



## Policy No: 47. Fire Safety Policy

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<b>Coordinator</b>	<b>Executive Operations Manager</b>
<b>Review Frequency</b>	<b>Annually</b>
<b>Policy First Issued</b>	<b>2014</b>
<b>Last Reviewed</b>	<b>Autumn Term 2016</b>
<b>Date policy considered by External HR Consultant</b>	<b>N/A</b>
<b>Date policy considered by External Solicitor</b>	<b>N/A</b>
<b>Agreed by Governors and adopted on</b>	<b>Due to be approved Jan 2018</b>
<b>Does this policy need to be agreed by Governors? If yes, which committee</b>	<b>Yes, Board of Governors</b>
<b>Due for Review</b>	<b>Autumn Term 2017</b>
<b>This policy is communicated by the following means:</b>	
<b>Governors</b>	<b>Governor consultation by email when policy reviewed and agreement</b>
<b>Staff</b>	<b>Policy folders on staff shared drive and in-house training</b>
<b>Parents</b>	<b>Academy website, Parent Evenings</b>
<b>Students</b>	<b>Academy website, assemblies, in lessons</b>

### 1. General

UTC@harbourside is a responsible employer that takes their fire safety duties seriously. For that reason this policy has been formulated to help the parties comply with their legal

obligations to staff and visitors under the Regulatory Reform (Fire Safety) Order 2005 (The Order). UTC@harbourside is committed to taking all reasonably practicable steps to ensure the health, safety and welfare of staff and other persons who may be affected by their activities.

This policy addresses our obligation under The Order that requires the building users to:

1. Develop a policy to minimize the risks associated with fire
2. Reduce the risk of an outbreak of fire
3. Reduce the risk of the spread of fire
4. Provide a means of escape
5. Demonstrate preventative action
6. Maintain documentation and records in respect of fire safety management

## **2. The Responsible Persons**

UTC@harbourside have appointed 'responsible persons' (identified in the fire emergency evacuation plan) who are charged with the responsibility of ensuring the safety of the staff and any person who may legally come onto the property and of anyone not on the premises but who may be affected.

For organisations letting the building or part of are responsible for complying with the UTCHS Letting Terms and Conditions (Appendix A) and are advised of the Fire Evacuation Procedures. Whilst on site the person letting the rooms are responsible for ensuring the building is evacuated and the evacuation will be overseen the duty site technician.

The Cluster Premises Manager must ensure that a competent person carries out a Fire Risk Assessment (see Section 9, below).

## **3. Fire Marshals**

UTCHS does not have dedicated Fire Marshals due to location and small number of staff. Staff who are named in the fire emergency plan will have specific duties but all other staff act as Fire Marshalls for the areas they are working in at the time of activation. Basic training through the H&S online module is supplied to all staff (training is logged centrally and certificates kept with the Operations Manager, and all staff sign to confirm they have read and understand the fire emergency action plan.

## **4. Competent Persons**

UTC@harbourside will appoint competent persons to carry out the following duties:

1. Carry out risk assessments
2. Advise Fire Marshals
3. Assist with fire drills

A competent person will only be regarded as competent if they have the appropriate level of training, experience, and knowledge.

#### **4. Documentation & Records**

##### **5.**

UTC@harbourside will document and keep records to prove that they have acted responsibly. The following records will be kept in good order, up to date and available for scrutiny at any time in the Site Technician's Office, unless otherwise stated:

1. This fire safety policy
2. Fire evacuation procedures
3. Copies of all risk assessments
4. Records of all fire training records
5. A record of all fire drills, listing evacuation times and any comments.
6. Records of weekly tests of fire alarms, final fire exits.
7. Record of annual inspection and testing of all fire-fighting equipment.
8. Records of periodic tests of emergency lighting
9. Records of all scheduled and unscheduled maintenance of fire detection and alarm systems
10. Records of inspection, risk assessment and maintenance of workplace and electrical equipment, storage of hazardous substances and other hazards identified with fire safety
11. Records of any unwanted alarm activations and action taken
12. Plans of the Building

#### **6. Duties of the Staff**

All staff have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully in complying with any procedures that the Academy may introduce as a measure to protect the safety and well-being of all staff and visitors.

#### **7. Communication**

UTC@harbourside will ensure that any person it employs (directly or indirectly) is provided with all relevant information related to fire safety and consult with our employees on all matters of fire safety policy and arrangements.

UTC@harbourside will keep staff informed of any changes that are made to our fire safety procedures and fire risk assessment. A fire safety briefing will form part of the induction training for new members of staff.

UTC@harbourside will also ensure that all visitors to our premises are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes. General information

is provided to the visitor (if not being escorted) in the form of a leaflet, which details the main escape routes and procedure.

If the visitor is a sub-contractor carrying out works on site, a full sub-contractor site induction will be completed and incorporates the action to be taken on discovering a fire and on the activation of the alarm.

## **8. Procedures**

UTC@harbourside has introduced the following procedures in order to maintain high standards of fire safety:

1. The fire evacuation procedures will be practiced at least twice yearly
2. All staff will be given training, including a fire safety briefing as part of the induction process, and will receive refresher training as appropriate. Further training would be required if there were any change that may affect fire safety.
3. All escape routes will be established, kept in good working order and free from obstruction and combustible materials at all times. Operation of fire exit doors will be tested and recorded in the fire log on a quarterly basis.
4. Fire-fighting equipment will be provided. In general this means fire extinguishers but additional provision of fire blankets or hoses may be made where deemed appropriate by the findings of a risk assessment.
5. All fire related equipment will be regularly serviced and maintained by a competent person or contractor. If any member of the School notices defective or missing equipment, they must report it.
6. An appropriate fire detection and alarm system will be provided. The type and extent of the alarm system provided will be based on the findings of the relevant risk assessment. Alarm systems will be tested regularly. Staff will be told when a test is scheduled.
7. Emergency lighting will be provided for escape routes where applicable. The need for and the extent of the system will be determined by the findings of the relevant risk assessment.
8. The risk of fire spread will be controlled by the provision of fire resisting construction, and or fire/smoke resisting doors. These provisions will be kept in good order as part of our regular maintenance schedule. All staff are required to ensure that any fire door provided remains closed at all times.
9. Any other safety systems provided will be checked regularly to ensure correct operation, where necessary e.g. emergency lighting, fire doors etc.
10. Appropriate signs and notices will be displayed, giving clear instructions to staff and others in the event of a fire. In addition signs will be provided to indicate the position of fire extinguishers, fire alarm call points and, to indicate the emergency exit routes.
11. In the normal course of their work, housekeeping and maintenance staff will make it their business to ensure that residents, students, staff, visitors and other users of the building keep exits and lobbies clear of debris, furniture etc., that fire doors are not propped open, fire extinguishers have not been removed from their brackets and fire signs and notices have not been removed.

## **9. Risk Assessments**

Cluster Premises Manager shall make arrangements to, record, review and, where applicable, revise the Fire Risk Assessment at regular intervals in accordance with The Order. They should also be carried out if there has been any significant change in the physical layout of a building or staircase or a change of use.

The Fire Risk Assessment must take into consideration everyone who may come on our premises, whether they are employees, visitors or members of the public. Particular attention will be paid to people who may have a disability or anyone with special needs.

All Parties have a duty to identify all hazardous substances and other potential or actual hazards and to make this information available to those who carry out the risk assessment.

This policy statement will be reviewed annually and updated as necessary.

## **APPENDIX A - Terms & Conditions of Hire**

### **General**

- It is the responsibility of the Hirer to ensure their members or guests abide by these Terms and Conditions.
- The Hirer must comply with the law of the land.
- The Hirer must not sublet to another party.
- The Hirer must have Public Liability Insurance in force for the period of hire which is appropriate for the activity undertaken on the Academy premises.
- The Hirer must provide sight of the Public Liability Insurance certificate to the Academy prior to booking
- Smoking is not permitted anywhere on the UTC site. The Hirer is responsible for enforcing this rule.
- The Hirer is responsible for ensuring that the numbers attending the function does not exceed that quoted in the application.
- The Hirer will, at all times, take responsibility for the care of the UTC premises, equipment and the toilets.
- The Hirer or his accredited representative must be in attendance at all times during the period of the hire.
- The UTC is not responsible for the way its facilities or equipment is used by the Hirer, nor the quality of coaching or supervision of hire groups, unless coaching or supervision is a specifically stated inclusion to the agreement.
- Suitable footwear must be worn on the UTC premises, for example suitable footwear for use of the Marine Workshop.
- The premises shall not be used for any purpose other than that for which agreement has been granted nor shall any areas of, or furniture/equipment in, the UTC but not included in the Hire Agreement be used without express permission; in such cases an extra fee will be payable.
- If agreement is given for the use of the UTC kitchen, all applicable regulations must be observed.
- No structural alterations to the premises, equipment, fixtures or fittings are permitted.
- Bonfires are not permitted on the UTC grounds.
- Animals are not allowed on the UTC site.
- The use of portable heaters, fires and stoves are not permitted.
- Temporary electrical installations must have the agreement of the UTC and comply with all applicable regulations.
- Any persistent over running of sessions will incur a late charge of £10 per every 10 minutes over run.
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- The UTC will close on all bank holidays in addition to Easter weekend, Christmas Eve and New Year's Eve
- Hirers' equipment should not be stored on site without the express permission of the UTC
- Access is only permitted to the area related to the hire activity. Unauthorised access to all other areas of the UTC is not permitted.
- The UTC reserves the right to move bookings to other rooms / facilities, to accommodate UTC activities.

## **Casual/Holiday User Bookings**

- All use must be booked through [kathrynreynolds@utc-harbourside.org](mailto:kathrynreynolds@utc-harbourside.org) and 25% non-returnable deposit paid before booking is confirmed.
- Hirer will be invoiced less deposit on completion of booking or at month end.

### **Block Bookings**

- All block bookings must be made through [kathrynreynolds@utc-harbourside.org](mailto:kathrynreynolds@utc-harbourside.org)
- A booking form must be completed for the period of the let; clearly stating any times that use is not required.
- First time bookings are required to pay one month's fees (non-refundable) in advance to secure booking.

### **Cancellations**

- All cancellations by the Hirer are subject to 10 working days' written notice. Failure to provide such notice will result in a full fee being charged for the session/booking duration.
- All deposits are non-refundable.
- If cancellation is required by the UTC 10 working days will be given where possible, other than in cases of emergency where notice will be given as soon as possible.

### **Cleaning**

- All areas of the let should be left in a clean, tidy and satisfactory condition, including replacing any furniture that may have been moved.
- The areas of the hire should be clean of all plastic bottles, cans and litter should be removed from site or left in the litter bins provided.
- Any specialist cleaning required as a result of the Hirer's/user's activity in the premises will be the sole responsibility of the Hirer.

### **Health and Safety**

As part of the contract all hirers must lodge with the UTC's Responsible Person for hiring and letting:

- Appropriate risk assessments and control plans
- Evidence of suitable certification and/or expertise as may be required by the UTC (particularly in the case of any activities that carry risks above the normal)
- A signed copy of this contract

***In achieving the above the hirer shall comply with the following:***

- Ensure all statutory requirements relating to health and safety matters must be observed.
- Academy specific requirements must also be complied with.
- In all cases, the Hirer must ensure that risks associated with the activity are properly controlled throughout the hire period.
- All equipment whether owned by the Academy or the Hirer should be included in the risk assessment for the activity.
- Where use is sought of specialist equipment or fittings, a suitable qualified person must be available to supervise such use. No equipment or fittings will be removed or adjusted without previous approval from the Principal.
- No electrical equipment is to be used by the Hirer that is not Portable Appliance Tested and certificated (PAT)
- Any damage or deficiencies in equipment or facilities must be reported to Academy (premises staff) before leaving the Academy.
- In the interests of safety, no glass, whether bottle, jar or drinking glass are allowed on the Academy site.
- All Hirers are responsible for alerting the Academy (premises staff) to any unsafe conditions (including equipment, lighting and playing surface condition, etc.) and for preventing their group from using or continuing to use equipment or facilities while in an unsafe condition.
- Any accidents or injuries occurring on the premises arising out of any perceived deficiencies in the condition of the equipment or facilities must be immediately reported to the Academy (premises staff).
- No items of a flammable or explosive nature or any article producing an offensive smell shall be brought onto the Academy premises.
- It is the responsibility of the Hirer to provide first aid equipment and first aid trained personnel.
- The Hirer shall provide a sufficient number of stewards as may be necessary to ensure adequate and efficient supervision of the users during the letting.
- The Hirer is responsible for providing access to a mobile telephone for emergency purposes.
- The Hirer must contact a representative of the Academy as soon as practicable in the event of an emergency that puts the Academy premises or Academy property at risk.
- The hirer shall not climb up to retrieve any article of equipment from ledges, nets or roof areas etc.
- Any activity that involves the generation of higher noise levels must ensure that the levels are controlled to enable the Academies fire/emergency alarm system to be heard/identified

## **Fire Evacuation**

- The Hirer should be aware of the appropriate action to be taken in the event of fire or other emergency. The Hirer should know where extinguishers are located and how to use them, how to obtain assistance from the emergency services and the location of fire exits.
- The Hirer is responsible for ensuring that their users are aware of the fire procedure.
- The Hirer is responsible for signing in and for monitoring persons on site related to their activity to ensure that in the event of a fire alarm, all persons can be accounted for. If some other arrangement is agreed with the Academy the agreement must be recorded in writing.
- All passageways and exits shall be kept free from obstruction at all times.

## **Security**

- It is the responsibility of the Hirer to control the entry of all visitors onto the Academy site and to ensure that only those people known to them are allowed access.
- Casual spectators not connected to the hire must not be admitted.
- The entrance and any other external doors that are unlocked must be controlled by responsible adults at all times during the period of the hire.
- On completion of the letting a check must be carried out to ensure that all windows have been shut and secured, and all visitors have left the premises
- Members of the public must not be admitted into the Academy buildings or onto the Academy site after 10:00pm unless otherwise agreed in advance.

## **Conduct**

- The Hirer is responsible for ensuring that guests leave the premises, including the car park area, in a quiet and responsible manner having due regard for the local residents.
- The Hirer will be responsible for the maintenance of good order at all times during the hire period, including spectators. Hirers should not cause any nuisance, including offensive language to other users, residents in neighbouring properties, college staff and the general public.
- The Hirer is responsible to ensure that the neighbours to the Academy are not unnecessarily disturbed; this includes excessive shouting and bad language etc.
- Any loudspeakers must be moderate so as not to cause a nuisance.

## **Car Parking**

- Control of parking is the responsibility of the Hirer.
- Vehicles are left in the Academy car park entirely at the owners' risk. No responsibility can be taken by the Academy for any damage to vehicles sustained whilst in the Academy grounds.
- The Hirer is asked to arrange for users to park in designated areas only.
- Grass or roadways may not normally be used for parking.
- Consideration of separating vehicles and pedestrians on site should be considered by the Hirer where the activity poses additional risk.
- Parking where double yellow lines are displayed is not permitted.
- In the interests of safety please drive slowly within the Academy site.

## **Licenses**

- Normal licensing laws relate to these premises.
- No intoxicating drink may be brought onto the Academy premises without the prior agreement of the Academy. Under The Licensing Act 2003 the Hirer is responsible for obtaining a Temporary Event Notice (TENS) from the appropriate bodies.

- Temporary Event Notices (TENs) are required not only for any sale/supply of alcohol, but also for regulated entertainment (e.g. live and recorded music and performance of dance). No public performance of a play, cinematography exhibition, public dancing, singing, music or other public entertainment of the like shall be performed on the premises unless the necessary licence has been obtained. It may be that blanket PRS (Performing rights Society) or PPL (Phonographic Performance Ltd) Licences will cover some situations but this aspect must be cleared in advance with the Academy.

### **Lost Property**

- Portslade Aldridge Community Academy accepts no responsibility for any articles or property lost during the hire.
- Articles of lost property should be handed into the premises staff at the Academy.

### **Standards and Safeguarding**

- Hirers must have regard to the national standards of qualification, experience and overall competence of instructors/supervisors/coaches for sporting and other activities.
- If coaching children or vulnerable adults, requirements for Criminal Record Bureau checks must be followed.
- If children are present, adults must directly supervise them at all times.

### **Addendum**

- The Academy must be consulted in advance if there is any doubt about the interpretation of any of the above.

### **Acceptance**

I/we agree to be bound by these Terms and Conditions of Hire.

Signed  
by

Date

For and behalf of: