



The Bishop Konstant Catholic Academy Trust

Learning Communities, Inspired by Faith

Trust Fire Safety Policy 2023



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Mission Statement

All policies are written in line with our Trust Mission statement:

With Jesus Christ at the centre of the life of the Trust, we seek to provide learning communities offering the highest possible standards of education. We are committed to working in partnership and trust for the common good. We strive to encourage and empower children and young people to recognise and realise their God-given potential and to discern their vocation in life. As learning communities inspired by faith, we celebrate achievement, offering each other challenge and support, as together we follow Christ in self-giving love and service.



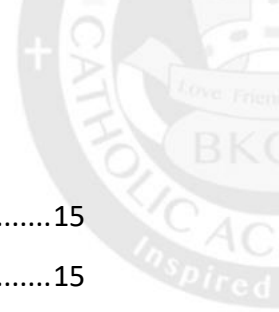
Change Control

Version	Date	Author	Changes
1.1	4.4.2023	RLB / Head of Estates and Operations	<i>Complete reorder, rewrite of the policy.</i>
1.0			

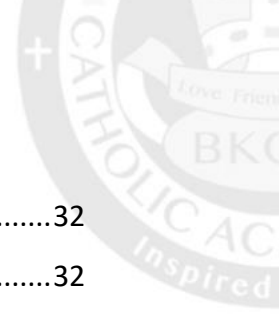


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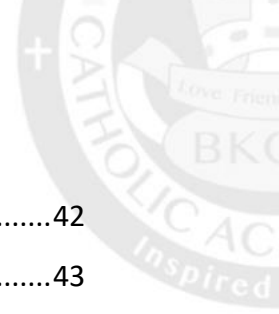
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1. Policy Statement

The Bishop Konstant Catholic Academy Trust (hereafter referred to as the Trust) recognises that fire safety precautions play an essential role in the health and safety of staff, pupils and other persons on its premises, and is therefore committed to minimising the risk of fire within its premises to the lowest practicable level.

The Trust will comply with the Regulatory Reform (Fire Safety) Order 2005, and any other relevant fire safety legislation on new buildings and will implement the provisions of legislation as far as is reasonably practicable on existing buildings, unless mandated otherwise.



2. Introduction

2.1 Background

The Trust has an estate that includes 15 school sites across the Wakefield, Leeds, North and East Yorkshire local authority districts comprising 3 secondary and 12 primary schools.

This policy document has been produced in order to set out the Trust's fire safety standards and requirements that will be applied across the estate to both manage fire safety and secure improvements to provision in existing premises.

In addition to those regulatory requirements associated with new building work and major refurbishment schemes this document will also provide a benchmark against which all new buildings and major refurbishments can be measured. In applying the detailed provided within this policy the Trust hope to deliver a consistent set of suitable fire safety measures estate-wide.

2.2 Scope

To set out of the Trust Fire Safety Policy provisions and provide a description of the standard for fire safety management to be implemented across the estate. This document is intended to detail the Trust requirements for fire safety and set both the minimum and aspirational standards to be achieved on each building. This will include organisational structure, training, passive fire protection, active fire protection and management measures.

This Policy applies to all Trust schools and the use of other permanent or temporary buildings subject to confirmation.

This policy has been developed by the Trust in consultation with specialist external consultants. It is the intention of the Trust for the policy to be regularly reviewed as detailed in Section 5 below.

This document should not be considered in isolation but be viewed alongside other relevant Trust policies, guides and standards relating to the Management of Health and Safety, Business Continuity, Equalities, Procurement, Environmental Protection, and Quality Management.

2.3 Aims/Objectives

This Trust Fire Safety Policy provides the guiding principles for fire safety management across the Trust estate which emphasises the protection of life through early warning and evacuation. The protection of property is considered of a high importance to the Trust; with business continuity taken into consideration. The environmental impact of a fire is also considered.



The strategic fire safety aims of the Trust are:

- For the Trust estate to be fully compliant with applicable UK fire safety legislation as soon as reasonably practicable, including the competency and training of relevant staff members.
- To reduce the incidence and risk of fires and their potential impact on teaching and learning, business, Trust reputation and the environment.
- To set aspirational standards over and above prescriptive legislative requirements in the design and use of Trust buildings, in relation to fire safety

In order to secure these aims, the Trust has agreed to focus on three key fire safety management principles of prevention, protection and intervention. To assist the Trust in meeting these objectives this document provides detail on how these will be benchmarked and procedures for meeting them.



3. Legislative Requirements

The following references to relevant legislation or guides are not intended to be exhaustive, but to provide an indication of the range of requirements that need to be considered when approaching fire safety design and management.

To provide assurance that an appropriate standard of fire safety management is adopted, the Trust aims to comply with all relevant legislation relating to the design and construction of its accommodation.

3.1 The Regulatory Reform (Fire Safety) Order 2005

The Trust's premises are subject to the provisions of the Regulatory Reform (Fire Safety) Order 2005 (referred to hereafter as the RRO), and the fire risk assessment regime required under this legislation.

The RRO places a duty on the 'responsible person' to take such general fire precautions to ensure, so far as is reasonably practicable, the safety of their employees and other relevant persons. This Responsible Person is acknowledged by the Trust as being the Board of Directors and Chief Executive, with responsibility vested locally in the Head Teacher, plus those having responsibility on a day to day basis such as Premises Managers/Caretakers.

Article 22 of the RRO, states that where more than one responsible person shares, or has duties in respect of a premises (whether on a temporary or a permanent basis), each must take all reasonable steps to co-operate and co-ordinate with the others in relation to the measures they take.

3.2 Building Regulations 2010

The purpose of the Building Regulations and its guidance document - Approved Document B: Fire safety (Volume 2) - Buildings other than dwellings, 2019 edition is to provide guidance on the fire safety requirements for the completed building.

The Regulations apply to all new buildings and to any material alterations to existing buildings.

The objective of the Building Regulations in relation to fire are that:

- All persons in a building should be able to leave the building safely in the event of fire
- Fire Service personnel should be able to enter the building to effect rescue and firefighters are not placed at undue risk
- Fire spread to adjacent buildings should be controlled
- The building should not undergo untimely or disproportional collapse that endangers firefighters or people in and around the building.



3.3 Building Bulletin 100

Building Bulletin 100 (BB100) provides guidance on the design fire safety in schools. Part B of the Building Regulations will typically be satisfied where this guidance is followed.

3.4 The Construction (Design And Management) Regulations 2015

If building works are carried out it is important that the risk from fire is assessed and appropriate protective and preventative measures implemented. Appropriate fire risk assessments are required by both the RRO and The Construction (Design and Management) Regulations 2015. It is important that these fire risk assessments and their associated emergency plans dovetail with the fire risk assessments and emergency planning for the existing premises.

3.5 Building Safety Act 2022

The Building Safety Act (BSA) introduces the role of the Building Safety Regulator and is applicable to all buildings and construction work and introduces new statutory roles for clients, designers and contractors. The client has a statutory duty to take all reasonable steps to assure themselves that those they appoint to work on a project are competent to do that work.

Greater emphasis and responsibilities are placed on higher risk buildings (deemed 'in scope') which includes high rise buildings over 18m in height, or over 7 storeys, and which contain at least 2 residential units. Hospitals and care homes over the height threshold are also considered in scope. However, the scope of higher risk buildings may alter with the future introduction of secondary legislation.

3.6 Insurance Companies

It should be recognised that insurers may require works to be undertaken in order that the building owner ensures an adequate standard of risk management throughout the life of the premises which may go beyond the requirements of the Building Regulations and other legislation.

3.7 Further Requirements

The below lists other legislation and guidance which may be considered relevant to the fire safety management of the Trusts estate:

- Licensing Act 2003
- Equality Act 2010
- Heritage and Listed Buildings
- Sector specific H&S Guidance
 - E.g. Health and Safety Executive (HSE), Consortium of Local Education Authorities for the Provision of Science Services (CLEAPPS), etc.



4. Responsibilities

As outlined in Section 3.1 above, the RRO places a duty for fire safety management and precautions on the responsible person, this is broadly defined as the employer or person control over a premises.

The responsible person on behalf of the Trust is the Chief Executive Officer and the Board of Directors of the Bishop Konstant Catholic Academy Trust. The designated responsible person on each site on behalf of the Trust is the Headteacher/Head of School. The following paragraphs provide further detail as to assigned responsibilities and other duty holders within the Trust.

4.1 Directors and Chief Executive Officer

The Board of Directors have ultimate responsibility for fire safety in Trust schools, the operational implementation of fire safety has been delegated to the Chief Executive Officer however legal responsibility remains with the Directors.

4.2 Trust Head of Estates and Operations

The Trust Head of Estates and Operations is responsible for sponsoring the development of this policy, its implementation throughout the Trust schools and for ongoing monitoring of quality and standards.

4.3 School Academy Council /Headteacher/Head of School

The School Academy Council has overall responsibility for fire safety within their school premises however delegated responsibility is with the Headteacher/Head of School for the implementation of the Trust Fire Safety Policy. They may delegate key roles to school staff to ensure fire safety standards are met.

The Headteacher/Head of School is responsible for ensuring all individuals within their school with delegated fire safety responsibilities are aware of the requirements placed upon them, and have the relevant skills, training and competence to perform those duties.

4.4 Premises Managers/Caretakers

The Headteacher/Head of School may delegate responsibilities to the premises managers/caretakers. Such responsibilities may include:

- Regular tests of fire alarm systems
- Inspection, reporting and maintenance of fire doors
- Inspection and reporting of firefighting equipment including extinguishers and fire blankets
- Monitoring and reporting of automatic fire suppression systems such as gas shut-off valves, automatic door hold open release, fire shutters etc.



- Fire Marshall
- General housekeeping

4.5 Teachers

The Headteacher/Head of School may delegate responsibilities to the school teachers. Such responsibilities may include:

- Fire Marshall
- General housekeeping

4.6 Cleaners

The Headteacher/Head of School may delegate responsibilities to the school cleaners. Such responsibilities may include:

- Fire Marshall
- General housekeeping

4.7 All Individuals - Staff, Pupils, Contractors, Visitors

All staff and persons occupying, using or visiting Trust schools and academies have a duty of care to themselves and each other and a responsibility for documenting fire safety hazards. They must comply with all fire safety arrangements; refrain from interfering with or misusing fire safety processes or equipment; and inform an appropriate person, e.g. their line manager, form teacher, or staff member of any personal fire safety requirements and any observed deficiencies with existing fire safety precautions at the school.

Staff and persons bringing visitors onto Trust premises are responsible for their safety and are required to provide salient fire safety information to their guests and details of evacuation in the event of an emergency.

5. Improvement and Auditing System

It is the responsibility of the Board of Directors and Chief Executive to ensure this policy is understood and implemented by each school and persons with delegated responsibilities.

The Trust shall undertake periodic audits of the schools within the Trust to ensure the principles of the policy are being applied wherever practicable. Where non-conformities are identified, the Trust shall review the relevant details of the incident to determine if improvements are required at the school level, or a revision of the requirements of this policy are required, thus allowing for continuous monitoring of the effectiveness of this policy.

The Trust shall retain documented information as evidence of the nature of incidents or non-conformities identified during the audit process, any subsequent action taken and the results of this action.



The Trust shall be responsible for reviewing this policy periodically to ensure that it meets legal requirements as well as the ongoing requirements of the Trust, and reflects best practice. It is recommended the review is conducted at least triennially unless there is a significant change in relevant legislation, in which case an interim review may be required. The Trust will aspire to conduct any review of this policy in consultation with specialist external consultants.

6. Access and Facilities for the Fire Service

Any equipment provided for fire service use shall be readily accessible by the fire service. This will include access gates and barriers, dry riser inlets and outlets, firefighting lift controls, etc.

A copy of relevant Fire Safety information, including hazard locations and emergency facilities e.g. fire hydrants, firefighting lifts, dry rising mains, etc. should be provided and made readily available at the entrance to each main building for Fire Service use. The location of electricity supply switches, gas shut offs and unusual or high risks to firefighters should be indicated by appropriate door signage and located on plans provided for fire and rescue service use.

The fire and rescue service should be invited to attend each school on a regular basis to undertake familiarisation visits for the purpose of tactical pre-planning in the event of a fire occurring. School emergency plans should include arrangements for meeting and providing information and support to fire and rescue responders both during normal occupation e.g. term time, and out of hours or during school holidays.

Section 15 of AD-B provides requirements for firefighting vehicle access to buildings based on floor area and height of the building.

6.1 Firefighting Shafts

Firefighting shafts shall be provided within new buildings where any of the following conditions apply:

- Any building with an upper story, of any size, over 18m above fire service vehicle access level
- Any building with an upper story with a floor area exceeding 900m², over 7.5m above fire service vehicle access level
- Any building with a basement more than 10m below fire service vehicle access level
- Any building with two or more basement storeys each with a floor area exceeding 900m².



7. Firefighting Equipment

7.1 Fire mains

Fire mains (Wet or Dry Risers) shall be included in any building containing a firefighting shaft, and in any building where any floor is higher than 11m above fire service vehicle access level. Fire mains should be designed and installed in accordance with BS 9990 (Non-automatic fire-fighting systems in buildings – Code of Practice).

7.2 Portable Firefighting Equipment

Staff and students are not expected to use a fire extinguisher in the event of a fire. Any attempt to extinguish a fire should only be on the basis that it is safe to do so without undue personal risk. All staff are required to undertake training on use of portable fire extinguishers as detailed in Section 7.3 below.

Portable fire extinguishers should be selected and positioned in accordance with the recommendations of BS 5306-8 (Fire extinguishing installations and equipment on premises Selection and positioning of portable fire extinguishers. Code of practice) and commissioned in accordance with BS 5306-3 (Fire extinguishing installations and equipment on premises. Commissioning and maintenance of portable fire extinguishers – code of practice).

In principle, portable firefighting equipment will be provided adjacent to fire exits and call points. Extinguishers will be required in science laboratories, computer server rooms, kitchens and areas with valuable contents. Fire Blankets shall be provided in kitchens and science labs.

7.3 Fixed Hose Reels

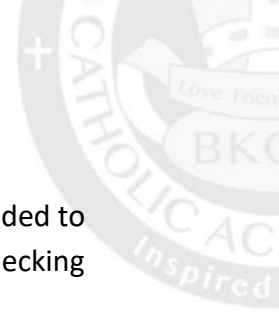
Fixed hose reels are not accepted for use in Trust schools.

8. Fire Safety Management

It is widely acknowledged that the facilities installed into a building for life safety will only be effective if it is adequately managed, maintained and monitored over the whole life of the building, and if those persons responsible for fire safety management are adequately trained to manage fire safety, and handle incidents. Good management is a key element of fire safety.

BS 9999 identifies a number of management levels with a 'best practice' approach considered as Level 1, the highest category. With regard to the Trust estate, a Level 1 or equivalent system is deemed an appropriate benchmark to aim for.

The RRO imposes a duty on those having responsibility for fire safety within occupied premises. Those responsible for fire safety management should help prevent fires occurring by creating an environment in which prevention is a priority and ensuring systems are put in place to deal with a small fire should one occur. It is essential that in the event of a fire, all fire safety provisions function as intended and all fire emergency procedures are



implemented in order to facilitate appropriate action. Daily inspections are recommended to ensure these measures are available at all times. Such inspections should include checking that:

- Escape routes and final exits are kept clear and unobstructed
- Fire doors are kept closed and not obstructed
- Door locks, panic bars and automatic door release mechanisms operate effectively
- Fire safety signs and notices, fire extinguishers, manual call points and emergency escape lighting are not obstructed
- Storerooms are well-managed, and stock stored in appropriate locations

There should be an effective means of communication to document any deficiencies.

Fire safety audits should be carried out periodically to ensure these measures are being applied. Fire Safety Management must be regarded as of equal importance to fire protection measures.

The managerial burden should be reduced as far as is reasonably practicable and physical controls are preferable to those reliant on ongoing management.

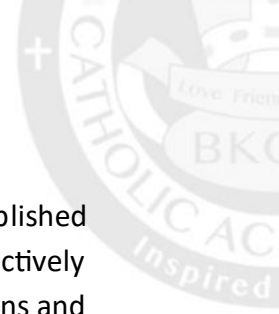
The following reference documents have been prepared to support of the Trust's fire safety management system:

1. Trust Fire Safety Policy, and supporting policies
2. School Fire Risk Assessments

Specific plans should be drawn up for all premises and should include:

- Developing and maintaining emergency plan(s) including; General Evacuation Plans (GEEPs), and, where required, Personal Emergency Evacuation Plans (PEEPs)
- Plans for the mitigation of potential environmental impacts of fire (water run off)
- Risk management, contingency planning, restart planning
- Contingency plans for salvage and damage control
- Hot work permits and procedural guidance
- Cold works permits and procedural guidance (see section 13.1.2)
- Site specific plans for the fire service to use upon arrival
- Contractor procedural guidance including for system impairments

A log of contractor and other visitor attendance should be maintained so that at any one time the number and location of all personnel can be ascertained. Evacuation plans should include arrangements for visitor and contractor accountability whilst on site, escorting as required, and their safe evacuation. Evacuation procedures should take into account the contents of this document and exercised at the earliest opportunity.



Planned, preventative inspection, maintenance and testing procedures should be established and used to ensure that all fire protection systems, including doors can operate effectively when required. Arrangements should be made for all fire safety equipment, installations and systems (including; fire detection systems, door control mechanisms, emergency escape lighting, standby power systems, and all passive fire protection provisions) to be inspected and tested on a regular basis by a competent person.

Routine maintenance, inspection and testing for particular systems should be carried out in accordance with the manufacturer's requirements and relevant British Standards and by competent engineers.

In support of the fire safety management within schools the following are required:

- To ensure that its fire safety documentation and Fire Safety logbook reflect the current circumstances within the premises, records kept up to date, and changes are maintained.
- Ensure that effective monitoring and maintenance of all systems and procedures that support early warning of fire, means of escape and property protection takes place, in line with relevant Standards and guidance.

8.1 Fire Risk Assessments (FRAs)

The RRO places a duty on the 'responsible person' to take such general fire precautions to ensure, so far as reasonably practicable, the safety of his employees and other relevant persons as may reasonably be required, and to identify the need for preventative and protective measures as described in the RRO. In order to identify those general fire precautions, the responsible person must make a suitable and sufficient assessment of the risks to which relevant persons are exposed.

All occupied buildings in the Trust estate will be the subject of a biennial Fire Safety Risk Assessment by competent fire safety consultants approved by the Trust. The Fire Risk Assessments will be reviewed in-house at least annually, and will particularly consider/include:

- Changes to the use of the building, activities taking place in the building, or the way the activities are organised, including the introduction of new equipment
- Alterations to the building(s), including the internal layout
- The introduction change of use or increase in the storage of hazardous substances
- Significant changes to the type and quantity and/or method of storage of combustible materials
- Significant changes in the occupancy levels
- A significant change in the mobility level or other factors influencing the response of students, visitors or staff in an emergency



- Changes to the management of the organisation
- A review of any failures of fire precautions, e.g. fire detection and alarm systems – to ensure any faults have been rectified
- A review of all staff training – to ensure it is up to date
- A review of all fire incidents, alarm activations and ‘false’ alarms - to ensure steps to prevent them reoccurring in the future have been taken
- A review of all fire drill records – to ensure any ‘learning points’ have been implemented
- A review of the fire logbook(s) – to ensure all checks, tests and inspections are being completed properly at the relevant intervals and all equipment is in good working order
- Progress with the recommendations in the previous year’s Fire Risk Assessment

The outcomes of the review should be formally recorded.

8.2 Document Information to be Held

The Trust is to provide all schools with a Fire Safety Logbook containing relevant information and guidance and a provision for the recording of activity undertaken for the maintenance and testing of fire safety measures at individual schools. Schools should maintain the logbooks in order to enable its own as well as external audits to demonstrate compliance. Where schools choose to maintain records in another medium e.g; electronically, the Trust Fire Safety Logbook template should be maintained.

The Logbook should include the following information:

- The Trust Fire Safety Policy
- The School’s Fire Strategy
- The current Fire Risk Assessment and Action Plan, plus internal reviews if undertaken
- Information for each element of fire safety management e.g. Fire Detection and Alarm System, together with testing frequencies.
- Plans and schedules of fire safety equipment provided e.g. locations of fire alarm equipment, call points, emergency lighting units, portable firefighting equipment etc
- Records of ancillary fire safety provision testing and maintenance e.g. emergency exit door devices, kitchen extract system deep cleaning, curtains and drapes certificates, etc*

*if records are maintained in another location within the school, there should be a means to cross-reference their location within the relevant section of Fire Safety Logbook, for ease of retrieval.



8.3 Training

Any changes in procedures introduced as a result of this strategy, future strategies, structural or other changes affecting means of escape provision should be communicated to those responsible for fire safety management. Instruction and training should be delivered as required.

Training should be provided in line with Trust policy and local training needs analysis, informed by relevant policies, plans and procedures, Fire Risk Assessments and other relevant audit findings. Staff who have specific functions such as fire wardens and staff who manage evacuation, staff who are tasked with investigating fire alarm actuations and staff with specific task in relation to assisting mobility restricted people to escape, should receive specific training for these roles. To comply with Health and Safety legislation, all members of staff who would be expected to use fire or evacuation equipment e.g. an Evac+ Chair should have documented training and certification to demonstrate competency in their ability to use the chair.

The minimum information or training that should, as part of an induction, be given to new contractors or staff who access the premises is:

- The location and use of the escape routes from their working area(s)
- The method of raising the fire alarm in their working area (fire procedures)
- Any significant fire hazard or other hazard in their area of work
- Fire evacuation procedures
- Contact arrangements for site staff.

It is the responsibility of each school to regularly provide fire safety information, briefings and training to all school building occupants, users and affected persons, appropriate to their role and reason for being on the school premises; this includes undertaking regular fire evacuation drills (at least termly). The following table provides information on the minimum requirements for staff training and should be used as guidance for local training needs analysis.



Type of Training	Staff	Time Scale	Refresher Frequency
Induction – Basic fire safety & prevention training and familiarisation with school's fire exits, fire drill and emergency evacuation procedures (In-house training)	All staff and contractors who are on site on a regular basis	First day	
Refresher on school's emergency evacuation procedures (In-house training)	All staff and contractors who are on site on a regular basis		Annually
Fire safety and fire prevention (In-house training)	All staff and contractors who are on site on a regular basis	First term	Annually
Fire safety - testing of alarms, call points & emergency lighting and checks on fire safety equipment (e.g. fire extinguishers) and features (e.g. fire doors and escapes routes) (In-house training)	Premises / Facilities Manager and Premises staff	As soon as given the role	As and when new equipment or procedures are introduced
Firefighting - use of extinguishers & fire blankets (Practical training)	DFO, premises team, fire marshals, catering staff, science staff, art dept. staff, DT dept. staff, food technology dept. staff, boarding staff	As soon as given the role	5 years
Fire Safety for Fire Marshals (Half day course)	Nominated staff	As soon as given the role	

Each school’s training needs analysis and programme should be included in the relevant section of the Fire Safety Logbook, together with a record of all staff who have received training, and the course or training event information. Staff training should include health and safety-related training specific to fire hazards within the school associated with teaching or management e.g. Gas Brazing equipment, Laser Cutters, 3-D printers, hazardous substances, etc.

The Trust will undertake a review of training needs appropriate to its own staff who have responsibilities under the RRO and/or who provide technical support to schools within the Trust. Those having responsibility include members of the Board of Directors and the Chief Executive and others with delegated responsibility.

All staff should receive structured fire safety training on a periodic basis to include inset days. The subject matter and those who received the training should be recorded. Access is available to schools to training materials provided by the Trust.

8.4 Event Management

It is the responsibility of each school to ensure all events occurring on school premises are appropriately assessed, managed and follow the correct procedures for fire safety. Events include, but are not limited to: Open days, Sports days, Parents’ evenings, Drama productions, Concerts and musical events, Exhibitions, Speech day, Careers fairs, Summer fetes and



Christmas fairs, Bonfires and firework displays, Dinners and BBQs, School sleepovers, Discos and balls, Quiz nights, etc.

Every event, either managed by an external party or by Trust/School staff will be provided with relevant information from this fire policy, and the school fire risk assessment and must complete a specific fire risk assessment for the event.

Event management will include the requirement to follow any detailed guidance, including occupancy capacity and fire safety management arrangements, identified in Fire Risk Assessments. Particular attention is drawn to the requirement to provide and maintain means of escape, and to ensure that fire risk is not increased or imported through the addition of combustible materials into the venue or ignition sources e.g. 3rd party equipment.

Where external buildings are temporarily used by the schools, such as for school events, concerts or residential trips, it is the responsibility of the event organiser to confirm suitable fire safety arrangements are in place at the intended venue or facility.

8.5 Internal Fire Spread

The Trust recognises that the rate at which a fire spreads across the surface of a ceiling or wall and the extent to which it contributes to the fire growth is an important factor in the how quickly a fire will grow. It is important to control this feature, particularly in escape routes. The requirements for surface linings of walls and ceilings are contained in AD-B and BB100. It is the trust policy to comply with these requirements in the choice of any materials used within Trust buildings. Additional requirements in relation to fire loading and spread which are to be considered, are listed below.

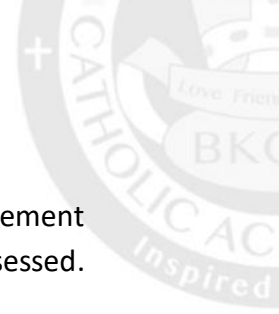
8.5.1 Fire/Fuel Loading

Consideration must be given not only to proposed use of any school occupancy but also potential use in the future. With the need to create income by increasing pupil numbers and external users there is likely to be pressure to increase the capacity of buildings above their original design.

Clear explanations of fuel load limits imposed by the design must be supplied such that end users can understand and apply them; this is particularly important for escape routes and circulation spaces.

Future potential furnishing and storage requirements should be considered, not least to discourage the practice of turning escape routes into storage areas.

Adequate secure storage for bulk waste and receptacles should be located externally at least 6m from school buildings, or in a 60min fire compartment within the ground floor accessible only via an external door. Only lockable, enclosed skips should be provided for use by schools.



If the outside of the building is to be used for display purposes such as large advertisement banners, neon signs or external awnings, such items may present a risk that must be assessed.

Consideration must be given to the adequate provision of lockable cupboards and storage areas not only for combustible materials but also bulky or temporary equipment and furniture to prevent the obstruction of escape routes.

8.5.2 Furniture and Furnishings

There is currently no specific legislation regarding the flammability of office furniture, however the Furniture and Furnishings (Fire) (Safety) Regulations 1988 set levels of fire resistance for domestic upholstered furniture, furnishings and other products containing upholstery. All schools within the Trust are expected to only procure products that meet those Regulations. It is essential that any items brought into the school by staff also meet those requirements, and schools shall not accept donated furniture from any source unless it includes correct fire-retardant labelling.

8.5.3 Maintenance of Furniture and Furnishings

Curtains and drapes used in schools should be fire retardant and certified to BS5867-2 (Fabrics for curtains, drapes and window blinds – Flammability requirements. Specification). Washing and cleaning of curtains and drapes should be undertaken to the same standard, with fire-retardant treatment reapplied prior to being reinstalled in the school, and a record maintained.



9. Emergency Planning

The Trust is developing a corporate Business Continuity Plan (BCP). Each individual school is also required to produce and maintain its own Business Continuity Plan. BCPs are intended to identify those measures required to reduce the likelihood of the loss of organisational capability as well as reduce the potential disruptive impact of an event, and aide the earliest possible restoration of normality. As well as protecting the significant financial assets within the estate, effective business continuity planning could also reduce the potential negative impact on the academic work e.g. exam facilities and course work produced by students, and limit reputational damage that might result from a major incident.

Business Continuity Planning requires schools to assess any and all risks that can affect its operations, including fire. Once those risks have been identified the business continuity plan should set out the following:

- to define those risks that can affect schools' operations
- to determine how those risks will affect operations
- to identify safeguards and procedures to mitigate those risks
- to implement safeguards and procedures
- to test procedures to ensure they work
- to review the process to maintain its currency
- to communicate relevant information to staff

This policy will support schools in planning and control through the effective assessment of active and passive fire protection measures. This can be coupled with bespoke risk reduction measures to reduce the likelihood and extent of any fire within the estate through its early detection and restricting fire spread through the provision of compartmentation, and where appropriate, fire suppression systems. In identifying risks, schools should consider high-value assets within the process, both monetary and organisational, such as servers and hubs.

As part of any future design project for new build or refurbishment projects, liaison will be required between the Trust representatives and the school in order to ensure that Business Continuity Plans and procedures, as well as fire risk assessment methodologies are applied to identify those additional measures required to reduce the potential and extent of business interruption in the event of a fire, as well as protect key assets.



10. Fire Prevention

The incorporation of fire prevention measures in the design stage can have significant benefits rather than attempting to apply such measures after completion. There may well also be cost benefits to designing in such features, not only in regard to installation costs, but after completion in the form of reduced insurance charges. Input at the design stage from an experienced fire safety professional or fire engineer may well have significant benefits.

Prevention Objectives:

- Mitigating the effects of fire by proper design, construction, arrangement, and use of buildings
- Maintaining a suitable and sufficient Fire Risk Assessment process
- Appointing competent persons to assist in carrying out fire prevention measures and allocating responsibilities to Key Duty Holders
- Carrying out regular inspections of all premises to identify fire hazards and risks
- Providing relevant fire safety information and training, including regular fire drills to persons occupying, working in and visiting all BKCAT premises
- Ensuring all fire safety and electrical and mechanical equipment is regularly maintained, serviced, checked, tested and inspected to ensure it is good working order and appropriate records made and held on-site
- Employing processes to ensure flammable products are substituted for less flammable products where appropriate
- Managing specific risks that increase the risk of fire, e.g. hot work

As stated in the Trust Health and Safety Policy, all members of staff have a legal duty to take reasonable care for their own health and safety as well as other persons who may be affected by their actions. That duty of care extends to making themselves aware of the fire safety equipment, policies and procedures in place, and not interfering or misusing any equipment provided for their safety or that of their colleagues, pupils and visitors.

The most effective component of fire safety in schools is prevention - avoidance rather than intervention after an incident occurs. Teachers and other staff are key to ensuring that fire safety provisions are properly looked after and any activities that have a degree of fire risk, carefully managed. For example, where fire safety equipment is found to be damaged or out of place, escape routes compromised by poor storage or inappropriate arrangements of desks and other items, poor housekeeping, out of date electrical test labels, etc. these should be addressed immediately and reported.

The Trust and Schools will provide relevant and timely information and training in order that staff and pupils can perform their assigned roles and responsibilities under the legislation, estate and school policies.



10.1 Housekeeping

The Trust recognises the importance of high housekeeping standards in the prevention of fire. There are two primary aspects to housekeeping: reducing the chances of a fire starting or developing and maintaining the availability of escape routes. Each school shall ensure systems and work practices exist which will seek to prevent a fire through:

- keeping combustible materials separate from possible ignition sources
- storing flammable liquids, paints and solvents in appropriate containers
- recognition of potential hazards and the mitigation of the fire risk associated with these
- monitoring proper waste control (including waste bins)
- checks on electrical circuit over-load
- clearing waste from the outside of the building
- ensure cleaners and materials cupboards are tidy and secured
- ensuring that material and equipment is not stored in such a way that it materially hinders escape routes
- A daily inspection of discrete parts of the building shall be carried out after closing to ensure that the areas are left in a safe condition
- Non-essential electrical services shall be turned off at the mains. Any gas-fire equipment that is not equipped with flame supervision devices should be turned off
- The use of portable electrical appliances (including extension leads and adaptors) shall be in line with the Trust policy
- any other routine precautions that are deemed necessary

10.2 Lockers

The management of pupil bags, coats and other items on escape routes is a known challenge recognised by the Trust. The Trust are aware of coat hooks on corridors and within unprotected cloakrooms in a number of schools. Due to current management arrangements within the Trust, this is deemed to be a tolerable risk in the short to medium term. The aspirational aim of the Trust is for these unprotected stores to be removed from Trust schools where practical to do so.

When refurbishment works are planned within a school, consideration should be given in the early scoping stages for removal of unprotected cloak areas, or the installation of appropriate lockers of limited combustibility, with sloping tops. Where cloak rooms are present, these should be enclosed in fire resisting construction as detailed in section 12.5 below, and should not be located on an escape route.



10.3 Arson Prevention

The Trust acknowledges that as a consequence of their location and operational environment, schools cannot be considered to be a wholly secure environment. While there is always the potential threat of arson due to the nature of the business, there have historically been few incidents of arson or anti-social behaviour documented across the estate.

Security from the threat of arson will be considered during the design phase of any new project. Advice and information will be sought from Trust risk managers and external security professionals as appropriate in order to reduce the opportunity and likelihood of arson, through practical means. The Trust will use the Secured by Design Schools guidance produced by ACPO SBD as the basis for consideration of security and arson prevention requirements in new buildings and major refurbishments within the estate.

Where CCTV is to be provided for security purposes, consideration shall be given to using Infra-Red enhanced cameras that give better night-time vision.

Access control will be considered for all new buildings and major refurbishments within the estate.

Schools should ensure that all staff are aware of the control measures, policies and procedures in place to reduce the threat of arson. Where security staff are employed by schools, they should be also being made aware of control measures, policies and procedures in place to reduce the threat of arson.

10.3.1 Maintenance

To deter arson attempts waste stores should comply with the following requirements:

- External bins should be stored well away from the main building and secured to a wall or within a secure compound
- External bins or skips should be fitted with a lockable lid
- Waste stores should be emptied on a regular basis
- Storage of additional waste next to bins/bin stores should be avoided and additional waste collections arranged as and when required



11. Control of Works

11.1 Competent Persons

Under the RRO the Responsible Person is charged with ensuring that Competent Persons are used. It is therefore important to unambiguously specify the standard of workmanship required for installers, maintainers and reactive contractors. This must include any external consultants that conduct any design elements and fire risk assessments etc.

Confidence at the required level of performance can be achieved will be demonstrated by the use of a system, material, product or structure, which is provided under the arrangements of a product conformity certification scheme and an accreditation of installers scheme. Many certification bodies which approve such schemes are accredited by UKAS.

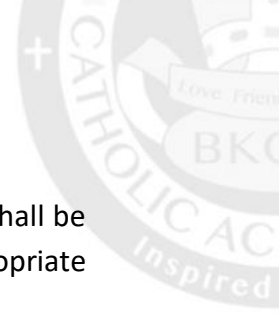
In addition to the above, although there is currently no legal requirement for 3rd Party Accreditation and Certification for structural fire safety components, Building Regulations state:

“Since the performance of a system, product, component, or structure is dependent upon satisfactory site installation, testing and maintenance, independent schemes of certification and registration of installers and maintenance firms of such will provide confidence in the appropriate standard of workmanship being provided. Third party accreditation provides a means of ensuring that installations have been conducted by knowledgeable contractors to appropriate standards, thereby increasing the reliability of the anticipated performance in fire”.

Installers should be third party certified to install the specific product / system when an appropriate scheme is available. For example, the BRE/LPCB scheme LPS 1531 covers the requirements for the approval and listing of companies installing or applying the following passive fire protection products:

- Penetrations, Cavity Barriers and Linear Gap Seals
- Fire Rated Board and Cladding to Steels
- Intumescent Coatings to Structural Elements
- Fire Rated Spray Materials
- Fire Rated Ductwork Systems
- Fire Resisting Dampers; and
- Fire Resistant Compartment Wall Systems

The alternative to third party accreditation schemes to guarantee competent installations is by using inspection and auditing services to guarantee that fire safety components are being installed competently to the required standard of workmanship. Suitable organisations include BRE, Warrington Certification, BM TRADA and the BWF.



In order to give confidence in performance, all fire protection products and systems shall be installed by adequately trained specialist installers, third party certified when an appropriate scheme is available.

12.0 Approach to Design and Maintenance

The Trust's core design strategy is based on the early detection and warning of fire in order to preserve life by facilitating speedy evacuation from its premises.

The Trust estate comprises buildings that range in age and type with a combination of original features and various alterations in place.

Any scheme of improvement to existing buildings will be based on priorities established through risk assessment, against a benchmark of what is reasonably practicable, with the aim of securing maximum long-term improvement from investment. This section of the policy identifies legislative requirements in the fire safety of school buildings as defined by the Building Regulations and the RRO, supported by design standards including AD-B and BB100 etc. Section 13 below identifies additional, aspirational standards to help the Trust achieve this target wherever possible.

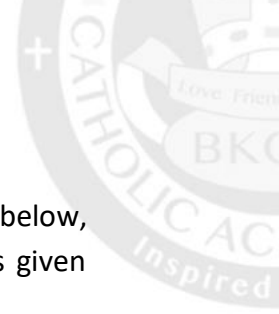
Compliance with Approved Codes of Practice and legislative guidance documents is expected where practical, however where Trust driven requirements necessitate BS 9999 (Fire safety in the design, management and use of buildings. Code of Practice) and fire engineering solutions may be used where beneficial. Any variation from simple compliance with Approved Codes of Practice will require full explanation in the building Fire Strategy including any implications for future changes in design or use.

The Trust's policy is to include all users who may have reduced mobility or limited appreciation of fire safety. Ease of escape for such persons must be considered in the initial stages of the design process. Any requirement for evacuation assistance or portable equipment should be avoided where practical.

12.1 Means of Escape

12.1.1 Design

All escape routes should be designed to enable self-evacuation wherever practicable. All buildings within the Trust estate should have designated primary and secondary escape routes leading to a place of safety and the designated assembly points. Escape routes should be adequately signed and covered by emergency lighting. Building specific details should be recorded on the fire drawings held at each school.



Travel distances for escape routes will generally meet the requirements set out below, however each building and area should be considered in relation to the limitations given within Approved Document B:

Location	Escape in one direction only	More than one escape direction
General areas	18m	45m
Special hazard rooms (see 5.6.1 below)	9m	18m

In new buildings where BS9999 is used as the basis to satisfy the requirements for fire safety. Travel distances may be extended if additional fire protection measures are provided but subject to certain limitations.

During the design phase, every effort will also be made to avoid dead-end conditions and inner room situations. Where dead-end corridors exist, they shall be protected corridors, separated from the remainder of the accommodation by a minimum of 30 minutes fire resistance, having FD30S doors fitted with self-closing devices.

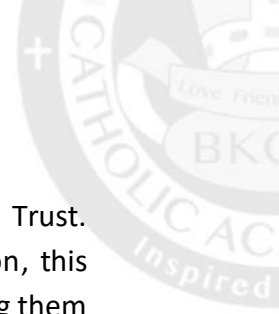
Approved Document B dictates that inner room situations will be addressed by the following:

- The access room shall not be a place of special fire hazard, and
- Either, a suitably sited vision panel shall be located in the dividing wall or door; the access room shall be fitted with automatic fire detection, or the dividing wall shall terminate at least 500mm from the ceiling.

Final exit doors should lead to a place of ultimate safety. Where a final exit leads to steps outside the building, care should be taken to avoid having only single steps. The Trust will aim not to use external escape stairs or spiral stairs in any future design for a new build project or refurbishment.

Doors on escape routes should open in the direction of escape travel. Final exit doors should only be secured by simple fastenings that can easily be opened without the use of a key and without having to manipulate more than one device. Where practical, final exit door devices should be uniform throughout a school.

Where an escape route is beside an external wall of any Trust building, that part of the external wall (including windows) within 1800mm of the escape route should be of fire resisting construction, up to a height of 1100mm above paving level of the route.



Fire engineered design is not the preferred route to compliance employed by the Trust. However, where fire engineering is proposed for a specific means of escape solution, this must be developed in consultation with the Trust and all relevant stakeholders, making them aware of the short, medium and long term impacts of the proposed solutions. Where evacuation simulation models are to be employed, 3rd Party accreditation is obligatory. Adequate safety margins must be built into evacuation time studies allowing for fire related challenges, in particular slow response times and the potential numbers of users who may have difficulty evacuating, which will include staff and pupils with temporary issues, as well as mobility impaired persons.

12.1.2 Maintenance

It is the responsibility of all staff within the Trust to ensure good housekeeping of means of escape are maintained to ensure clear escape routes free of trip hazards, and to prevent the build-up of flammable material.

All means of escape routes to be inspected daily by those with delegated responsibilities including Teachers, Premises Managers and Cleaners

All final Exit doors to be inspected daily by premises managers/caretakers to ensure they are secure from external access when closed and open freely by use of a single action internally.

12.1.3 Displays

Displays and notice boards generally comprise materials such as paper, cardboard and plastic which provide means for rapid fire spread.

Notice boards within classrooms should be located away from potential sources of ignition and should not extend further than of 2.5m without a minimum 0.4m gap.

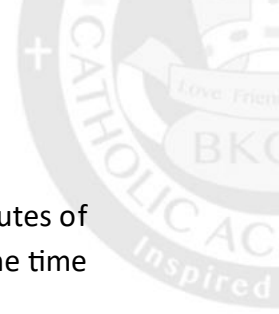
Notice boards in a protected means of escape or dead end corridor should be fitted with a cover such as glass or polycarbonate (top hung so as not to be left jutting out into the corridor).

Any display in corridors should extend no more than 3m and should have a 1m gap between displays. They should contain fire retardant materials or be treated with a proprietary flame-retardant spray.

12.2 Evacuation

12.2.1 Design

The Trust's escape strategy is to ensure that, as soon as a fire alarm is activated, all of the occupants leave the building simultaneously. The actuation of a call point or detector will therefore be required to give an instantaneous warning from all fire alarm sounders for an immediate evacuation.



Each school will aim to ensure that all buildings can be fully evacuated within 2.5 minutes of the alarm activating. There is no sleeping accommodation within the Trust estate at the time of writing this policy.

It is the responsibility of each school to ensure that there are sufficient fire evacuation marshals across all school buildings to support evacuation plans.

In all new build and major refurbishment projects, provision will be made to support strategies for persons who might need assistance with evacuation, including the provision of evacuation lifts or a firefighting lift used for evacuation purposes (subject to the requirements for the use of lifts), and refuges with emergency voice communication facilities. Refuges will comply with the design requirements of Approved Document B.

Each school will ensure the provision of appropriate instruction and fire action notices covering evacuation procedures to all staff, students, visitors and contractors. Fire Action Notices will be located adjacent to each Fire Alarm Call Point, within classrooms and other relevant locations. Each school will ensure that evacuation plans exist and are practiced on a termly basis, with records maintained accordingly.

12.2.2 Maintenance

Schools will be required to maintain a live record of all visitors to the premises to ensure full evacuation in the event of a fire alarm activation. Adequate numbers of fire marshals are to be appointed to assist in full evacuation.

To aid in familiarity with emergency procedures, full fire alarm drills will be completed once each academic term. Full evacuation time and any issues which arise during the evacuation exercise must be recorded and any necessary actions assigned to a responsible person with a resolution also recorded.

Any requirement for evacuation assistance or equipment within existing buildings should be addressed locally through the use of Personal Emergency Evacuation Plans (PEEPS). Where there is an identified need to use evacuation chairs or other portable devices, consideration must be given to the number, location and availability of Trust staff to aid evacuation. To comply with Health and Safety legislation, all members of staff who would be expected to use evacuation equipment e.g. an Evac+ Chair must have documented training and certification to demonstrate competency in their ability to use the chair.



12.3 Lifts

12.3.1 Design

Lifts are not be used for evacuation purposes unless they have been designed and installed to an evacuation standard. Accommodation lifts can only be used for evacuation purposes when subject to a risk assessment in accordance with BD2466 (2009) published by Department for Communities and Local Government. Accommodation lifts should carry as standard 'do not use in case of fire' signage.

12.3.2 Maintenance

Lifts and any lifting equipment such as evacuation chairs should be subject to regular maintenance and inspection as required by the Lift Operation and Lifting Equipment Regulations (1998), the Provision and Use of Work Equipment Regulations (1998) respectively and any additional insurance requirements.

12.4 Occupant Profile and Capacity

12.4.1 Design

In addition to school staff and pupils within each of the sites, it is anticipated that visitors will be limited to Trust staff, parents, and contractors. Those principal occupants within the schools are characterised as being familiar with the buildings and the evacuation procedures. Unescorted Trust staff and contractors are inducted and made familiar with those parts of the school being visited. Other visitors will be escorted whilst on site.

Rooms having a capacity of more than 60 persons should have at least two exits with outward opening door, remotely located from each other so that a fire in any single location within the room does not prevent escape from both doors simultaneously.

In all new build and major refurbishment projects, design occupancy figures for all areas shall be recorded as this factor determines the width of escape routes, staircases and doorways, as well as the number of exits required.

12.4.2 Maintenance

Each School within the Trust will be required to record and maintain occupancy figures for each of it's occupied rooms to ensure these totals do not exceed design capacity. This information should be recorded within the school fire strategy.

Occupant capacities for meeting and assembly rooms will be assessed on an ongoing basis as part of the Fire Risk Assessment regime in place within the Trust and recorded within the assessment document. Schools are required to ensure that capacities are adhered to and that means of escape are maintained during events.



12.5 Compartmentation

12.5.1 Design

The principal components of compartmentation within premises are those protecting means of escape, floors and walls separating occupancies, together with special risk rooms and places of a higher fire risk. The design of compartmentation must comply with requirement B3 of the Building Regulations.

Building Bulletin 100- Design for Fire Safety in Schools (BB100) provides design guidance for compliance with the Building Regulations.

Within the Trust estate there are a large number of converted older buildings, many of which have basements or cellars. In a number of cases, heating systems and/or electrical intake and distribution are housed within them. In school buildings there should be a minimum of 60 minutes fire resistance between the cellar or basement and the ground floor above.

Every service that is installed in a building, such as water pipes, electrical supplies, cable trunking and lighting units, can compromise the fire resistance of a room by creating openings in its walls, floors and ceilings.

Provisions in respect of fire-stopping are detailed as follows:

- joints between fire-separating elements should be fire-stopped
- all openings for pipes, ducts, conduits or cables to pass through any part of a fire-separating element should be:
 - kept as few in number as possible
 - kept as small as practicable
 - fire-stopped

Consideration for firestopping design includes:

- Required period of fire resistance
- Type, number and size of services contained within the aperture
- Later addition or removal of services
- Load bearing or impact resistance requirements
- Thermal movement or other ambient conditions; and
- Acoustic or other non-fire related requirements

Products should only be installed in accordance with fire tested details. Expanding polyurethane foams are rarely tested or suitable for sealing service penetrations. They must not be used unless evidence is provided to confirm they are tested and certified as suitable for each application.

Additional aspirational compartmentation design is provided in section 13.1 below



12.5.2 Maintenance

The number of openings in fire resisting construction shall be kept as low as reasonably practical. In addition, a cold works permit system will be put in place to ensure that contractors or site staff who breach compartmentation in order to undertake maintenance work or route services, adequately fire stop any resultant opening using proprietary materials and methods. In all cases, where there is a need to breach existing compartmentation, the Trust shall be notified prior to any works commencing and on completion of the works.

During maintenance and refurbishment works, existing firestopping may become damaged and require repair. Any repairs must be made with the same product; systems should not be mixed and matched as manufacturer's products will vary and products from one manufacturer have not been tested and may not work with similar products from another manufacturer. Similarly, seals damaged by the introduction of additional services should be repaired with the same product.

12.6 Fire Doors

12.6.1 Design

Doors located in fire resisting walls must also provide a level of fire resistance. Appendix C of BB100 provides detail for the level of fire resistance required for fire doors in different locations.

Fire doors in general use shall be fitted with "Fire Door Keep Shut" signs. Cupboards and storerooms will be fitted with "Fire Door Keep Locked" signs where they are usually kept locked shut and do not have self-closing devices fitted. Doors with electro-magnetic hold-open devices will be fitted with "Automatic Fire Door Keep Clear" signs.

In locations where, self-closing devices are required to be fitted to fire doors, they shall be overhead units meeting the requirements of BS 1154. This requirement also applies to double and 1½ leaf door sets, where each leaf shall be fitted with an individual overhead self-closing device.

Any fire resisting door that is required to have an air transfer grille fitted shall not be compromised in terms of its fire resisting qualities. Doors that are not required to resist the passage of smoke can be fitted with grilles containing only a heat-activated intumescent type device. Those doors that are required to resist the passage of both smoke and fire (on internal escape routes) shall be fitted with an electromagnetic / electromechanical device interfaced with the fire detection and alarm system.

All fire doors protecting means of escape shall adhere to the following:

- All fire door leaves should be of solid core construction and be free from physical damage



- Be fitted with intumescent strips and brush smoke seals
- Be fitted with a suitable self-closing device
- Be of contrasting colour to the walls or frame
- Be provided with mobility impaired friendly handles usable by a closed fist and one-handed operation
- Be marked and labelled as being of fire resisting construction
- Be marked with appropriate fire door signage
- Electrical door closers, locks and hold opens must fail safe in the event of a power failure or activation of the fire alarm
- All doors on an escape route and final exits that can be secured by a manual key lock must have a handle or other simple fastening that can be easily operated, without the need for a key or other specific technical knowledge, from the side approached by people making their escape

Where electro-mechanical door devices are fitted they should disengage on the actuation of the fire alarm system and designed in accordance with BS 7273 Part 4 (Code of practice for the operation of fire protection measures – part 4: Actuation of release mechanisms for doors).

12.6.2 Maintenance

Fire doors should be subject to a suitable system of maintenance and maintained in an efficient state, in efficient working order and in good repair. They will be regularly inspected and maintained by a competent person.

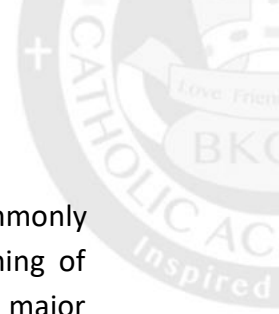
12.7 Means for Giving Warning in the Event of a Fire

12.7.1 Design

A fire alarm system is required throughout all schools and should be designed in accordance with BS 5839-1:2017 (Fire detection and fire alarm systems for buildings – Part 1: Code of practice for design, installation, commissioning and maintenance of systems in non-domestic premises). The minimum requirement for fire alarm coverage within every school property is a manual system (category M) with manually activated call points with sounders throughout the building.

In all cases, the Trust will apply a simultaneous single stage evacuation strategy. As a consequence, fire detection and alarm system design and performance, as well as building evacuation plans will be tailored to support this strategy. It is the intention of the Trust that all schools will be provided with a minimum L2 alarm system as and when practicable to do so. Further detail is provided in section 13.2 below.

In addition to the provision of early detection and warning in the event of a fire, fire alarm systems should also act to initiate other fire safety components such as the operation of door



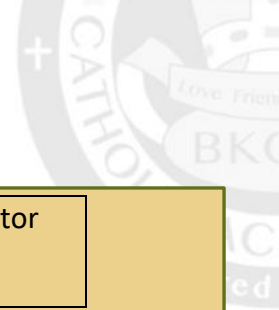
hold-open devices, smoke curtains, fire dampers, lifts, plant, smoke vents, etc., commonly referred to a 'cause and effect'. The requirement for cause and effect programming of detection and alarm systems will be assessed for all new school buildings and major refurbishments, and on a school by school basis for all existing buildings. Gas supplies and air handling systems must be interfaced to cut off on the actuation of the fire alarm and be provided with an automated reset. Computer server rooms may require specialised alarm systems. All such interfaced equipment must be provided with a key switch to allow independent testing of the system and equipment.

New systems should be compatible with or match existing effective systems. Changes of room use are common features so installations, detection and alarm equipment must be adaptable.

12.7.2 Maintenance

The fire alarm system in each school shall be maintained in accordance with guidance contained within BS 5839-1. The table below outlines the regular testing which should be included. Where a competent contractor is identified as the responsible person, this should be undertaken by a contractor that are third-party certificated by a UKAS-Accredited certification body.

Task	Frequency	Responsible Person
Fire Alarm test - Activation of manual call points on rotating basis and recorded in fire logbook	Weekly	Premises Manager/ Caretaker
Where applicable, load testing of emergency backup generators	Monthly	Premises Manager/ Caretaker
Inspection of vented batteries	Quarterly	Competent contractor
Periodic inspection and testing outlined within BS 5839-1 section 45.3	6-monthly	Competent contractor
System inspection and testing outlined within BS 5839-1 section 45.4	Annually	Competent contractor



Non-routine inspections due to system faults or changes	Ad-hoc	Competent contractor
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12.8 Emergency Lighting

12.8.1 Design

All escape routes both internally and externally should be provided with emergency lighting complying with BS 5266 (Emergency lighting – Part 1: Code of practice for the emergency lighting of premises) in order to fulfil the following functions:

- To clearly indicate and illuminate escape routes and exit signs, including escape routes which are external to the building
- To clearly illuminate exit door devices
- To ensure that changes of level and direction are indicated
- To ensure that fire alarm call points and firefighting equipment can be easily located

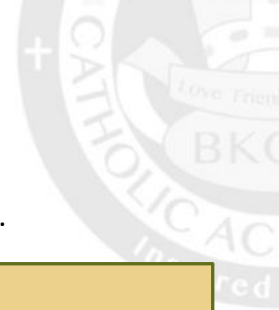
All common escape routes should be provided with adequate artificial lighting, with lighting to the escape stairs being on a separate circuit from that supplying any other part of the escape route. In most cases it will be sufficient to have a system of ‘non-maintained’ emergency lighting, e.g. where the luminaires are only illuminated if the normal lighting fails, as opposed to ‘maintained’ emergency lighting which is always on. Consideration should be given to lux levels where hazards are present in respect of people with impaired vision.

The Trust will aim to specify that emergency and escape lighting luminaires in all new build and refurbishment projects will be of the self-contained battery type, activated automatically in the event of a failure of a local sub-circuit, with a battery duration of 3 hours.

Maintained emergency lighting will be specified for use in places of assembly such as theatres, seminar rooms, and assembly halls within the schools.

Emergency lighting provided within existing schools within the Trust should be provided with a remote key-operated test capability, and an integral means of identifying that the unit is functioning (tell-tale device). Devices are to be installed in a uniform manner that ensures that tell-tale devices can be readily seen from the ground without having to resort to ladders or other equipment to access them. In all new or refurbished properties, a fully monitored, addressable emergency lighting system should be provided to reduce maintenance costs and provide accurate records of maintenance required by statutory regulations, and provided with capacity for future expansion or adaptation.

In order to most provide a cost-effective and sustainable solution emergency and escape lighting units should be of the LED-based type.



Lighting units incorporating fire exit signage can be either bulkhead, box or blade type.

12.8.2 Maintenance

Functionality and servicing tests and maintenance should be completed in accordance with BS 5266-8 (Emergency Escape Lighting Systems) . The table below outlines the regular testing which should be included:

Task	Frequency	Responsible Person
Visual check of indicators for central power supply operation	Daily	Premises Manager/ Caretaker, Cleaner
If automatic system used- Short duration tests to check operation of each luminaire	Monthly	Premises Manager/ Caretaker
Check correct operation of system monitors for central battery systems	Monthly	Premises Manager/ Caretaker
If generators used- Refer to ISO 8528-12	Monthly	Premises Manager/ Caretaker
All maintenance checks detailed above, tested for full rated duration, results updated in system logbook	Annually	Competent Contractor

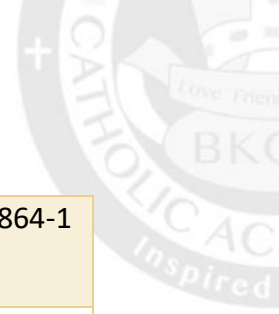
12.9 Signage

12.9.1 Design

Fire safety signs are divided into several categories, each category supporting and complementing an individual part of the fire safety management strategy. Signs will be provided in accordance with the Health and Safety (Safety Signals and Signs) Regulations 1996 and BS 5499-1 (Graphical symbols and signs. Safety signs, including fire safety signs – Specification for geometric shapes, colours and layout).

Signage should be provided for the following:

Item	Requirements
Means of Escape	<ul style="list-style-type: none"> ▪ Directional signage, including every change in direction or level ▪ Every doorway or exit providing access to a means of escape (other than exits in ordinary use e.g.



	Main Entrances). In accordance with BS ISO 3864-1 and BS 5499-4
Emergency Escape	<ul style="list-style-type: none"> ▪ Equipment signs to identify devices and panic hardware ▪ Emergency security overrides on escape routes
Fire Safety Notices	<ul style="list-style-type: none"> ▪ Evacuation procedures ▪ Fire door signage ▪ First Aid and Firefighting equipment signs- identify equipment type and use ▪ Alarm and emergency telephone signage

Illuminated escape signage shall be utilised as far as reasonably practicable and shall augment emergency lighting. Non-illuminated signage should be photo luminescent. All signage should be as large as practical to aid those with impaired vision.

To aid in clear understanding of fire signage there should be:

- clear colour contrast of doorways
- edge marking of stairs and steps etc. to aid those with impaired vision.
- Minimum 0.3m clear space between fire signage and general display material

12.9.2 Maintenance

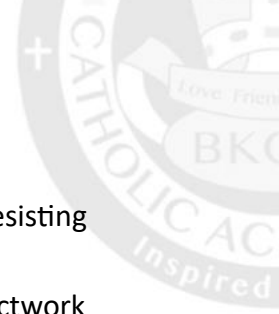
All fire safety signage should be replaced if it becomes worn or unclear. Full checks of fire signage should be completely every 6 months. Care should be taken to limit the use of cleaning products, sanitisers in particular, as these are known to cause excessive wear to signage.

12.10 Ducts and Dampers

12.10.1 Design

In some situations, particularly on escape routes, there can be a need to fire rate ductwork to prevent fire from breaking out of or entering ducts in order to maintain compartmentation. Extraction ductwork should be non-combustible and vent externally. Ductwork should be enclosed in a minimum of 30-minute fire resistant material where present in an escape route. Automatic fire dampers shall be provided where ductwork passes through fire resisting elements of structure. Access for maintenance must be provided.

Fire dampers should be installed within ventilation ductwork in the following situations:



- Unprotected ductwork. Wherever ventilation ductwork passes through a fire-resisting wall or floor or any other fire-resisting division
- Ductwork in a fire-resisting enclosure. At all points at which the ventilation ductwork passes through the fire-resisting enclosure; and
- Fire-resisting ductwork. Wherever the ventilation ductwork is penetrated by an unprotected branch, inlet or outlet.

Installations should always be in the plane of the fire resisting division, and not elsewhere in the duct. Where ducts penetrate drywalls, they must be framed with the studwork, lined with plasterboard and effectively sealed as per the board manufacturer's detail.

Kitchen hoods and extraction ductwork, including access points and filters will be specified and designed in such a way as to reduce fat, oil and grease deposits building up within them, and to ease cleaning and maintenance. Baffle or cartridge type filters should be specified in preference to mesh types. Consideration will also be given to the provision of automatic fire suppression within extraction ductwork. Best practice guides from the Building Engineering Services Association including DW172 (Specification for Kitchen Ventilation Systems) and TR19 (Internal Cleanliness of Ventilation Systems) will be used to inform design principles for use in the Trust estate.

Kitchens will also be provided with gas-proving equipment, fire detection and CO2 monitoring devices; all gas-fuelled appliances will be equipped with flame failure devices. Easily accessible emergency gas shut offs shall be provided in each room fed.

12.10.2 Maintenance

All ductwork should be inspected and cleaned regularly by a specialist ductwork maintenance contractor, in accordance with DW172, TR19 and BS EN 15780 (Ventilation for buildings – Ductwork - Cleanliness of Ventilation Systems).

12.11 Fire Curtains and Shutters

Fire curtains and shutters provide a fire protection solution to protect escape routes, enclose or sub-divide areas where fixed or rigid passive fire protection measures might otherwise inhibit day-to-day use, or are impractical. Shutters and curtain can achieve a level of fire resistance of up to 4 hours. Examples of fire shutter locations within the Trust can be found in a number of kitchen, servery and dining areas as part of the fire protection/compartimentation arrangements. Fire curtains can be fixed or arranged to descend in the event of a fire alarm actuation.

Care must be taken in ensuring that what is specified and installed provides the fire resistance required; for example, if intended to create a 30-minute escape route then fire curtains must



possess 30 minute insulation from excessive heat together with hot and cold smoke protection and not just fire integrity.

12.11.1 Maintenance

Products should only be installed and maintained by specialist 3rd Party accredited installers.

12.12 Fire Resistant Glazing

Fire resistant glass should always be marked with a stamp to advise exactly what type and properties of fire performance the glass provides. If such a symbol is not clearly displayed, then it will be assumed that the glass is not fire resistant. All glazing required to be fire resisting shall confirm to the relevant standards.

Fire resistant glazing systems must be installed as tested using the correct, supplier specified, compatible components. Any site application that deviates from the test, particularly those involving the installation of larger panes must be re-tested or assessed by a competent person.

The commonest fire-resistant glass types provide integrity but no significant level of insulation protection; this cannot be used, for example, to protect a refuge area.

Security or safety glass cannot be expected to provide any tested fire performance unless expressly stated.

12.13 Lightning Protection

12.13.1 Design

Where Lightning protection is existing on a building, or an assessment of the risk has been undertaken by a competent engineer and recommendations are made for its installation: Lightning protection will be provided in accordance with BS EN 62305 (Lightning protection standard).

12.13.2 Maintenance

Where present, the system should be inspected every 11 months (so that seasonal variations in conditions are observed) by a qualified contractor. The inspection is aimed at the connection of grounded appliances to the grounding points, lightning conductors and the associated wiring. Testing, inspection and maintenance should be conducted in accordance with BS EN / IEC 62305-1.



13. Property Protection

In addition to life safety, the Trust is also aware of the potential impact of a fire on its ability to provide first class teaching facilities, through the loss of facility, or denial of access. Beyond those passive and active fire safety measures introduced for life safety, there is scope to make provision to limit the extent of fire and smoke spread, reducing the time and cost associated with reinstatement, and minimising business interruption.

Fire protection measures aimed at property protection will be considered in all new building designs and existing property improvement schemes. Such measures may include additional or increased standards of compartmentation beyond that required for life safety, and the addition of active fire safety measures including fire suppression systems. Where identified at the design stage, consideration will be given to additional fire protection aimed at safeguarding high value assets (monetary or academically significant assets). Wherever practicable and economical to secure property protection, the guiding principle adopted for compartmentation will be to restrict the spread of fire to the room of origin. In practical terms the Trust will consider extending life safety protection to include existing high value rooms, or in locations where fire protected 'cells' can be created by judiciously utilising existing elements of structure.

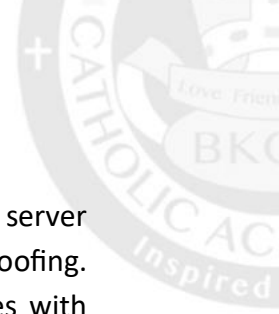
Each school will develop a Business Continuity Plan, which will be uploaded onto the Trust's electronic compliance system. As part of any future design project for new build or refurbishment projects, liaison will be required between representatives of the Trust, building consultants and the Headteacher in order to ensure that Business Continuity Plans and procedures, as well as fire risk assessment methodologies are applied to identify those additional measures required to reduce the potential and extent of business interruption in the event of a fire, as well as protect key assets.

13.1 Additional Compartmentation

13.1.1 Aspirational Design

Consideration should be given for additional fire resisting construction around areas containing plant or goods of high value, data processing equipment, high hazard goods or processes, any business-critical areas such as records or exam stores, and any other areas considered as high fire risk in a suitable fire risk assessment such as a caretakers workshop.

Where practical, high fire risk areas should be located such that any fire arising in them would have the minimum impact on the remainder of the school, for example locating science laboratories, kitchens, etc. on the top floor, or on external walls. However, access for firefighting must be considered and additional compartmentation at ground floor level may present a more suitable solution.



In areas likely to be impacted by frequent alterations or upgrading of services, such as server rooms and IT suites, the design of compartmentation should allow for level of future-proofing. An example of this would include the installation of intumescent protection sleeves with internal smoke barriers being installed where cables pass through fire compartment walls. The sleeve should be of suitable size to allow for future extra cabling.

13.1.2 Maintenance

Trust and school policies and procedures shall be applied to all proposed 'hot' works on school premises. In addition, a 'cold' works policy and permit system will be introduced as a requirement, in addition to other permitted works being carried out, where compartmentation is proposed or likely to be breached or damaged.

During the process of refurbishing or upgrading existing buildings, the compartmentation should be inspected, and any deficiencies made good as part of the upgrading or refurbishment works.

Where fire stopping is completed as part of a new-build or refurbishment project, this should be designed and installed by a specialist third-party certificated contractor.

13.2 Additional Automatic Fire Detection

13.2.1 Aspirational design

The Trust recognises the benefit to providing early warning for the occupants in the event of a fire through the use of an automatic fire detect system. The Trust intends to achieve a category L2 system throughout all Trust buildings which includes an automatic fire detection system with detectors sited in escape routes (including rooms that open on to escape routes) and rooms or areas of high fire risk to occupants, as detailed in BS 5839-1.

In new buildings or major refurbishment schemes, depending on the scale of the project, consideration may be given to the provision of voice evacuation communication system designed to provide occupants with instructions pertaining to their location, proximity to the situation and the emergency evacuation strategy.

13.2.2 Maintenance

It may be considered for all detection and alarm systems to be remotely 24hr monitored by Alarm Receiving Centres, with arrangements in place to notify school or security/response staff of alarm activations out of hours.

13.3 Fire Suppression Systems

13.3.1 Design

Automatic sprinkler systems installed in buildings can reduce the risk to life and significantly reduce the degree of damage caused by fire. Sprinkler protection can also sometimes be



used as a compensatory feature where the provisions of the approved documents are varied.

It is the policy of the Trust that automatic sprinkler systems will not be routinely provided in its schools. The decision to include automatic sprinkler systems in any future school development will be made on the basis of cost-benefit analysis, or where their inclusion supports design features required to overcome particular challenges or risks. Sprinkler or water mist suppression systems will be considered at initial design stage; and where they are not to be provided a detailed explanation and justification will be required.

If sprinkler systems are deemed at initial design stage as a necessary inclusion, these shall be designed and installed in accordance with BS EN 12845:2015 (Fixed firefighting systems – automatic sprinkler systems – design, installation and maintenance).

The cost/benefit analysis of the use of an automatic chemical fire suppression system in school kitchens should be considered during any refurbishment works in these areas.

13.4 Fire Doorsets

13.4.1 Aspirational design

A fire door 'assembly' is a system where all or several items (door leaf, frame, glazing, hinges and other hardware) are sourced separately and typically assembled on site. A fire 'door set' is a door system where everything has been supplied from one source (typically a 3rd party accredited door manufacturer), partly or completely pre-assembled where all of the components are fire tested as a unit.

Pre-assembled door sets are preferred as they are the best method of attaining fire compliant installations and can be more cost effective as they reduce installation time. All fire doorsets must be fully Third Party Certified, normally identified by being plugged in accordance with the BM TRADA Q Mark Assurance scheme or carry the BWF Certificate label, backed by the manufactures Primary Fire Test evidence in accordance with BS476: Part 22.

Additional design considerations should include:

- Double doors should not have rebated meeting edges.
- Vision panels will be positioned for the benefit of all occupants, including wheelchair users.
- Allow flexibility in future usage by all room door sets, corridor fire door sets and partitions adjoining circulation corridors being of 30 minutes fire resisting standard and capable of being fitted with self-closing devices
- Have mains powered free swing automatic hold open devices on room doors likely to be wedged open



- Corridor doors are generally to be provided with magnetic hold open devices interlinked to the alarm system; where used at the junction of alarm zones they must release on activation of either zone

13.4.2 Aspirational Maintenance

Annual inspection and maintenance of all fire doors should be undertaken by a contractor certified under the BM Trada Q-Mark Fire Door Maintenance Scheme

13.5 Additional Lightning Protection

The Trust aspires for all school premises without existing lightning protection to undertake a Lightning risk assessment in accordance with IEC 62305-2 International Standard, Protection Against Lightning- Part 2: Risk Assessment.

13.6 Photovoltaic Equipment

All photovoltaic equipment (PV) installations, by their nature, will carry some degree of fire risk and whilst fires caused by PV panels are rare, any fire involving a building with a PV array can present an increased risk to occupants and firefighters. Where the PV systems have been the cause of the fire, these fires have generally resulted from poor installation or the use of wrongly specified, incorrect or faulty equipment.

Current Microgeneration Certification Scheme (MCS) guidance for the installation of PV systems recognises the potential risks from fire and includes recommendations for prevention/mitigation of these risks. Good design and proper routine testing, servicing and maintenance are essential for risk management.



14. External Fire Spread

The Trust estate does not include any high-rise buildings and as such the risk posed by external fire spread is deemed to be minimal. No special consideration is required other than where an escape route is beside an external wall. See section 12.1 above for further information.

This does not preclude the need to assess fire risk of external walls in any new build or refurbishment works which fall under the requirements on the Building Regulations.

The Bishop Konstant Catholic Academy Trust is an exempt charity regulated by the Secretary of State for Education. It is a company limited by guarantee registered in England and Wales, company number 8253770, whose registered office is at St Wilfrid's Catholic High School & Sixth Form College, Cutsyke Road, Featherstone, WF7 6BD