



# MacIntyre Academies Endeavour Academy

## Fire Policy and Management Strategy

Version	Purpose/Change	Responsibility	Date
3	Responsibility updated to Principal Removed reference to Endeavour House and Head of Care throughout Changed terminology to 'learners' throughout. Removed lists of examples as no such lists are exhaustive P7 – clarified requirements of staff to sign in/out P11 – changed the Trust's e-learning provider P12 – changed 'break glass points' to 'activation points'	Principal	Sep 2025

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## **1. Fire Safety Policy Statement**

Macintyre Academies Trust (MAT, or 'The Trust') confirms its commitment to a management framework, which incorporates all the provisions of the Regulatory Reform (Fire Safety) Order 2005 (RRFSO) and all subordinate regulations, and the responsibility to provide suitable and sufficient guidance so Managers can meet their obligations so far as is reasonably practicable.

Without detracting from the responsibility of Managers to ensure safe conditions of work, the Trust will seek to provide or secure competent advice, information and training on fire safety matters to assist managers in their task.

All employees are reminded of their duties under the RRFSO to take care of the safety of children and young people, their own safety and that of other employees and persons who may be affected by their acts or omissions, and also to co-operate with their employer to enable them to carry out their own responsibilities successfully.

Those persons having control of the premises whether as Principal, School Business Manager and Facilities Manager, are responsible for meeting the duties within their control imposed by the RRFSO.

Endeavour Academy has provided the Fire Safety Logbook to aid those in control of premises (Responsible Premises Managers) to carry out their statutory duties.

## **2. Introduction**

### **Purpose**

The Fire and Rescue Services Act 2004 places a duty on Fire and Rescue Authorities to promote fire safety by providing information and giving advice on how to prevent fires, restrict fire spread, and ensure the safe escape from properties if a fire was to occur. The Regulatory Reform (Fire Safety) Order 2005 also places a duty on Fire and Rescue Authorities to enforce the fire safety duties placed on employers, occupiers or owners of premises to protect employees or the general public from fire.

The purpose of this policy and manual is to communicate to site staff the importance of fire safety, their responsibility for maintaining the fire safety logbook, the role of MAT, the precautions which both MAT and site staff are required to implement, and the responsibility for record keeping.

It is important that Managers and site users fully understand the actions necessary to control the risk, and their role in the control process.

Failure to adopt appropriate measures for the minimisation of fire risk (in accordance with the Regulatory Reform (Fire Safety) Order 2005 and the Health and Safety at Work etc. Act 1974) renders the Trust, Responsible Premises Managers, Staff and others liable to prosecution.

There is a legal duty to adopt measures of the type presented in this policy document.

### **The 5 steps of a risk assessment**

The following is a summary of the 5 steps that will be adopted for fire risk assessment at Endeavour Academy:

#### **Step 1 - Identify fire hazard**

- Sources of ignition
- Sources of fuel

Step 2 - Identify people at risk

- Members of staff
- Children and Young People
- People not familiar with the premises – Visitors, Contractors
- People working alone – Facilities

Step 3 - Evaluate, remove, reduce and protect from risks

- Measures to prevent fires
- Measures to protect people from fire

Step 4 - Record, plan, instruct, inform and train

- Record significant findings and actions taken
- Prepare a Fire Emergency Plan
- Inform relevant people, provide instruction, co-operate and co-ordinate with others
- Provide training

Step 5 - Review

- Keep assessment under review
- Revise where necessary

### **3. Legal requirements**

#### **Regulatory Reform (Fire Safety) Order 2005**

The 'and Fire Safety Logbook ' has been produced in consultation with Fred Dryden GFireE, Communities - Fire Safety Risk Auditor Oxfordshire County Council, with support from Oxfordshire Fire and Rescue Service to help meet the duties under the Regulatory Reform (Fire Safety) Order 2005.

This legislation is usually referred to as "the Fire Safety Order", or simply "the RRFSO". It applies to virtually all non-domestic premises and covers nearly every type of building, structure and open space.

#### **Enforcement and internal monitoring**

As the local enforcing authority, Oxfordshire Fire and Rescue Service have a duty to enforce the Fire Safety Order in all educational premises. Officers will inspect and audit the fire safety management systems in premises in accordance with their enforcement policies and procedures.

Compliance with the Fire Safety Order's requirements and prohibitions will also be monitored in accordance with the Academies normal departmental procedures and may be monitored/audited by MAT Facilities Management and/or MAT Health and Safety Team.

Local Management Structure is outlined in 3.4

#### **Duties of the Responsible Person**

The Fire Safety Order places the primary responsibility for fire safety in premises on the "responsible person".

The Trust Board and their direct report, the Group Director, will ensure the MAT meets its statutory responsibilities in this regard.

### **Duties of other “person(s) in control”**

It should also be noted that the duties of the responsible person are extended to include:

“Every person.....who has, to any extent, control of those premises so far as the requirements relate to matters within his control”.

The Principal has overall control of the site and staff so is the main persons in control. The School Business Manager and the Facilities Manager are tasked with the role of Health and Safety Lead for the premises. Handsam Ltd are the contracted Competent Person for Health & Safety and in addition provide Fire Risk Assessment for the premises on an annual basis.

**The Principal** is responsible for ensuring the safety of any person “who is or may be lawfully on the premises and any person in the immediate vicinity of the premises who is at risk from a fire on the premises” In addition they are responsible for:

- Ensuring all staff are able to fulfil their duties under the RRFSO without obstruction.
- Ensuring all staff have sufficient information, instruction, training and supervision to carry out their duties under the RRFSO and ensuring the correct procedures are set up, carried out and reviewed as necessary on a regular basis.
- Ensuring there are a sufficient number of fire marshals in the school.
- Carrying out termly regular fire drills for the Academy and reviewing the results.
- To ensure that relevant documents are reviewed regularly and changed as necessary (PEEPS, risk assessment, evacuation protocol) any changes need to be disseminated to frontline staff as appropriate.
- To ensure that staff are made aware of evacuation protocol during induction period.
- To ensure that all staff and any visitor who may be unsupervised on the premises, are given keys for the fire call points in order to raise the alarm.
- To liaise with the School Business Manager and the Facilities Manager regularly. Ensuring any concerns are reported in a timely manner and ensuring that the regular facilities checks are being completed.
- The necessary co-operation and co-ordination of all other responsible persons to ensure they are able to carry out their duties in a coordinated manner.
- The employer of any person from an outside organisation who is working in the premises is provided with clear and relevant information on the risks to those employees and the preventive and protective measures taken.

The **School Business Manager** is responsible for:

- Ensuring all staff have general fire awareness training on starting and this is updated annually.
- Ensuring Fire Marshals have training every 2 years, and any further training identified as necessary for any staff member.
- Ensuring the Facilities Manager is fulfilling his duties.

The **Facilities Manager** is responsible for:

- General Fire Precautions: “preventive measures” designed to reduce the risk of fire occurring on the premises and to reduce the risk of the spread of fire on the premises, and the “protective measures” provided to protect relevant persons in the event of a fire occurring (i.e. the fire detection and alarm system, the means of escape, the emergency lighting system, signs, fire-fighting equipment, the emergency plan etc.).

- Organising the annual Fire Risk Assessment which must be suitable and sufficient and ensuring all actions are completed in a timely manner.
- Informing other responsible persons on the results of the Fire Risk Assessment ensuring they are informed of any significant risks found, and how those risks which might affect the safety of anyone on site will be reduced or controlled.
- Creating and maintaining a Fire Action Plan, and carrying out such works as necessary to implement that plan in a suitable time frame in relation to the level of risk identified.
- Creating and Maintaining the Fire Safety Logbook and reviewing this termly with the Principal.
- Ensuring Signs and Notices are suitable and sufficient to assist safe evacuation.
- Ensuring all statutory checks, tests and procedures for the buildings and relevant hard services: Fire Alarm System and Emergency Lighting (Biannual); Annual Gas Safety Check; Hard Wire Testing every 5 years and remedial works completed.
- Creating and updating a PAT log, with all portable electrical items are tested every 14 months at a minimum.
- Ensuring contractors are managed in accordance with the relevant procedures to minimise the potential for fire (Permits to Work, Sufficient Competence, Supervision and Training).
- Creating, updating and monitoring the in house checks in relation to the RRFSO, in accordance with the MAT Premises Management Policy.
- Ensuring all certificates and records relating to the RRFSO are kept up to date and regularly updating these records to the Facilities Folder.
- COSHH – An up to date list of all hazardous substances, COSHH assessments and places of storage needs to be kept in the Fire Safety Logbook.

### **Other Staff Responsibilities**

#### All Endeavour Employees

It is the statutory duty of all MAT employees at work to:

- Co-operate with their employer to ensure the workplace is safe from fire and its effects and not do anything that will place themselves or other people at risk.
- Remain vigilant to the risk of fire and report any defects in the fire safety arrangements to their line manager when first identified.

All staff are responsible for their own Health and Safety and the Health and Safety of those around them: colleagues, learners and visitors. They should not take part in any dangerous or irresponsible behaviour likely to create a danger. The duties of staff to prevent fire or to keep others safe in the event of a fire, include but are not limited to following actions:

1. Follow the fire evacuation protocol
2. Attend any relevant training as provided by their employer
3. Ensure relevant e-learning is completed within agreed timeframes
4. Read the PEEP for any young person you support.
5. Inform your line manager if they have any condition which may require a PEEP to be written.
6. Carry a Fire Alarm Key.
7. Sign in and out every time they enter and leave the site.
8. Raise the Alarm if they find a fire and call 999.
9. When the fire alarm sounds assist in the evacuation of staff and learners.
10. No member of staff should put themselves at risk.

11. All staff should make themselves aware of the Evacuation Procedures, Location of Fire Call Points, Fire Fighting Equipment, Exits and Fire Assembly Point
12. Staff should be aware of the different types of Fire Fighting Equipment and their correct use. Staff must ensure the **evacuation** of the building as their first priority.

### **Fire Marshals**

Fire Marshal Responsibilities Include:

- Assist in implementing and improving effective emergency procedures in your workplace.
- Help prevent emergencies by monitoring the adequacy of the fire risk control measures.
- Raise awareness with other staff about the fire hazards that exist in your workplace.
- Instruct staff, visitors and pupils in how to respond in an emergency.
- Lead the fire drills and real evacuation procedures – they must be familiar with all escape routes and exits from their designated area.
- Ensure all workers are accounted for during an evacuation.
- Assist all people in the workplace should an emergency occur, including assisting people with special needs (e.g. helping someone in a wheelchair to evacuate) as well as ensuring all visitors and contractors have evacuated the building.

If the fire alarm is sounded, fire marshals have a duty to assist in the safe evacuation of staff, visitors, contractors and learners from inside the building immediately to the assembly area.

During an evacuation, fire marshals need to:

- Direct everyone to leave the building using all the appropriate routes and exits (and not inappropriate exits).
- Check all accessible spaces in their area, to make sure everyone has evacuated – this should be done on the way out of the building so that the fire marshal isn't putting themselves at risk by re-entering the evacuated area.
- Close the doors to help to isolate the fire.
- Guide everyone to the assembly area and assist in checking that everyone has arrived safely.

### **Teachers**

Teachers will provide leadership for their own class staff and learners during an evacuation; they are responsible for:

- Ensuring all staff and learners in their class safely evacuate.
- Carrying out a roll call at the fire assembly point of staff and learners in their class.

### **General Fire Precautions (all staff)**

All staff aid in Fire Prevention in responsible manner including but not limited to the following actions:

- Fire doors should not be wedged open.
- Empty the tumble dryer lint filter prior to every use.
- Smoke detectors must never be covered and have no obstructions or holes within 1.5m
- Any sources of heat (lamps/lights, heaters, hair dryers, etc.) should be 2m away from anything combustible (clothing, soft furnishings, cardboard, paper or other combustible substances).
- Storage, use, display and disposal of combustible items carried out safely, kept away from possible sources of ignition.

- Hazardous or combustible substances/items to be used in line with manufacturers' guidelines and kept away from students and possible sources of ignition.
- Unplug and or turn off electrical equipment when not in use.
- Visually inspect all electrical equipment before use and do not use any equipment that appears unsafe or has not been PAT Tested.
- Do not leave equipment in standby mode unless instructed otherwise.
- Do not obstruct fire doors, exits or evacuation routes.
- No Smoking on site.
- Behaving responsibly at all times when on the premises.
- Raising any concerns to a member of the Senior Leadership Team on site.

### **Building Regulations 2010 approved document B**

All projects irrespective of whether submission for building regulations approval is required, must wherever possible comply with the guidance included in approved document "B" (ADB) of the Building Regulations 2000 (as amended).

### **Building Bulletin 100**

All projects irrespective of whether submission for building regulations approval is required, must wherever possible comply with the guidance included in Building Bulletin 100 (BB 100) - Design for fire safety in schools.

### **British standards**

A fire safety strategy statement is to be prepared for all projects and must include all aspects of the design with particular reference to any issues that do not comply with the guidance included in ADB and for school's BB 100. The reasons for non-compliance must be clearly identified together with the proposed alternative engineered solutions be it BS 7974 - Application of Fire Safety Engineering Principles to the Design of Buildings or BS 9999: 2017 Code of practice for fire safety in the design, management and use of buildings selected for adoption to compensate for the non-compliance with the above guidance.

## **4. Endeavour Academy Strategic Approach**

### **Fire Safety Logbook**

will be the responsibility of the Facilities Manager to ensure that the requirements of the logbook are fully complied with and that all records are kept up to date. They will also ensure that all users of the site are aware of their responsibility as part of the Fire Risk Assessment and action plan.

### **Fire safety strategy**

#### **Fire risk assessment**

To identify the nature and extent of the general fire precautions necessary, MacIntyre Academies Trust, as the Responsible Person, have commissioned Handsam Ltd to carry out Fire Risk Assessments.

#### **Fire safety action plan**

A Fire Safety Action Plan will be developed to assist in planning the actions necessary to rectify any identified deficiencies in the preventive and protective measures so as to ensure their compliance and continued effectiveness.

The action plan will be informed and developed from several sources of information including:

- The significant findings of the fire risk assessment and any subsequent review

- Fire incidents and/or Near Miss reports
- Hazards reported by staff
- Routine maintenance inspections and checks
- Routine day to day checks of the premises
- Fire safety training records
- Debriefs following fire drills
- MAT instructions
- Reports from visiting inspectors from the Property Service Provider, Oxfordshire Fire and Rescue Service and the Oxfordshire Fire Officer.

### **Plan of Premises**

Plans of the premises will be kept in this section of the Fire Safety Logbook as a practical way of recording the preventive and protective measures that have been taken. The plans need only be a simple line drawing of the premises.

The plans will include the following where appropriate, not necessarily on the same schematic:

- A Compartment Escape Route including structural features such as the layout and use of rooms, wall partitions, corridors, stairways, fire exits, etc. – including any fire-resisting structure and self-closing fire doors provided to protect the means of escape
- Location of refuges and lifts that have been designated suitable for use by disabled people and others who may need assistance to escape in case of fire
- Details of the number, type and location of the firefighting equipment provided
- Location of smoke and heat detectors, manually-operated fire alarm key call points and control equipment for fire alarms
- Location of any emergency escape lighting equipment and exit route signs
- Location of any high-risk areas, equipment or process that must be shut down by staff on hearing the fire alarm
- Location of any automatic firefighting systems, wet or dry risers and sprinkler controls
- Location of the isolation switches/valves for the electrical, gas and water supply and any dangerous substances

The relevant plans should also be displayed on escape routes.

Where building work is carried out that affects fire safety, the person carrying out the work will be required to provide the responsible person for the building with sufficient information to operate and maintain the building in reasonable safety in accordance with Building Regulations requirements.

### **Emergency plan (including evacuation plan)**

Endeavour Academy will adopt an emergency plan to ensure that the people in the premises know what to do if there is a fire and that the premises can be safely evacuated.

The emergency plan will be based on the outcome of the fire risk assessment and be available to employees, their representatives (where appointed) and the enforcing authority.

Everyone who uses the premises will be made aware of the evacuation procedures to be followed in the event of fire. Systems will be in place to deal with the various issues presented by visitors, contractors and members of the public who may access the site.

Emergency plans should be appropriate to the premises and its use and may include:

- How people will be warned if there is a fire.
- What people should do if they discover a fire.

- How the evacuation of the premises should be carried out.
- Where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated.
- Identification of key escape routes, how people can gain access to them and escape from them to a place of total safety.
- Arrangements for fighting the fire if appropriate
- The duties and identity of employees who have specific responsibilities (such as fire marshals) if there is a fire.
- The arrangements for the safe evacuation of people identified as being especially at risk, such as learners, lone workers, contractors, members of the public and visitors and those with disabilities.
- Any machines/appliances/processes/power supplies that need to be stopped or isolated if there is a fire.
- Contingency plans for when life safety systems, such as fire detection and warning systems are out of order.
- How the fire and rescue service will be called and who is responsible for doing this. Procedures for meeting the fire and rescue service on their arrival and notifying them of any special risks, e.g. the location of vulnerable people at risk.
- What training employees need and the arrangements for ensuring that this training is given.
- It is important the evacuation plan does not rely upon the intervention of the Fire and Rescue Service to make it work.

#### 'Action in case of fire' notices

Printed notices must be exhibited at conspicuous positions in all parts of the premises. They must state, in concise terms, the essentials of the action to be taken upon discovering a fire and on hearing the alarm. (They are commonly displayed adjacent to the fire alarm call points).

Where considered necessary, notices giving more detailed instructions should be exhibited in staff rooms and on other notice boards.

#### **Personal Emergency Evacuation Plans (PEEPs)**

The learners at Endeavour Academy are in a vulnerable category, therefore PEEPs need to be created and regularly reviewed. These must be available for the staff working with these young people.

PEEPs may also need to be created and reviewed for staff, visitors or contractors who have or develop any condition (even temporarily) making special consideration during an evacuation a necessity.

#### **Fire safety training**

The National College is the Trust's chosen provider for Health and Safety training. As part of induction, and then repeated annually, all employees complete Fire Safety in Education, and are able to access this as they wish throughout their employment.

Fire Marshall training and other specific Fire Safety training is procured face to face wherever possible.

#### **Fire Safety Tests**

Regular testing, maintenance and servicing of fire safety facilities, equipment and procedures are undertaken in line with the MAT Premises Management Policy.

## Reporting/recording fire incidents, near misses and other fire safety hazards

All occasions where a fire has, or could have occurred, will be properly recorded and the cause investigated so that the effectiveness of the preventive and protective measures can be reviewed and, if necessary, revised.

To ensure this is done in a systematic way, all such occurrences must be recorded using the Fire Incident, Near Miss report form in the Fire Safety Logbook.

Section A of the form must be completed as soon as possible after any such occurrence by the most appropriate line manager/member of staff with knowledge of the circumstances. It must be forwarded to the Facilities Manager for action and completion of Section B.

The person completing the form is to make clear the nature of the occurrence by circling or highlighting either:

- “Fire Incident” where a fire has occurred.
- “Near Miss” where a fire has not actually occurred but all the components for a fire are discovered, e.g. a quantity of highly flammable liquid is found in close proximity to an uncontrolled ignition source.

If any staff have any concerns relating to fire safety then these should be relayed to the Facilities Manager.

If there are immediate concerns (e.g. Defects with fire safety systems and equipment) contact a member of Facilities without delay.

## Signs and notices

### Signs

Fire safety signage must be used, where the fire risk assessment deems necessary, to help people identify escape routes, find fire-fighting equipment and fire alarm activation points, etc. Where required, the signs must comply with the provisions of the Health and Safety (Safety Signs and signals) Regulations 1996 and be consistent in type and design throughout the premises. Such signage must be in pictogram form and may be supplemented by text if considered necessary to make the sign more easily understood.

### Notices

Notices should be used, where the fire risk assessment deems necessary, to provide:

- Instructions on how to use any fire safety equipment
- Actions to be taken in the event of fire
- Information to assist the emergency services, e.g. location of Isolation Points etc.

## New buildings and alterations

As part of any new building construction or alteration to existing buildings, Designers and Project Managers will, in liaison with MacIntyre Academies Trust and the local authority building control, ensure necessary signage is provided to comply with the current Building Regulations/ Building Bulletin requirements.

## Changes at previous reviews:

Version	Purpose/Change	Responsibility	Date
2	Adapted to reflect changes in leadership structure.	Principal / Head of Care	Aug 2024