

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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Tick which category this document refers to:

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ISI requirement to be on website	✓
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Internal only	

Fire Safety

Fire is a significant hazard creating risk to the safety of both occupants and buildings.

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. This management approach will enable the safe evacuation of Students, Staff and Visitors from school buildings and minimise fire damage to the premises.

Policy standards

The following standards shall be adopted to discharge this policy.

Fire Precautions

- Suitable means for giving warning in case of fire will be provided by an alarm system
- Clearly marked escape 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 emergency lighting will be provided where necessary and maintained in good order
- Fire instructional signage will be provided
- Good quality firefighting equipment will be available and maintained
- 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 3-yearly Fire Risk assessments
- All systems and provisions will be maintained in all premises and records kept as proof of compliance
- Staff will be provided with comprehensive and relevant information and training
- Inspections will be carried out by the Fire Service on an ad-hoc basis

Management System

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

Fire Risk Assessment

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

- Occupants especially at risk from fire
- Sources of ignition
- Sources of fuel and fire burden

- Dangerous substances, chemicals and materials
- 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 of premises and fire protection equipment
- Training and information for Students and Staff

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

Bedales Schools use a 3rd party external assessor every 3 years, to carry out full Fire Risk assessments of all buildings. Boarding houses and places of public access are reviewed annually by the Health & Safety Manager in between formal assessments, or more frequently if significant changes are made to the fabric of any building.

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 informed on the findings of monitoring and the recommended actions
- Students and Staff will be informed of any significant findings that may affect them with any recommended actions

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

The Three Schools senior team take delegated responsibility for the Board of Governors compliance with the Regulatory Reform (Fire Safety) Order 2005 including:

- Provide strategic direction and oversee all policies and procedures relating to fire protection
- 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 Fire Service inspections
- Ensure a process is in place to respond to and prioritise any significant findings which are identified by the school Health & Safety Manager, which fall within Senior Management authority. This process also needs to give due consideration to any significant findings of Fire Risk Assessments
- Establish an annual capital programme of improvements to address significant findings in priority order
- Ensure agreed actions are communicated back to the school to feed into local fire safety action plans

Health & Safety Manager

Ensure that a Fire Safety Management Plan is maintained for all Bedales Schools premises as follows:

- Fire risk assessments are completed for all school buildings and information of significant risks brought to the attention of Staff and any others at risk
- Ensure Fire Marshals have been appointed and have authority in either fire evacuations or monitoring and maintaining fire safety arrangements
- Ensure that any significant findings are recorded and establish an action plan to address those findings which cannot be immediately rectified
- Ensure that they inform the relevant manager of any findings that fall outside of their local remit
- Cooperate fully with Fire Service inspections
- Ensure an emergency evacuation plan is produced for all premises
- Ensure practice fire drills are undertaken, evaluated and any issues addressed, and that these are recorded
- Monitor Fire Safety training, both on-line and face-to-face, for all Staff which covers the requirements and actions in the event of a fire.
- Organise, or assist with the organisation of, training where there are gaps or specific needs
- Ensure fire safety equipment is maintained and tested by competent persons with suitable and sufficient records kept

Staff & Students

- Adhere to the fire safety instructions and procedures implemented by the Schools without question. This will include such measures as fire safety training, role specific training and emergency evacuations
- Bring defects and matters of concern to the attention of their line manager/tutor, who should ensure the Health & Safety Manager and/or Facilities helpdesk has been informed
- 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
- Never tamper with equipment or set of an alarm (e.g. by smoking/vaping) when there is no risk of fire – this could endanger themselves or others on the premises.

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 running or pushing 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 Marshal, or the Bursar – to ensure that this information (in the event of a real fire) is passed to the Fire 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 Visitors badge. They will also be shown the emergency evacuation procedures and location of the relevant assembly points
- Badges **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 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. From this meeting a Personal Emergency Evacuation Plan (PEEP) will be developed by the Health & Safety Manager. The carer will ensure that they inform the Health & Safety Manager and/or duty facilities staff of their location and whether they need help evacuate safely. However, it remains the responsibility of the School to ensure the safe evacuation of everyone.