

Willows Academy Trust



Buildings Managed Use Policy (COVID-19)

Approved by:	Board of Directors
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WAT Buildings Managed Use Policy (COVID-19)

In accordance with our fire safety policies and risk assessment, we have developed this additional Managed Use Policy to ensure the health, safety and welfare of all occupiers within our school buildings and prevent the loss of our assets.

Due to the occupation of the premises and the need for ventilation, it is understood that occupiers will wish to prop open doors. We are aware that the Fire Authorities prefer for doors to be kept closed and that door wedges are not used.

We are aware that any door will provide at least some means of fire prevention (including the limitation of smoke passing from one compartment to another).

The following has been agreed by the Senior Leadership Team (SLT):

- Where '**reasonably practicable**' and in accordance with the above documents, generally doors will be kept closed. Where fire doors are relied on as part of the Fire Risk Assessment/strategy to prevent a fire from moving through our premises, or to protect a staircase for evacuation from floors above, these doors will not be held open.
- Each school has identified the doors that are fire doors for the purposes of preventing the spread of fire and smoke between compartments.
- We will not prop open fire doors that form part of any 'fire compartment' (as denoted in our Fire Risk Assessment/fire strategy).
- Where fire doors protect staircases, cross-corridor doors, etc., these will not be held open (unless with approved electromagnetic or acoustic hold-open devices which close on activation of the fire alarm system).
- Doors that can be left open will be clearly labelled so that staff know that this is permissible.
- Under no circumstances are doors to be propped open with a fire extinguisher.
- We will ensure that a person that is occupying a room will remove any object that is wedging a door open before leaving the room and will ensure that all doors are closed at the end of the school day.
- All room occupiers have been instructed of these measures.