

3 Schools Fire Safety Policy

INCLUDING EYFS

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Author	Health & Safety Manager
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Approval Body	The Bursar
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Fire Safety

Fire is a significant hazard to the safety of both buildings and their occupants. Bedales Schools acknowledge and accepts its responsibilities under current fire legislation (The Regulatory Reform (Fire Safety) Order 2005) and will proceed with due diligence to address these by the provision of suitable, sufficient and risk appropriate fire precautions and management systems to enable the safe evacuation of employees and others from school buildings and to minimise fire damage should a fire occur.

Policy standards

The following standards shall be adopted to discharge this policy.

Fire Precautions

- Suitable and appropriate means for giving warning in case of fire will be provided.
- Suitable and appropriate routes, exits and means of protection will be provided to enable occupants of buildings to evacuate quickly and safely in the event of fire.
- Sufficient and suitable emergency lighting will be provided where necessary.
- Suitable fire signage will be provided.
- Sufficient and suitable firefighting equipment will be made available.
- Structural fire precautions for all buildings will, so far as is reasonably practicable, comply with current good practice in the construction industry with the control measures to be adopted based on risk assessment.
- Suitable systems of maintenance are provided for all premises, facilities, equipment and devices to ensure that these remain in an efficient state, efficient working order and good repair.
- Provision of comprehensive and relevant information and adequate training for staff.

Management System

Bedales Schools have a health and safety management system in place which is overseen by the Health, Safety & Compliance Manager. The arrangements for fire safety are included in the health and safety policy.

Fire Risk Assessment

The School's Fire Risk Assessments meet the requirements of the Regulatory Reform (Fire Safety) Order 2005. Specifically they identify and review:

- Occupant especially at risk from fire
- Sources of ignition
- Sources of fuel
- Dangerous substances & miscellaneous risks

- Preventive and protective measures
- Means of escape
- Fire safety signs & notices
- Means of giving warning in case of fire
- Measures to limit fire development and spread
- Management of fire safety
- Procedures for serious and imminent danger
- Maintenance

Following a fire risk assessment action plans are developed to implement any necessary additional control measures identified.

Bedales Schools have fire risk assessments which are updated every 3 years, or more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.

Monitoring and Review

- A monitoring and review system is in place with a two way reporting process operating throughout the management chain.
- The Board of Governors will be suitably and sufficiently informed on the findings of monitoring and the recommended actions.
- Staff and students will be suitably and sufficiently informed on the findings of monitoring and the recommended actions (where applicable).

Roles and Responsibilities

The Board of Governors

The Board of Governors are the 'responsible person' as set out in the Regulatory Reform (Fire Safety) Order 2005 in relation to all its workplaces.

Three Schools Senior Team

Take board level responsibility for the Board of Governors compliance with the Regulatory Reform (Fire Safety) Order 2005 including:

- Provide strategic direction and oversight of corporate strategies and policies relating to fire precautions.
- Ensure that robust fire safety management systems, arrangements and organisation exist in each department.
- Support the Board of Governors in meeting their safety responsibilities for the School as a whole.

- Ensure that there is an appropriate and resourced response to the 'in-house' and Hampshire Fire and Rescue Services audits.
- Ensure a process is in place to capture, review, prioritise and respond to 'significant findings' which are identified by the school Fire Safety Manager which fall within the remit of Senior Management control and cannot therefore be addressed locally. This process also needs to give due consideration to significant findings from detailed fire precaution surveys.
- Establish an annual capital programme of improvements to address significant findings in priority order.
- Ensure agreed actions are communicated back to the school Fire Safety Manager to feed into local fire safety action plans.
- Support the 'in-house' and Hampshire Fire and Rescue Service audit process and ensure significant findings identified or enforcement actions are addressed.

Health, Safety & Compliance Manager

- Ensure that a Fire Safety Management Plan is prepared and maintained for all Bedales Schools premises
- Ensure fire risk assessments are completed for all school buildings and information of significant risks brought to the attention of employees and others at risk.
- Ensure fire marshals have been appointed or designate other staff to have a role in either fire evacuations or monitoring and maintaining fire safety arrangements.
- Ensure that any significant findings are recorded in the fire safety management plan and establish an action plan to address those findings which cannot be immediately rectified.
- Ensure that any significant findings are prioritised and action those findings which fall within their remit.
- Ensure that they inform their line manager of those significant findings which fall outside of their local remit.
- Cooperate with Hampshire Fire and Rescue Service audits.
- Ensure an emergency evacuation plan is produced for all premises.
- Ensure monitored fire drills are undertaken, evaluated and issues addressed where necessary for all premises with records maintained of relevant details and remedial actions.
- A fire safety training programme will be made available for all employees covering routine fire safety arrangements and relevant issues identified from the fire risk assessment and evacuation plan. Records maintained of who gave the training, what it covered and duration of training.

- Ensure fire safety equipment is maintained and tested by competent people with suitable and sufficient records kept of relevant details.

Staff & Students

- Adhere to the fire safety instructions and procedures implemented by the Schools for their safety. This will include such measures as: fire safety induction and training, role specific training, emergency evacuations, familiarisation with the school fire management system, etc.
- Bring defects and matters of concern to the attention of their line manager/tutor, who should ensure the school fire safety manager has been advised.
- Ensure that all fire routes and exits are kept clear at all times, fire doors are not wedged open and firefighting equipment is not interfered with.
- Carry out their undertakings in a manner that considers their own safety and that of others.

Teaching & Pastoral Care Staff

Teaching and pastoral care staff have additional responsibilities for:

- Ensuring their students are safely escorted out of a building in an orderly fashion. There must be no 'overtaking', particularly on stairwells.
- Conducting a roll call on arrival at the assembly point and ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location), is passed immediately to the head of the relevant School, the Fire Safety Manager, or the Bursar – to ensure that this information is passed to the Fire and Rescue Service as soon as possible.

Visitors & Contractors

- All visitors and contractors are required to sign in at either the main school reception or the Facilities reception where they will be issued with a sticker/badge. They will also be shown the emergency evacuation procedures and location of the relevant assembly point.
- Badges/stickers **MUST** be worn at all times when on school premises and returned to the relevant reception when leaving (during the signing out process).
- Bring defects and matters of concern with regards to fire management safety to the attention of their school contact to enable the appropriate action to be taken.
- Carry out their undertakings in a safe manner that considers their own safety and that of others.

Disabled Students & Staff

A special one-to-one induction on fire safety for disabled students and their carer (if applicable), and for disabled staff is provided during the first day on site. During this meeting a Personal Emergency Evacuation Plan (PEEP) will be developed.

When the fire alarm sounds it is the responsibility of the relevant nominated carer to activate that person's Personal Emergency Evacuation Plan (PEEP).

The carer will ensure that the Health, Safety & Compliance Manager and duty facilities staff are made aware of their location and whether they require additional assistance to complete safe evacuation. The Health, Safety & Compliance Manager or duty facilities staff will inform the Fire and Rescue Service incident commander on their arrival as to the location of the disabled person. However, it remains the responsibility of the School to complete the safe evacuation of everyone.