



Meadow View Primary School

Fire Safety Management Plan

Transform Schools (Rotherham) Limited

October 2018



tenos

intelligent
management
of assets

hcp

Contents

1. INTRODUCTION	3
OBJECTIVES OF THE DOCUMENT.....	3
BACKGROUND	3
SCOPE	3
RESPONSIBILITIES	4
TABLE 1.1 – DEFINITION OF KEY RESPONSIBILITY ROLES.....	4
2. FIRE SAFETY POLICY.....	5
PURPOSE	5
POLICY AIMS.....	5
FACILITATION	5
IMPLEMENTATION.....	5
GENERAL.....	6
FIRE SAFETY OBJECTIVES AND TARGETS.....	6
3. MANAGEMENT STRUCTURE AND RESPONSIBILITIES	7
STRUCTURE.....	7
FIGURE 3.1 – FIRE SAFETY MANAGEMENT STRUCTURE.....	7
SCHOOL BODY	7
HEAD OF SCHOOL	8
SCHOOL FIRE SAFETY MANAGER.....	8
FIRE INCIDENT MANAGER.....	8
FIRE MARSHALS/WARDENS	9
SITE MANAGER	9
OTHER SERVICE PROVIDERS.....	10
FIRE SAFETY COMMITTEE.....	10
STAFF.....	11
4. RESPONSIBILITIES MATRIX	12

1. Introduction

Objectives of the document

- 1.1 The objective of this this document is to set out the high-level fire safety management principles and responsibilities that Transform Schools (Rotherham) Limited expect their service providers to adopt in the operation of buildings within the scope of their contractual obligations.
- 1.2 This document is split into the following sections relevant to Meadow View Primary School
 - Section 1 - Introduction
 - Section 2 - The fire safety policy
 - Section 3 - The Management structure and responsibilities
 - Section 4 - Responsibilities Matrix
- 1.3 This document is intended to be read in conjunction with the Fire Safety Management Guidance document for Schools. The guidance document provides more detailed information regarding the general processes and activities required for the fire safety management of schools.
- 1.4 This Fire Safety Management Plan and associated guidance document have been developed in a format intended to be consistent with the requirements of the Regulatory Reform (Fire Safety Order) 2005.

Background

- 1.5 Meadow View Primary School has been procured, built and operated through the Government's Private Finance Initiative to provide education facilities for Rotherham Metropolitan Borough Council.
- 1.6 The School buildings are operated by Transform Schools (Rotherham) Limited and are managed by the School Body in conjunction with other service providers including those responsible for the supply and maintenance of hard facilities throughout the site.
- 1.7 A partnership arrangement between the School Body, Transform Schools (Rotherham) Limited and all service providers is necessary to ensure the delivery of coordinated fire safety management procedures in which roles and responsibilities are clearly defined, documented, understood and implemented.

Scope

- 1.8 This Fire Safety Management Plan is intended to address all activities undertaken within the occupied parts of the school premises for which organisations appointed (directly or indirectly) by Transform Schools (Rotherham) Limited are responsible as well as highlighting those items that are primarily the responsibility of the School Body.
- 1.9 The plan is intended for joint implementation by the Transform Schools (Rotherham) Limited, the school body and others with strategic responsibilities for fire safety within the building and by local staff with day-to-day responsibility for the delivery of fire safety.
- 1.10 In particular this document is intended to assist the Responsible Persons in meeting their legal obligations and ensuring implementation of the fire safety policy for the

school (see Guidance Document for definition of Responsible Person).

- 1.11 This plan should be reviewed every 12 months, or earlier if there are significant changes to the layout, operation or management of the building or if the fire risk increases. The purpose of the review is to establish the effectiveness of the fire safety management arrangements and identify any requirements for improvement of the procedures.
- 1.12 This Fire Safety Management Plan should be a living document that is regularly updated to reflect operational experience and changing operational and statutory requirements.

Responsibilities

- 1.13 The structure and organisational arrangements required for fire safety management for the Meadow View Primary School are described in section 3 of this document.
- 1.14 The Responsibilities Matrix in section 4 provides a summary of the roles of the main parties (i.e. School Body, Transform Schools (Rotherham) Limited and other service providers) for effective fire safety management in terms of who is **Responsible**, **Accountable**, to be **Consulted** or to be **Informed**. The key responsibility roles are defined in Table 1.1 below.
- 1.15 The division of responsibilities **must** be agreed between the School Body, Transform Schools (Rotherham) Limited and other service providers and to reflect the specific operational and contractual requirements at the School and ensure that there are no gaps in the fire safety management.
- 1.16 The Responsibilities Matrix also provides comments to assist the implementation of the Fire Safety Management Plan. The final column in the matrix provides a reference to the Guidance document where further advice is provided to assist the named parties in their role(s).

Table 1.1 – Definition of key responsibility roles

Role	Definition
Responsible	Person who carries out the activity, makes it happen although others can be delegated to assist in the work as required
Accountable	The decision maker - the person who is ultimately answerable for the correct and thorough completion of the deliverable or task, and the one who delegates the work to those responsible. There should be only one accountable person in each organisation for each task/activity.
Consulted	Person to be consulted before a decision is made or action taken
Informed	Person informed after decision has been made or action taken

2. Fire safety policy

Purpose

2.1 The purpose of the fire safety policy is to provide an unambiguous statement of fire safety policy to be implemented at the Meadow View Primary School.

Policy aims

- 2.2 This fire safety policy aims to minimise the risk of incidence as well as the subsequent impact of fire throughout the Meadow View Primary School to the extent that Transform Schools (Rotherham) Limited and its service providers have any degree of control over the premises or its use.
- 2.3 This policy aims to ensure that all parties comply fully with their duties under the Regulatory Reform (Fire Safety) Order 2005 and other applicable fire safety legislation.

Facilitation

- 2.4 All parties must fully accept their responsibilities, for the areas and activities within their control to:
- Minimise the probability of a fire breaking out.
 - Protect the lives of students, staff, visitors and contractors.
 - Minimise the potential damage resulting from fire.
 - Ensure compliance with the FSO and other applicable fire safety legislation.
 - Ensure that suitable and sufficient governance arrangements are in place to manage fire-related matters.
 - Ensure appropriate levels of investment in facilities and personnel to facilitate the implementation and maintenance of the necessary fire safety measures.
 - Facilitate co-operation and co-ordination with the School Body, other service providers and relevant organisations in the provision of fire safety.

Implementation

- 2.5 Transform Schools (Rotherham) Limited expects its service providers to co-operate with the School Body, for areas and activities within their control, to:
- Diligently discharge their fire safety responsibilities.
 - Establish a clearly defined management structure for the delivery, control and monitoring of fire safety measures.
 - Implement a programme for the assessment and review of fire risks;
 - Develop and implement appropriate protocols, procedures, action plans and control measures to mitigate fire risks, comply with relevant legislation and applicable, codes of practice and guidance;
 - Develop and disseminate appropriate fire emergency action plans to ensure the safety of occupants, protect the delivery of service and, as far as reasonably practicable,

- defend the property and environment;
- Develop and implement a programme of appropriate fire safety training for all relevant staff;
- Develop and implement monitoring and reporting mechanisms for the management of fire safety.

General

- 2.6 All parties involved in the operation and management of the school must ensure that appropriate personnel, financial and physical resources are available to maintain compliance with the applicable fire safety legislation and the provisions of this fire safety management plan.
- 2.7 The co-ordination of the fire safety arrangements within the school will be carried out by the School Body in co-operation with other Duty and stakeholders (Transform Schools (Rotherham) Limited, facility management providers, caretakers, staff etc.).
- 2.8 The School Body must maintain clear and regular communications with its employees, contractors and the enforcing authorities to implement and refine this policy at the School.
- 2.9 This policy must be reviewed every 12 months (or sooner if significant changes are made to the operational and management arrangements or where the risk of fire is increased) to evaluate the effectiveness of the fire safety arrangements and identify any improvements for further development of fire risk control measures.
- 2.10 All Transform Schools (Rotherham) Limited's service providers and their employees are responsible for compliance with and delivery of this policy.

Fire safety objectives and targets

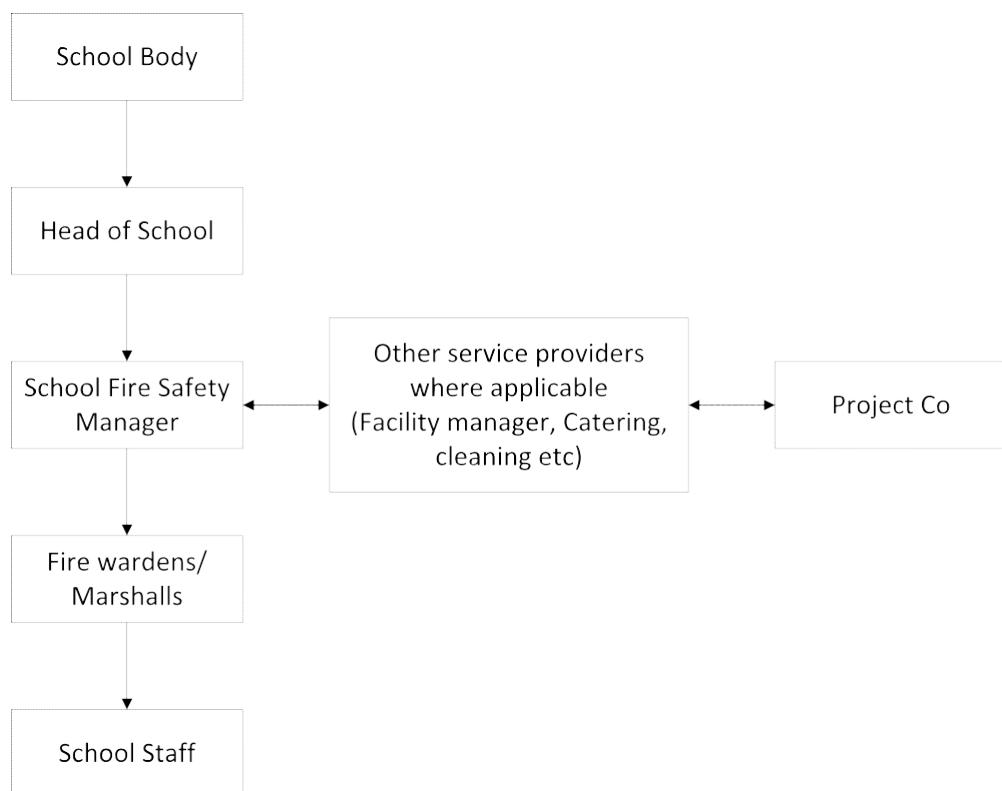
- 2.11 The following objectives and targets have been set to assist with the measurable implementation and achievement of the fire safety policy throughout the estate.
- 2.12 The short-term objectives (within 12 months) are:
 - Ensure fire risk assessments are carried out at the school annually and any significant hazards are closed out in a timely manner.
 - Ensure and record regular meetings with all Duty holders and key stakeholders to co-ordinate fire safety measures.
 - Ensure evacuation drills are being carried out regularly and are completed within a suitable time.
 - Ensure suitable arrangements and procedures are in place for the effective evacuation of disabled staff and students.
- 2.13 The medium to long term objectives are
 - Establish an electronic fire safety records database such that all relevant fire safety information and records are available in a single file repository which the School Body, Transform Schools (Rotherham) Limited and the other service providers may have access to.
- 2.14 The objectives and targets should be clearly communicated throughout the organisation

3. Management structure and responsibilities

Structure

- 3.1 The structure and organisational arrangements for fire safety management for the school are described in this section.
- 3.2 Whilst this Fire Safety Management Plan defines roles and responsibilities for designated staff, it must be remembered that fire safety, as with all other aspects of safety, is the responsibility of every employee.

Figure 3.1 – Fire safety management structure



School Body

- 3.3 The School Body has the main corporate responsibility (as Responsible Person) for ensuring compliance with fire safety legislation (see guidance document).
- 3.4 The School Body discharges the responsibility for fire safety through the Head who has overall responsibility for fire safety and compliance with the Regulatory Reform (Fire Safety) Order 2005.
- 3.5 The Head should ensure that the School has policies, procedures and systems to enable the school to comply with its legal obligations and should ensure that management teams are in place to implement these.
- 3.6 The Head delegates the day to day operational responsibility for fire safety to a "School Fire Safety Manager".

Head of School

- 3.7 The Head of School is responsible for fire safety at the school and should work with the Fire Safety Manager to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005. The Head of School should ensure there is a sufficient appointment of fire marshals/wardens.

School Fire Safety Manager

- 3.8 The School Fire Safety Manager should ensure that:
- There is a clearly defined management structure for the delivery, control and monitoring of fire safety measures. This includes levels of responsibility and lines of accountability for Fire Safety throughout the School.
 - The fire safety structure, roles and responsibilities are approved by the School Body, and where applicable agreed with Transform Schools (Rotherham) Limited and/or its service providers and this structure should be clearly communicated throughout the organisations.
 - Roles should be clearly defined for situations where accommodation is multi-occupied/managed with other organisations (e.g. facility management providers) and it should be ensured that effective liaison takes place and is recorded.
- 3.9 Supported by the Head of School the Fire Safety Manager is responsible for:
- Ensuring compliance with fire safety legislation.
 - Advising on the content of the School's Fire Safety Policy.
 - Assisting with the development of the school evacuation strategy.
 - Development and implementation of a programme of appropriate fire safety training for all relevant staff.
 - Development and implementation of monitoring and reporting mechanisms appropriate to the management of fire safety.
 - Liaising with other service providers and School staff on Fire Safety issues.
 - Providing appropriate fire safety training to all personnel working for the school.
 - Ensuring fire safety risk assessments are carried out in accordance with the Regulatory Reform (Fire Safety) Order 2005.
 - Completing the School's annual fire safety audit report.

Fire Incident Manager

- 3.10 The Fire Incident Manager is a senior member of school staff and they will:
- Respond to all fire alarm activations and investigate the activation to determine if there is an incident that requires intervention.
 - Take control of managing the incident until the arrival of the Fire Service.
 - Liaise with the emergency services on arrival.
 - Record when the school has been cleared as informed by fire marshals/wardens.
 - Record any missing persons as informed by fire marshals/wardens.

Fire Marshals/wardens

- 3.11 The school should nominate staff as Fire marshals/wardens who will respond to an alarm to:
- Assist with the evacuation of all occupants.
 - Liaise with Fire Incident Manager.
 - Ensure all occupants are accounted for.

Site Manager

- 3.12 The School Body is responsible as Responsible Person for compliance with the FSO. The School will appoint a Site Manager who will take primary responsibility for ensuring that the various other service providers and stakeholders comply with their statutory fire safety duties at the school. The Site Manager should be provided with sufficient financial and personnel resources to ensure that the School can fulfil its duties under the FSO such as ensuring the following items are carried out to a satisfactory standard:
- Identifying hazards and reducing the likelihood of fire occurring.
 - Developing and implementing fire safety procedures that are appropriate to the risks.
 - Training staff and maintaining appropriate training records.
 - Inspection, maintenance and testing of potential hazards (e.g. heat producing equipment).
 - Monitoring and maintenance of means of escape, evacuation procedures and updating as necessary.
 - Maintaining escape provisions for disabled people.
 - Inspection, maintenance and testing of active and passive fire protection systems and fire-fighting equipment.
 - Monitoring general maintenance and installation works that might affect the fire safety provisions (e.g. installation of new services through fire resisting walls and floors).
 - Supervision, monitoring and instruction of contractors and sub-contractors on the premises.
 - Agreeing the safe system of work for non-routine activities where these increase the risk from fire, including issuing hot work permits.
 - Ensuring compliance with statutory requirements and applicable codes of practice.
 - Notifying the authorities (e.g. building control and fire service) of any changes that might affect the fire precautions in the building, e.g. structural alterations, extensions, alterations to internal arrangements or keeping highly flammable or hazardous materials.
 - Organising periodic audits to review current fire safety management procedures and changes in building usage.
 - Maintaining emergency plans and fire control centre functions.
 - Monitoring, reviewing and updating this fire safety management plan.
 - Maintaining fire safety related documentation:
 - training records;
 - test evacuation records;
 - near miss events;
 - up to date as-built fire strategy drawings;

- up to date fire strategy report.
- Cooperate and coordinate with the School Body and other service providers to ensure that the responsibilities of each organisation are clearly understood and that no items “fall between the cracks”.
- Preparation of annual fire safety compliance summary for submission to Transform Schools (Rotherham) Limited.

Other Service Providers

- 3.13 Other service providers including, but not limited to, caretakers, facility management providers, maintenance providers, acting on behalf of the School body or Transform Schools (Rotherham) Limited will have responsibility for:
- The provision and maintenance of the premises.
 - Liaising with the School Body and Transform Schools (Rotherham) Limited on strategic matters.
 - Implementing an effective change control process.
 - Testing and maintenance of fire safety systems.
 - Ensuring that all other service provider and sub-contractor staff working on their behalf are appropriately trained.
 - Maintaining up-to-date fire safety records, fire safety strategy and compartmentation plans.
 - Implementing fire safety procedures in areas under their direct control.
 - Carrying out inspection, testing and maintenance of passive and active fire safety systems.
 - Maintaining auditable records for areas and activities under their control.
 - Implementing local fire safety procedures.
- 3.14 Installers and maintainers of fire safety equipment commissioned by the School or Transform Schools (Rotherham) Limited or its service providers must be able to demonstrate a sound knowledge and specific skills in the specialist service being provided. This may include the installation and/or maintenance of fire safety installations such as:
- Fire alarm and detection systems
 - Portable firefighting equipment
 - Fire stopping installations
 - Fire and smoke dampers
 - Fire suppression systems (e.g. sprinklers)
- 3.15 External bodies providing fire safety services should be registered with an appropriate third-party fire industry accreditation scheme e.g. LPCB, FIRAS, Certifire etc. Where the Service Provider uses its own staff, they should have appropriate specialist training, and this should be recorded in the training log.

Fire Safety Committee

- 3.16 A Fire Safety Committee should be established to involve the Fire Safety Manager(s) within the School Body and all significant employers in the school. The fire safety committee is responsible for:

- Monitoring fire safety throughout the School premises.
- Proposing changes to policies and procedures.
- Providing a means for communications between management and staff.
- Providing a conduit for co-operation and co-ordination between School Body and other organisations with a responsibility for fire safety within the school.

Staff

3.17 **All staff** are responsible for:

- Complying with the fire safety policy and procedures.
- Participating in fire safety training.
- Reporting any deficiencies noted.
- Promoting good fire safety practice.
- Setting high standards by personal good example.
- Assisting with the evacuation of pupils in the event of a fire alarm.

4. Responsibilities Matrix

The following table is intended to provide a template summary of the roles of the main parties for effective fire safety management, this will need to be developed and amended in conjunction with the School and other relevant stakeholders to ensure it is appropriate to the specific operational requirements at the school.

Activity/task	Comment	Responsible	Accountable	Consulted	Informed	Referenced section
Fire Safety management plan						
Document the Fire Safety Management Plan (FSMP)	The organisation should establish, implement, maintain and continually improve the FSMP. Update of procedures following audits.	School Fire Safety Manager	Head of the School Body		All staff	Guidance Document Section 17
Fire safety objectives and targets.	The fire safety objectives and targets should be set and clearly communicated throughout the organisation.	School Fire Safety Manager	Head of the School Body		All staff	Section 0 above
Fire safety policy						
School Fire Safety Policy Statement	Top management to establish a fire safety policy that: <ul style="list-style-type: none">• is appropriate to the purpose of the organization, provides a framework for setting fire safety objectives,• includes a commitment to satisfy the applicable requirements;	School Body	Head of the School Body	Transform Schools (Rotherham) Limited Service Providers	All staff	Section 0 above
Transform Schools (Rotherham)		Transform Schools (Rotherham) Limited	Transform Schools (Rotherham)	School Body Service Providers	All PFI Staff	
Consolidate School and Transform Schools (Rotherham) Limited fire safety policy		School Body	Head of the School Body	School Fire Safety Manager Head of School Site Manager Transform Schools (Rotherham) Limited	All staff	

Activity/task	Comment	Responsible	Accountable	Consulted	Informed	Referenced section
Legal and regulatory requirements						
Legal responsibility	Responsibility for ensuring compliance with fire safety legislation. The 'Responsible Person'.	School Body	School Body	Head of the School Body School Fire Safety Manager	Head of School	Guidance Document Section 2
Procedures to meet legal requirements	The organisation should define, document, implement and maintain the procedures to determine the legal and other requirements relating to its activities.	Head of the School Body	School Body	School Fire Safety Manager Service Providers	Head of School	
Fire safety management structure						
School Fire Safety Management Structure	Top management to ensure that the responsibilities and authorities for relevant roles are established, assigned and communicated within the organisation. The roles and responsibilities should be clearly defined.	Head of the School Body	Head of the School Body	School Fire Safety Manager	All staff	Section 3 above & Guidance Document Section 3
Fire Safety Management Structure of Service Providers		Service Provider	Service Provider	School Fire Safety Manager	All Service Providers staff	
Consolidate Fire Safety Management Structure		Head of the School Body	School Body	School Fire Safety Manager Head of School Site Manager	All staff	

Activity/task	Comment	Responsible	Accountable	Consulted	Informed	Referenced section
Fire systems management						
Maintain fire safety information	Maintain fire strategy information and update where alteration or extension works are carried out. Including fire strategy, drawings and inventory of fire safety systems.	Site Manager	School Body	Service Providers School Fire Safety Manager	Head of School	Guidance Document Section 16
Inspection testing and maintenance	Organise, implement and record inspection testing and maintenance of systems. Maintain auditable records that are readily available for review.	Site Manager	School Body	Service Providers School Fire Safety Manager	Head of School	Guidance Document Section 12
Permit to work	Organise, implement and record permit to work systems on fire resisting construction and other fire safety systems.	Site Manager	Site Manager	Service Providers School Fire Safety Manager		Guidance Document Section 13
Operational controls	Define and implement operational controls.	Site Manager	School Body	Other service providers School Fire Safety Manager	Head of School	Guidance Document Section 5-11
Emergency planning	Define and implement emergency planning arrangements	School Fire Safety Manager	School Body	Site Manager Service Providers Fire Safety Committee	Head of School All staff	Guidance Document Section 3

Activity/task	Comment	Responsible	Accountable	Consulted	Informed	Referenced section
Fire safety training						
Establish and implement staff fire safety training requirements	Including appointing of fire marshal/wardens Carry out staff training including induction training, formal training within 3 months of starting, refresher and fire marshal/warden training. Maintain training records.	School Fire Safety Manager	School Body	Head of School Service providers Site Manager	All staff	Guidance Document Section 3
Fire evacuation drills	Organise, implement and record fire evacuation drills.	School Fire Safety Manager	School Body	Head of School Site Manager	Service providers	
Visitors	All trade or commercial visitors attending site will be briefed on the fire safety arrangements relevant to their visit.	Visitors host	Site Manager		Visitors	
Competency	It needs to be ensured that all persons responsible for fire safety have sufficient competency relevant to their responsibility.	Site Manager	School Body	School Fire Safety Manager Head of School		
Communication						
Enforcing authorities - Fire service	Liaising with enforcing authorities on technical issues.	School Fire Safety Manager	School Body	Site Manager	Head of School	Guidance document Section 4
Enforcing authorities - Building Control	Liaising where a change to the building will require Building Regulations approval	Site Manager	School Body	School Fire Safety Manager	Head of School	
Internal co-ordination	Consultation, communication, dissemination and implementation of revised policies and procedures.	Site Manager	School Body	Fire Safety Committee	All staff	

Activity/task	Comment	Responsible	Accountable	Consulted	Informed	Referenced section
Co-operate and co-ordinate	All users should co-operate and coordinate	All management.	All management.			Guidance document Section 4
Fire risk assessments						
Methodology	Agree the methodology and format for recording the significant findings to be used for all FRAs.	School Fire Safety Manager	School Body	Fire Safety Committee	Head of School	Guidance document Section 6
Carry out FRA	A fire risk assessment must be carried out to meet the requirements of the Regulatory Reform (Fire Safety) Order 2005 (FSO). FRA to be carried out by a suitably competent person. Identify remedial actions.	School Fire Safety Manager	School Body	Head of School Service Providers Site Manager	Head of School Service Providers Site Manager	
Remedial actions	Implement necessary remedial actions	Site Manager	School Body	School Fire Safety Manager Service Providers	Head of School	
Fire prevention						
Fire prevention measures	Implement and monitor suitable fire prevention procedures and measures.	Site Manager	School Body	School Fire Safety Manager Service Providers	Head of School	Guidance document Section 7
Smoking policy	Site specific smoking policy to be defined and policed.	Site Manager	School Body	School Fire Safety Manager Service Providers	Head of School	
PAT policy	Including the restrictions on personal electrical appliances.	Site Manager	School Body	School Fire Safety Manager Service Providers	Head of School	

Activity/task	Comment	Responsible	Accountable	Consulted	Informed	Referenced section
COSHH	Maintain a register of all flammable and highly flammable materials necessary for the effective functioning of operations.	Site Manager	School Body	School Fire Safety Manager Service Providers	Head of School	Guidance document Section 7
DSEAR	Where flammable and highly flammable liquids or materials are used and stored a risk assessment must be carried out to meet the requirements of the Dangerous Substances and Explosive Atmospheres Regulations.	Site Manager	School Body	School Fire Safety Manager Service Providers	Head of School	
Kitchen extract	Cleaning and inspection of kitchen ducts	Site Manager	School Body	School Fire Safety Manager Service Providers	Head of School	
Means of escape						
Means of escape	Ensure means of escape are adequate and maintained clear of obstructions at all times.	Site Manager	School Body	School Fire Safety Manager Service Providers	Head of School	Guidance document Section 8
Evacuation devices	Inspection and maintenance of, evacuation devices (Emergency Rescue Mats and chairs etc)	Site Manager	School Body	School Fire Safety Manager Service Providers	Head of School	
Evacuation procedures	Including procedures for the evacuation of mobility impaired occupants.	School Fire Safety Manager	School Body	Site Manager Service Providers	Head of School All staff	
Signs and notices	Ensure adequate fire safety signs are provided throughout the school	Site Manager	School Body	School Fire Safety Manager Service Providers	Head of School	

Activity/task	Comment	Responsible	Accountable	Consulted	Informed	Referenced section
Portable firefighting equipment	Provide, test and maintain suitable portable fire extinguishers throughout the building.	Site Manager	School Body	School Fire Safety Manager Service Providers	Head of School	Guidance document Section 9
Firefighting equipment inventory	Maintain a full inventory of all firefighting equipment showing the type and size of extinguisher installed and its position within the premises.	Site Manager	School Body	School Fire Safety Manager Service Providers	Head of School	
Changes and alterations						
Changes and alterations	Ensure all contractors are aware of the active and passive fire protection systems and ensure these are maintained as part of any works.	Site Manager	School Body	School Fire Safety Manager Service Providers	Head of School	Guidance document Section 13
Emergency response						
Evacuation plan and response	Organise, implement and record fire evacuation plan. Including: Command and control structure, maintain relevant information for use by the fire and rescue service, investigation of the circumstances and the cause of the fire,	School Fire Safety Manager	School Body	Site Manager Service Providers Fire Safety Committee	Head of School All staff	Guidance document Section 3
Checking						
Salvage and continuity planning	Draw-up a salvage plan/business continuity plan.	School Fire Safety Manager	School Body	Site Manager Service	Head of School	Guidance document Section 14

Activity/task	Comment	Responsible	Accountable	Consulted	Informed	Referenced section
Audit of procedures	Review of performance, monitoring and	Transform Schools (Rotherham) Limited	Transform Schools (Rotherham) Limited	Site Manager School Fire Safety Manager	Head of School	Guidance document Section 14
Incidents and non-conformities	All fires affecting the premises must be reported.	School Fire Safety Manager	School Body	Fire Safety Committee	Head of School Site Manager	
Management review						
Audit Report to Transform Schools (Rotherham) Limited	Prepare and issue annual fire safety audit report (Inc.)	Site Manager	School Body	School Fire Safety Manager	Transform Schools (Rotherham) Limited	Guidance document Section 17
Audit Report to School Body	Prepare and issue annual fire safety audit report (Inc.)	School Fire Safety Manager	School Fire Safety Manager	Site Manager	School Body	
Service provider fire safety management arrangements	Review of fire safety management arrangements annually. Ensure it remains suitable, sufficient and effective in delivering fire safety.	Service Provider	Service Provider	School Fire Safety Manager	Head of School Transform Schools (Rotherham) Limited	