**Managed Use Policy**

In accordance with our fire safety policies, strategy and risk assessment, we have developed this additional Managed Use Policy in order to ensure the health, safety and welfare of all occupiers within our Trust/school buildings and the loss of said 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 said 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.
* Our Trust/school has identified the doors that are indeed 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 electro-magnetic or acoustic hold-open devices which close on activation of the fire alarm system).
* Under no circumstances are doors to be propped open with a fire extinguisher.
* We will ensure that the person that is occupying a room will remove an object that is wedging a door open prior to leaving the room and will ensure that all doors will be kept closed overnight.
* All room occupiers have been instructed of these measures.