils and Board, as necessary, on fire safety matters.

Where a work activity presents a serious and imminent risk of injury to person(s) ensure that the work activity ceases until the risk is removed.

Section 7: Responsibilities of Employees

Employees will:

- i. take reasonable care for the health and safety of themselves and of other persons who may be affected by what they do or neglect to do whilst at work.
- ii. co-operate with the Academy with regard to any duty or requirement imposed on the employer to enable that duty or requirement to be performed or complied with.
- iii. not intentionally or recklessly interfere with or misuse anything provided in the interests of fire safety eg. firefighting equipment; signage etc.
- iv. have a particular duty to other persons (pupils, staff, visitors etc) in order to protect their safety, and will ensure that no operation or method of work is employed that can be considered hazardous to themselves or others and that nothing is done to compromise the means of escape or its security.
- v. draw the attention of their Principal without delay, to any work situation which might present a serious and imminent danger to themselves or others.
- vi. ensure they familiarise themselves with and work in accordance with guidance given in risk assessments and protective measures with regard to fire safety in the premise(s).
- vii. conform to all instructions whether verbal or written, given to ensure personal safety and the safety of others.
- viii. report all incidents and any near misses, which result in the potential outbreak of fire.
- ix. assist fully in the reporting and investigation of any incident/near misses in connection with the potential outbreak of fire.
- x. attend as requested, all training courses/briefings covering fire safety.
- xi. report unsafe conditions, methods of work, practices, tools, plant, premises or equipment to their Principal, Chief operating Officer, trade union appointed Health and Safety representative/employee representative and/or the Academy council or Board where appropriate.
- xii. wear/use protective clothing and equipment as specified.

Where a work activity presents a serious and imminent risk of injury to person(s) ensure that the work activity ceases until the risk is removed.

Section 8: General Fire Safety Management Procedures to be adopted across The Park Federation Academy Trust

8.1 The Fire Risk Assessment must be completed overall, by the compilation of information required under the Regulatory Reform Fire Safety Order.

8.2 The following will be considered when completing the Fire Risk Assessment:

8.2.1 Testing and Maintenance of fire safety systems

8.2.2 Fire safety checks; maintenance

8.2.3 Firefighting equipment

8.2.4 Fire signage

8.2.5 Commissioning of works in premises and Hot Working

8.2.6 Extended Schools and fire safety

8.2.7 Significant hazards on site (e.g. Hazardous materials) and information to be provided to the Fire and Rescue Service

8.2.8 Fire Risk Assessment Review - Agenda/Checklist for review meeting

8.3 All incidents of fire must be reported to the Academy Council and Board

8.4 Each academy must ensure an audit of fire safety arrangements is conducted on an annual basis. The results of the audit process will be monitored and communicated to the Academy Council.

8.5 Academy staff must attend annual fire safety training. Newly appointed staff should do this as part of their induction training. This includes an assessment of knowledge achieved. Results will be monitored and collated by the Head of Estates.

A copy of this Fire Safety Policy will be made available to all employees via the Fire Log Book.