



Fire Safety Management Policy

Document Purpose	To outline the procedure for the management of fire safety in the Department for Children, Young People, Education and Skills (CYPES)
Author	CYPES Governance Team
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Target Audience	All CYPES Staff
Circulation List	All CYPES Staff
Description	The purpose of this document is to ensure fire safety management is consistent across all CYPES sites. It details the measures that should be in place in relation to the prevention and management of fire, and is aligned to the Corporate Fire Safety Minimum Standard
Linked Policies	Corporate Electricity Minimum Standard Corporate Fire Safety Management Minimum Standard Corporate Highly Flammable Liquids - Minimum Standard Corporate Incident Reporting and Investigation Minimum Standard Corporate Liquefied Petroleum Gas (LPG) - Minimum Standard Corporate Risk Assessment Minimum Standard
Approval Route	CYPES ELT Education SLT CSC SLT COD SLT
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1. Overview

Fire is a hazard in any CYPES building and its consequences include threat to life, damage to, or loss of property and interruption of CYPES business.

This CYPES Fire Safety Management policy will help to ensure that in the event of a fire, effective management systems are in place to mitigate the outcome.

2. Scope

This policy is for all CYPES employees, agency staff and volunteers, who either frequently or occasionally work or volunteer in any CYPES site.

3. Responsibilities and distribution

This policy is available on www.gov.je/Educationpolicies and must be made accessible to all CYPES employees, agency staff and volunteers so they understand their responsibilities in relation to the management of fire safety on CYPES sites.

Responsibilities of CYPES Executive Leadership Team (ELT):

- Ensure adequate resources both financial and other are available to meet their commitment to ensuring everyone affected by CYPES activities are kept safe
- Ensure CYPES staff have suitable and sufficient training, information and supervision to competently carry out their roles

Responsibilities of Individuals with responsibilities for premises or part premises:

- Along with the landlord, ensure fire risk assessments are completed, and fire safety measures are identified and implemented.
- Develop emergency arrangements and ensure building users, contractors and visitors are made aware. In multi-occupancy buildings, tenants must work together to develop emergency arrangements.
- Ensure emergency arrangements are practiced and reviewed.
- Inform the landlord if undertaking any minor works or alterations.
- Carry out any agreed tests and checks and maintenance.
- Report any damage or faults of active or passive fire protection systems.
- For certified premises, notify the landlord of any change of use of any part of the building, change of occupancy numbers or any other changes which could affect the fire safety risk at the premises.
- For certified premises, alert the Jersey Fire and Rescue Service to changes of the 'person responsible for fire'. [Fire certificate - Information - one.gov.je](http://www.gov.je/FireCertificate)

Responsibilities of Line Managers

- Ensure employees are adequately trained and competent to understand fire risks, and where necessary provide additional training for fire marshals and others as required.
- Make sure there are adequate fire safety arrangements in place in relation to use of the building and the activities undertaken within it.
- Make sure Personal Emergency Evacuation Plans (PEEPs) are in place where required.
- Ensure that all staff are made aware of the fire safety arrangements in place as part of the induction process.

Responsibilities of Employees:

- Be aware of the action to be taken on discovering a fire, for raising the alarm (including the location of fire alarm call points) and arrangements in place for calling the Jersey Fire and Rescue Service.
- Be aware of the action to be taken when the fire alarm activates
- Cooperate by participating in fire evacuation drills and by observing fire safety arrangements.
- Report any concerns about fire safety.
- Be familiar with all escape routes.
- Not wedge fire doors open, nor block or obstruct them.
- Comply with No Smoking legislation and any specific rules relating to the premises.

CYPES Health and Safety Team:

- Will offer fire safety guidance to departments to ensure an effective fire safety management system is in place.
- Will carry out fire safety management audits and inspections as required.

4. Policy/Standards

The Health and Safety at Work (Jersey) Law 1989 requires every employer to establish suitable procedures to safeguard employees and others affected, so far as reasonably practicable, in the event of imminent danger.

Incidents which expose employees to danger can occur at any given time, however the likelihood of this happening can be reduced by:

- complying with relevant guidance and any statutory requirements as a minimum.
- assessing and controlling risks that arise from our workplace activities.
- providing safe and healthy working, living and learning environments.
- ensuring safe working methods are implemented and providing safe working equipment.
- providing effective information, training, and instruction.
- consulting with employees and other key stake holders on health and safety matters.
- monitoring and reviewing the effectiveness of systems and prevention measures.
- setting targets and objectives to develop a culture of continuous improvement.

The arrangements in this CYPES Fire Safety Management Policy align with the Government of Jersey (GOJ) Health and Safety Fire Safety Management Minimum Standard.

5. Further information and related documents

[Fire Precautions \(Jersey\) Law 1977 \(jerseylaw.je\)](http://jerseylaw.je)

[Fire Precautions \(Designated Premises\) \(Jersey\) Regulations 2012 \(jerseylaw.je\)](http://jerseylaw.je)

[Building Bulletin 100: Design for fire safety in schools](#)

[Fire Safety Educational Premises Gov.UK](http://Gov.UK)

6. Recommendations and guidelines

6.1 Definitions

Landlord – Jersey Property Holdings (JPH) is defined as the landlord for the majority of CYPES sites. However, in some circumstances a CYPES premises may be leased from a private landlord.

In all cases, any lease or Service Level Agreement (SLA) should be agreed and in place identifying both the landlord and the tenants' responsibilities to manage any fire safety risks associated with the premises and the activities undertaken within it.

Tenant – The department occupying the building for their work activities.

Certified Premises – Premises specified in the Fire Precautions (designated premises) (Jersey) Regulations 2012 which require a fire certificate to be issued by the fire service under the Fire Precautions (Jersey) Law 1977.

Fire Emergency Evacuation Plan - The Fire Emergency Evacuation Plan is the arrangements that are followed in the event of a fire. The emergency evacuation plan must also consider out of hours occupation and be specific to the building and its users.

Risk assessment – An assessment to identify hazards and those at risk, with the aim to remove or reduce the hazards to as low as reasonably practicable and to determine what fire safety measures and management arrangements are necessary.

6.2 Fire Prevention

CYPES departments must ensure that adequate fire safety controls are in place to manage all fire hazards. This includes, but is not limited to, the following:

- Appropriate occupancy rate
- Building user activities
- Electrical sources of ignition
- Smoking
- Arson
- Portable heaters and heating installations
- Cooking
- Lightning
- Housekeeping
- Hazards introduced by outside contractors e.g. building works
- Flammable and oxidising substances

6.3 Fire Safety Management

Fire safety management is the joint responsibility of the landlord and the tenant.

Landlords must ensure buildings meet applicable legislation and standards, and that during design, maintenance and refurbishment works which are carried out under their control, fire safety standards are maintained.

In multi-occupancy buildings the landlord is responsible for managing the fire safety in communal areas.

Tenants must ensure the fire risks for all their activities are controlled and they have emergency procedures in place.

When undertaking any minor projects inhouse, tenants must make landlords aware of the work being undertaken and ensure fire standards are maintained.

Tenants must liaise with the landlord and update any arrangements in place if their work activities change, or new equipment or processes are introduced.

In multi-occupancy buildings, tenants must cooperate with each other and the landlord in relation to fire safety arrangements. Both parties must undertake their fire safety management responsibilities identified in the relevant SLA.

6.4 Fire Risk Assessment

The fire risk assessment is undertaken as a joint exercise between the landlord and the tenant.

The landlord, assisted by the tenant, will carry out a fire risk assessment to identify hazards and control measures for the building, considering the activities in the building. The control measures and the level of building management will be related to the level of risk. The landlord will lead the process, and the completed assessment will be shared with all parties in the building.

6.5 Fire Emergency Evacuation Plan

The Fire Emergency Evacuation Plan is the arrangements that are followed in the event of a fire. The fire emergency evacuation plan must also consider out of hours occupation and be specific to the building and its users.

Aspects to consider when writing the emergency plan:

- What to do if people/staff discover a fire.
- What people/staff should do when they hear the fire alarm.
- Specific roles and responsibilities, for example: Who is going to check the fire panel and investigate the fire? Are they trained to use a fire extinguisher? What are the responsibilities of the fire marshal? Who is responsible for contacting the emergency services?
- Accounting for staff, children, young people and others: How will they be accounted for? How this will be managed if there is more than one muster point?
- Are there any processes, machines or power that need to be shut down e.g., gas supplies?
- Specific arrangements for high-risk areas for example chemical storage areas.
- Procedures for liaising with the emergency services e.g., who will liaise with them on arrival and how will the emergency services be able to identify this person?
- What specific information needs to be given for the emergency services? For example: the type and location of the incident, missing people, location of high-risk areas, flammable substances, location of any asbestos or any unusual activities such as building works or temporary structures such as scaffolding.
- Location of information, e.g. grab bag kept near the fire panel.
- How will people be prevented from re-entering the building?
- Process to follow if it is a false alarm.

6.6 Evacuation Arrangements for disabled people and children

Careful consideration needs to be given to the evacuation of disabled people and children. Arrangements need to be in place taking into account the various scenarios that may occur, for example, arrangements for disabled people or children who work or are taught or reside in a building will be different to the arrangements adopted for visitors to a building who may not be familiar with the layout.

Where appropriate an individual Personal Emergency Evacuation Plan (PEEP) must be developed for employees and children who have known disabilities that will impact on their ability to evacuate, see appendix 3 for a PEEP template. PEEPs may also be required for temporary periods e.g. following surgery or an injury resulting in impaired mobility.

If a person with mobility issues has to use stairs to evacuate, suitable equipment must be provided, such as an evacuation chair or ski pad, and staff must be trained to use them.

Lifts must not be used as part of the evacuation process, unless there is a specific Evacuation Lift or Firefighting lift in place. Both have a secondary power source and are structurally protected. Evacuation Lifts and Fire Fighting lifts are specially constructed and are not the same as an ordinary lift.

Refuges are defined as a relatively safe waiting area for short periods until safe evacuation can be achieved. A refuge is in an area that is separated from the fire by a fire resisting construction and has a direct safe route to a final exit.

A refuge **is not** an area where a disabled person or child is left indefinitely until rescued by the fire service or until the fire is extinguished. A refuge is a short-term option until safe evacuation can be achieved, for example until the stairwells are clear and an evacuation aid can be used.

6.7 Fire Drills

To evaluate the effectiveness of the Fire Emergency Plan, fire drills must be performed. Fire drills should be performed on the assumption that one exit or stairwell is unavailable because of the fire, and where possible at different times of the day. Applying this scenario to different escape routes at each fire drill will familiarise people with different escape routes that they may not normally use.

Fire drills in schools must be carried out at least termly, and in all other areas they should be performed at least twice yearly. It is acceptable for schools with multiple buildings on one site, to evacuate each building individually if the alarms are zoned and do not go off simultaneously. Drills must be reflective of how the evacuation would be managed in reality.

In some situations, it is acceptable to circulate details of the fire drill to key people as it is not always beneficial to have 'surprise drills' sometimes the health and safety risks introduced may outweigh the benefits.

Fire drills must be timed, and all relevant information recorded, e.g. time/day drill took place and scenario details. Any issues for example windows/doors not being closed, difficulties experienced by staff or children with disabilities, inappropriate actions observed such as stopping to collect personal items or attempting to use lifts.

Positive information should be recorded too identifying things that worked well for example, PEEPs in place worked effectively. People who take part in drills should be given the opportunity to feedback any comments.

Information should be collated and reviewed. Any conclusions and remedial actions should be documented and implemented.

6.8 Training

All CYPES staff must complete the corporate mandatory Fire Safety Awareness online training module as part of their induction program which is provided on Connect Learning and takes approximately 30 minutes to complete. In addition to this, staff must be made aware of the local/site fire safety arrangements in place.

To ensure the learning about local fire safety arrangements has been clearly understood, a Fire Induction Questionnaire can be used as an assessment tool (see appendix 4).

Fire Safety Awareness training for staff who are not required to do more in-depth training as part of their job role, must be completed annually.

Some employees may require further training as part of their job role and allocated responsibilities, for example fire marshal training, fire extinguisher training or fire risk assessor training. For further information about job specific fire training contact CYPESHandSCentral@gov.je

6.9 Maintenance of fire safety controls

Fire control measures only remain effective if they are regularly maintained and tested. The responsibilities for this sit with both the landlord and the tenant and it is crucial that each party is aware of what these are. Any scheduled maintenance checks that are missed, must be immediately reported and rectified.

The responsibilities of each party must be clearly documented in the Service Level Agreement (SLA), lease or similar. It should not be assumed that the landlord is solely responsible for the maintenance and testing of all fire control measures.

Further guidance on typical landlord and tenant responsibilities can be found in Appendix A of the [Corporate Fire Safety Management Minimum Standard](#).

6.10 Management of Lithium-ion batteries on CYPES sites

Lithium-ion batteries are the predominant type of rechargeable battery used to power items used in everyday life such as smart phones, laptops, e-bikes and e-scooters. If a battery creates more heat, than it is able to dissipate, it can lead to a rapid uncontrolled release of heat energy, known as 'thermal runaway', that can result in a fire or explosion.

In normal use, the highest risk of fire occurs when lithium batteries are being charged. Batteries damaged during normal use can also lead to fire and can cause injury including electric shock if not handled properly.

To ensure safe use of Lithium-ion batteries on CYPES sites, the following must be observed:

- E-Bikes and scooters must not be bought inside CYPES buildings, unless the battery has been removed and is stored behind a fire door.
- CYPES staff should not charge batteries of personal items such as e-bikes or e-scooters on CYPES sites.
- Work devices such as mobile phones and laptops must be charged using a reputable charger specific to the device, no universal chargers to be used under any circumstances.

- Devices must not be left charging in unoccupied areas or overnight, unless this is done using specific equipment to manage the risks for example lap top charging units which are on set timers.
- Charging and using vapes on CYPES sites is prohibited at all times. If any used/empty vape cartridges are found on any CYPES sites, they must be disposed of appropriately and not thrown in general waste. [Disposal and recycle of e-cigarettes Gov.ie](#)

6.10 Monitoring, Audit and Review of fire safety

Fire safety management will be monitored both corporately, as part of the minimum standards audit program and by CYPES Health & Safety Team as part of the internal inspection and audit process.

Building users/tenants are responsible for ensuring the following checks and inspections are conducted and recorded:

- Weekly manual call point checks (Appendix 1)
- Monthly fire safety checklists (Appendix 2)
- Quarterly fire door checks (Appendix 5)

This inspection list is not exhaustive, there may be other checks required which are specific to the building or equipment or form part of the SLA.

It is also be expected that daily visual checks become an integral part of the everyday operation of the building, for example when walking around, staff are looking at escape routes to ensure they are clear and that fire doors are not wedged open.

Monitoring the management of fire safety will be included as part of the CYPES Health & Safety audit process. Compliance of weekly, monthly and quarterly checks will be monitored via software tools such as Safety Culture as well as planned and ad hoc inspection visits.

Appendix 1 - Manual Call Point testing

All Manual Call Points (MCPs) in buildings must be tested weekly to ensure they are communicating with the main fire alarm panel. This means that when they are triggered a signal is sent to the fire alarm panel, activating the alarm. Testing MCPs also gives building users the opportunity to check other elements of their fire safety management system are working. For example, hold open devices on fire doors are releasing and the location of the MCP activation showing on the fire panel is correct.

For fire safety to be managed effectively, all elements of the management system must work.

As a minimum, each MCP must be operated at least once annually, meaning that if there are over 52 MCP's on a site, in some weeks, more than one will need to be tested.

To ensure an accurate record of the testing is kept, all MCPs must be labelled/numbered so each one can be individually identified.

A procedure showing how to do the weekly MCP testing should be documented, and only be accessible to people who have the responsibility for the testing.

Example Manual Call Point Procedure

- Call the Alarm Receiving Centre (ARC) and advise them that you wish to put the alarm system on test mode and for how long.
- Provide your site name and /or ARC account number as well as the site password (*you can get this information from your maintenance officer*)
- The ARC will confirm when the system is in test mode.
- Select the MCP you wish to test and activate it using the release key.
- The fire alarm should activate, let it sound for at least 5 seconds – it may need to sound for longer if you have Dorgards fitted as they activate on sound, which can take approximately 10-15 secs.
- Attend the fire panel, check that the location of MCP activated is correct, and then silence the alarm panel.
- Reset the MCP.
- Reset the fire panel.
- Call the ARC and advise them that you wish to take the alarm system off test mode.
- Provide your site name and /or ARC account number as well as the site password again.
- Ask the ARC to confirm they have received the fire signal from the activation.
- They will confirm when the system is off test mode.
- Record the test ensuring the MCP activated is documented.

If the ARC reports no signal has been received, or there are any other problems occurred immediately report the issue to JPH.

Appendix 3 - Personal Emergency Evacuation Plan (PEEP)

Personal Emergency Evacuation Plan (PEEP)

Legal Obligations

Disability manifests itself in many ways, some more obvious than others. One element remains constant, the requirement for managers to plan the safe and effective evacuation of disabled children/staff/visitors from premises in the event of a fire emergency.

What is a PEEP?

Personal Emergency Evacuation Plans (PEEPs) are the method of assisting persons who may require assistance to evacuate premises in the case of fire or other emergencies.

This can take many forms:

- Providing equipment interfaced with the existing fire alarm system to alert persons who cannot hear the sound clearly.
- Buddy system to lead or assist persons to a place of safety.
- Providing emergency evacuation equipment should it be necessary (e.g., ski pads or ski sheets).

Manager's Responsibilities

1. Ascertain if, in the event of an emergency, there are people in your department who would require extra assistance in evacuating the building.
2. Discuss with the person what assistance they would require. Ensure that you consider multi-site working if appropriate.
3. Formulate a plan to include agreed method of evacuation and number of persons and/or equipment required to execute it.
4. Inform and train all staff affected.
5. Practise your procedure.

Personal Emergency Evacuation Plan

Name of employee/service user/visitor	
Site, Building, Floor, Work Area	
Responsible Manager	
Assessment undertaken by	

Designated Staff to assist	
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Exit Procedure (step by step)	
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Methods of assistance (physical, verbal)	
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Equipment (evac chairs, mobility aids, radios)	
---	--

Safe Route (shortest distance, access, doors)	
--	--

Plan agreed by	
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Signed & Dated	
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Review date	
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Appendix 4 – Fire Induction Questionnaire

Fire Induction Questionnaire

To be completed by **all** new staff within 2 days of commencing employment

Name: _____ Dept. _____

The location of the high visibility jacket (yellow) is:

Fire instruction notices are to be found:

Dept/building. fire plans are located:

Fire alarm break glass points are located:

Fire extinguishers are to be found:

Fire exits are located at:

The method of opening these is:

The following are fire doors that should be kept shut:

Emergency phone lines (analogue phones):

Location of the assembly point:

Name of the Fire Marshal/s:

I confirm that any fire risks in the Department have been explained to me by:

Signed: _____ Date: ___/___/___

Manager: _____

Appendix 5 - Monthly Fire Safety Checklist

Date..... Location.....

Means of Escape	N/A	YES	NO	ACTIONS	ACTION OWNER	DATE TO BE COMPLETED BY
1. Are all routes to fire escapes free from obstructions?						
2. Are lift lobbies and stairwells clear of furniture and other items?						
3. Do fire escape exit doors operate and close properly and open in the direction of travel?						
4. Are internal fire doors free from damage including the intumescent strips?						
5. Are all fire exit signs and notices clearly visible, free of damage and compliant with BS 5499?						
6. Can all (final exit) fire exit doors be opened without the use of a key?						
7. Is there an emergency evacuation aid available for non-mobile people?						
8. Are evacuation aids easily located?						
9. Are evacuation aids free from damage?						
10. Are staff trained in the use of the emergency evacuation aid?						
11. Is there a building emergency fire evacuation plan in place?						
12. Are staff trained in the emergency evacuation procedures?						
13. Are there emergency evacuation instructions in place and are they clearly visible to building users?						
14. Is there a Personal Emergency Evacuation Plan (PEEP) available for people who may need assistance to evacuate the building?						
Further comments						
Fire Fighting Equipment						
Fire Fighting Equipment	N/A	YES	NO	COMMENTS	ACTION OWNER	DATE TO BE COMPLETED BY
1. Is there firefighting equipment in place (e.g. – fire extinguishers and fire blankets)?						
2. Is there an identification sign next to the extinguishers?						
3. Have extinguishers been serviced in the past 12 months?						

4. Are extinguishers in good condition and free from damage (e.g. – rust free and the tamper tags intact?)						
5. Are there fluorescent vests available for Fire Marshalls/sweepers?						
Further comments						
Fire Alarm and detection						
	N/A	YES	NO	COMMENTS	ACTION OWNER	DATE TO BE COMPLETED BY
1. Are any heat or smoke detectors obstructed or covered over?						
2. Can you hear/see the fire alarm/beacon from your area?						
3. Are all manual call points clearly visible and free from obstruction?						
4. Are all call points being tested weekly and on a rotational schedule?						
5. Has all weekly call point testing been recorded in the building fire logbook?						
6. Has the Fire alarm system been serviced in the last 6 months by a competent person?						
7. Has there been a fire drill completed in the past 6 months?						
Further comments						
Housekeeping checklist						
	N/A	YES	NO	COMMENTS	ACTION OWNER	DATE TO BE COMPLETED BY
1. Are all floor surfaces in good repair and free from trip hazards?						
2. Are all floor surfaces clear from electrical cables?						
3. Is all safety signage visible, undamaged, and relevant?						
4. Is lighting satisfactory?						
5. Is storage of personal items adequate?						
6. Is all rubbish and surplus equipment/furniture removed on a frequent basis?						
7. Have all new staff completed the fire safety induction and questionnaire?						
8. Have all staff attended fire awareness training?						
9. Are fire doors not being wedged open?						
Further comments						

Appendix 6

Guidance for use of notice boards and display cabinets in circulation spaces that form part of the means of escape in schools.

Schools' circulation spaces are important for communicating information to both students and visitors by means of notice boards, they are also used as display areas for example to show student's artwork.

Circulation spaces that are part of the means of escape must be managed to ensure the art displays and notice boards do not become fire loaded.

To manage this effectively, notice boards or displays should not be more than 3 metres wide, and there should be a gap of at least 1 metre between notice boards on the same wall.

Notice boards or displays in a protected/dead end corridor should be fitted with a fire retardant covering such as polycarbonate or be contained in a fire-retardant display cabinet/notice board.

Consideration should be given to purchasing purpose-built fire-retardant display cabinets/notice boards for longer term use in highly used circulation routes as displays and information notices are easier to swap/change and they are seen as a more permanent solution which soon becomes normal practice.

Appendix 7 – Guidance for sensory rooms and break out/grotto areas

Sensory rooms, break out areas and grottos are an important tool in educating and managing children. The correct location of these areas is crucial to ensure the occupants are kept safe and are able to evacuate easily in the event of a fire. Often it is the most vulnerable students who use these areas most frequently, so it is important that the means of escape is taken into consideration when choosing their location.

When designing and setting up these areas, fire safety must be taken into consideration.

Materials/coverings that are used on the walls and ceilings must be fire retardant and not be draped over lights or other electrical sources such as air vents and fans. Fire detectors and sounders must not be covered over, so they are still able to their job and be maintained.

Soft play items that contain padding must be in line with the British Safety Standards/CE approved.

Vision panels in doors must remain clear.

Electrical safety is important as this is one of the biggest causes of fire. Ensure there are an adequate number of sockets to prevent overloading or misuse of extension leads. Sockets and flexes should be inspected regularly for damage. All portable electrical items should be included in the portable appliance testing (PAT) schedule.

Additional lighting, such as fairy lights, must be in line with the British Safety Standards/CE approved.

All equipment in the sensory room must be maintained as per manufacturers guidelines.

CHANGE HISTORY

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0.1	2008	Education department	First Publication
0.2	2016	Education department	Update
0.3	2024	CYPES Governance Team	Review to align with Corporate Minimum Standard

APPROVAL

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