



Fire Safety Policy 2022



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1. INTRODUCTION

Lantern Academy will ensure, as far as reasonably practicable, that all its staff, pupils, contractors, and visitors are protected from the risks of fire whilst on the premises.

LEGAL REQUIREMENTS

The Regulatory Reform (Fire Safety) Order 2005 (commonly referred to as the FSO) came into force on 1st October 2006. The purpose of the legislation is to place a greater emphasis on fire prevention by ensuring that all persons responsible for premises comply with their statutory duties and implement the general fire precautions which are needed to protect all persons from death or injury in the case of fire.

This Policy explains how Lantern Academy complies with the Regulatory Reform (Fire Safety) Order 2005 to ensure that, where possible, fire is prevented and that any fire risks are controlled.

2. RESPONSIBILITIES

Lantern Academy's Fire Safety Policy forms part of our Health and Safety Policy and in common with that policy extends through the whole academy, with specific responsibilities as below:

- Trustees ensure that an appropriate policy is in place in the academy and that arrangements are made for its effective implementation.
- The Headteacher has the ultimate responsibility for the implementation and management of this policy.
- The Head is responsible for the effective implementation of this Policy and its role within the Lantern's Health and Safety Policy
- All employees have the responsibility to cooperate and to ensure that the workplace is safe from fire and its effects and must not do anything that will place themselves or other people at risk.

3. POLICY OBJECTIVES

- To safeguard all persons from death or injury in the event of fire by the effective management of fire safety
- to minimise the risk of fire and to limit fire spread
- to minimise the potential for fire to disrupt services, damage buildings and equipment, or harm the environment.

4. MANAGING FIRE SAFETY

Lantern Academy has delegated day to day responsibility for managing fire safety to the 'duty holder' i.e., the Head of Education.

Head of Education will:

1. Ensure that all means of escape are properly maintained, always kept free from obstruction and available for safe and effective use; and that the means of escape have adequate emergency lighting.
2. Provide and maintain in working order all firefighting appliances and devices including:

- a) fire detection and alarm systems.
 - b) emergency lighting systems.
 - c) firefighting equipment.
 - d) notices and signage relating to fire procedures.
 - e) means of escape, considering the needs of any disabled users.
3. Conduct or arrange to have conducted a fire safety risk assessment on each of the school buildings to ensure that the school's facilities are compliant; and reduce the risk of fire incidences by conducting appropriate task risk assessments.
 4. Provide appropriate instruction and training for all school staff on the action to be taken to protect people and property including regular fire evacuation practices for all the school.
 5. Ensure that all staff, students, contractors, visitors, and third-party hirers are made aware of and comply with the school's fire procedures.
 6. Identify any special risks, e.g., the storage of hazardous materials, and put in place appropriate procedures to minimise the risks.
 7. Consult with third parties; the emergency services, and the school's insurers to ensure that best practice for fire prevention and procedures is in place.
 8. Monitor and review this policy on a regular basis to ensure that any new risk or alteration to regulations is addressed.

5. MONITORING

Lantern Academy uses the services of various outside personnel to conduct effective monitoring of its duties.

Lantern's fire detection and alarm system is maintained and checked by Shah Electricals. The alarm sounders are assessed on a weekly basis by Head of Education.

Lantern's emergency lighting is checked by, Shah Electrical.

Notices and Signage are updated as and when required and checked annually by Target co.

Fire-fighting equipment is visually checked weekly by Target co, and extinguishers are replenished or replaced annually by Target co.

A Fire Logbook which contains records of fire safety issues is maintained by the Target Co and located in the head office. These issues include:

- fire drills.
- hot work permits, etc.
- the storing of hazardous materials.
- the inspection and testing of:
- Fire detection and alarm systems.

Manage your risks

- emergency lighting systems.
- firefighting equipment.
- staff training records.

6. FIRE RISK ASSESSMENT

Lantern Academy has conducted a comprehensive fire risk assessment for each of its buildings. These assessments are kept in the head office. The fire risk assessment identifies 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 and where these people are likely to be located.

The fire risk assessment will be reviewed and amended [detail regularity of review] if it is either no longer valid or if any changes are planned, such as:

- Any structural changes (alterations to the layout of the premises, erection of partitions, refurbishment 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.

7. FIRE SAFETY TRAINING

All staff receive basic fire safety induction training [detail how this is provided] and attend refresher sessions [specify regularity].

Key staff in the individual school buildings receive more detailed instruction [specify what training fire wardens, staff responsible for fire risk assessment should receive].

Pupils are given instruction by their form tutors during the first week of the Autumn term on their actions to be taken in the event of a fire.

Fire drills are planned each term to evaluate the effectiveness of the school's evacuation procedures. The findings of the drill are reported to staff through the [detail reporting medium e.g., Minutes of the Health and Safety Committee meetings] any conclusions and remedial actions are recorded and implemented.

8. EVACUATION PROCEDURES

The evacuation procedures which are to be followed in the event of a fire alarm are annexed to this Policy. This document details the responsibilities of staff and individuals during an evacuation and subsequent roll call. The document also includes specific Guidance on the Evacuation of Disabled Persons from Lantern Academy.

EVACUATION PROCEDURE

THE FIRE ALARM

PERSON DISCOVERING FIRE should break glass of nearest alarm and rings (9)999 on hearing alarm and tell Head of Education that the Fire Service has been notified.

On hearing the fire alarm

ALL PERSONS PROCEED TO ASSEMBLY POINT

- Where appropriate, ensure Master switches for gas and electricity are off and windows closed. In the event of a gas leak, when evacuation is likely to be because of verbal instructions rather than a fire alarm sounding, if possible, leave windows open to dissipate gas and no electrical switches should be used.
- In classrooms, pupils nearest windows should be told to close them. Staff assemble pupils IN SILENCE and instruct them to proceed to the Assembly Point IN SILENCE, walking rapidly NOT running. The classroom door should be closed behind the last person to leave.
- ☒ Use the directed route - the quickest fire escape route is displayed in each room - unless a blockage makes this impossible. Be prepared to find an alternative route if necessary.
- Staff should assist this process where possible without putting themselves at risk. Under no circumstances should staff or pupils return to their form rooms. All double doors should be opened by those who are first to reach them and closed by the last person to pass through them.

PROCEDURE FOR ASSEMBLY AND ROLL CALL

- Class tablets for register and sabak record must be taken with staff to check students present.
- Lower ground to leave from lower ground exit, ground floor from classroom exits and first floor from the main entrance, all students to have shoes in bags ready to leave swiftly.
- All students line up in the assembly point at the Golden Mosque car park.

Head of Education is responsible should ensure that they have a deputy to take over if they are absent and that the deputy is aware of their role in the event of an emergency evacuation.

Having considered the risks, the [job title] will propose specific procedures for assisting in the evacuation of persons with a known disability. A "buddy" will be appointed for any student or employee requiring assistance in an emergency evacuation. Where teachers have a student with a known disability, they must ensure that that student is aware that the alarm has been triggered and that they follow the evacuation procedure accordingly.

Disabled staff must have identified themselves to the Headteacher and any specific requirements must be addressed as soon as they are known.

Specific Evacuation Requirements

Wheelchair users/Persons with Mobility Difficulty

Wheelchair users or any person with difficulty walking (e.g., anyone temporarily using crutches) should wait until everyone else has left the room before making their way to the exit, assisted by their "buddy" or other third party if required.

Visitors with disabilities

On arrival, disabled visitors to the school should be asked to identify any specific requirements in the case of an emergency evacuation. The person hosting the visitor should ensure the visitor's safety in the event of an emergency evacuation.

Reviewed Winter 2022

Mohammed Shahid

Head of Education

Tahir Mahmood

President of Golden Mosque