



Shropshire  
Gateway  
Educational Trust

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| <b>Title</b>    | Fire Safety Policy  | <b>Date</b>        | March 25 |
| <b>Service</b>  | Fire safety management and procedures                                 | <b>Review Date</b> | March 26 |
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| <b>Category</b> | Health and Safety   |                    |          |

## Stottesdon C of E Primary School Fire Safety Policy

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## **Purpose**

**The Governing Board at Stottesdon C of E Primary School recognise and accept their responsibilities as employers to comply with the Regulatory Reform (Fire Safety) Order 2005 (FSO) and DfE guidance on Health & Safety: Advice on Legal Duties and Powers to:**

- a. Assess the risks posed by fire to the Health and Safety of their employees, pupils and to anyone else who may be affected by their activities.
- b. To eliminate those risks, so far as reasonably practicable, or to otherwise reduce those risks to a tolerable level.

On a day-to-day basis, the responsibility for ensuring that these duties are undertaken will be delegated to individuals within the school (see organisational responsibilities below). The Governing Board recognises and acknowledges its responsibility to take general precautions to protect the safety, so far as reasonably practicable, of its employees, pupils, and anyone else potentially affected by its undertaking, against fire and dangerous substances which could give rise to fire and the effects of fire.

## **Policy Objectives**

The objectives of this policy are to ensure, so far as reasonably practicable, that:

- a. Roles, responsibilities and accountabilities are clearly defined and understood to secure fire safety and both school and individual compliance with relevant legislation.
- b. One or more competent persons is appointed to provide safety advice.
- c. Risks from fire, or from dangerous substances which could lead to a fire, are assessed and control measures commensurate with the general principles of control or the principles of control (dangerous substances) described in the FSO are implemented to either eliminate risk or to reduce residual risk to a tolerable level.
- d. Measures are devised and implemented to ensure that satisfactory procedures are in place to reduce risks to persons in the event of a fire and that all persons affected are able to reach a place of safety in the event of an emergency.
- e. Any aspect of school premises and any equipment provided in connection with assuring fire safety is maintained, by a competent person, in a fit and efficient state, in efficient working order and in good repair.
- f. All members of the school community, including contractors and visitors, are provided with clear and relevant information regarding fire risks and measures taken to prevent fires occurring or to mitigate against the consequences of fire.
- g. School buildings are designed in accordance with relevant standards.
- h. Employees are properly consulted about policy, procedures and arrangements for ensuring fire safety.
- i. Employees are provided with appropriate information, instruction and training at appropriate intervals about the fire precautions in place at the school.
- j. The School co-operates and co-ordinates, as necessary, with any other responsible persons as defined by the FSO.

- k. The School will liaise with relevant statutory authorities as required by the FSO and any other relevant statutory provisions.

This Fire Safety Policy applies to all premises and activities falling, to any extent, under the school's control and applies to all persons working within the establishment controlled by the school whether or not they are contractually employed by the school. This policy will be reviewed annually and whenever changes in circumstances or legislation dictate. A copy will be issued and made available to all employees and will form part of the induction process for new staff.

### **Organisational Responsibilities**

#### **The Governing Board and Headteacher of Stottesdon C of E Primary School (Responsible Persons)**

- a. The School will ensure that adequate resources are made available to enable it to fulfil its duties under the FSO.
- b. The Governing Board have delegated day to day responsibility for the management of fire precautions and risk assessments via the Headteacher to the Trust Estates Manager. The Trust Estates Manager is the Competent Person.

#### **Headteacher**

- a. Overall responsibility for staff and pupil fire safety.
- b. To formulate, in conjunction with the Trust Business manager / Trust Estates Manager, a policy and procedure for managing evacuations and incidents involving fire. This includes the appointment of fire marshals to ensure each area is evacuated.
- c. To ensure that the fire evacuation procedure is covered in the induction of all new staff and pupils.
- d. In conjunction with the Trust Estates manager all staff will be briefed on fire safety and procedures at the start of the academic year (Every September)
- e. To initiate a termly fire drill and to satisfy themselves that all staff and pupils are well rehearsed in the actions required. A Fire drill record log is to be maintained, recording all such drills. Fire drills may also be used or modified where emergency evacuation is needed in a non-fire emergency (i.e., lockdown procedure, security incidents or gas escape).
- f. Responsible for operational support staff fire safety, particularly those engaged in buildings and grounds maintenance, cleaning, catering and associated support functions.
- g. Responsible for equipment maintenance and the storage of related materials and supplies, especially where these may be inflammable.
- h. In conjunction with the Trust Estates Manager provides safety advice to all staff, visitors and contractors in conjunction with external consultants (Mark One Fire safety services / Unicorn Fire safety Services).
- i. Responsible for liaison with the Fire services, either regarding inspections or reaction to incidents.
- j. In conjunction with the Trust Estates manger, liaises with architects/builders in respect of building design insofar as it affects fire safety and evacuation and keep records of any hot work permits required for building work.
- k. To initiate, analyse and act upon Fire Risk Assessments.

#### **Trust Estates Manager (with support from the Trust Business Manager)**

- a. Responsible for the implementation and maintenance of fire safety signage, fire detectors and alarm systems, fire extinguishers and associated fire safety equipment.
- b. To ensure sufficient training is provided to the Estates team and other appropriate personnel to allow them to perform their duties in respect of preventative and protective fire measures.
- c. To arrange and keep records of periodic servicing (as required) of fire detection and firefighting equipment.
- d. To arrange and keep records of periodic inspection and maintenance of the following equipment:
  - Boilers.
  - Electrical circuits, consumer units and related systems.
  - Portable electrical equipment (where applicable).

### **Staff and Pupils**

Staff and pupils have a responsibility to comply with the Fire Safety Policy. This will include, but not be limited to:

- Observing all instructions, information and training intended to secure fire safety.
- Co-operating with the School on matters of fire safety.
- Not interfering with any building fabric or equipment provided in connection with assuring fire safety.
- Report any obvious defects in the school fire safety arrangements or procedures.

### **Fire Risk Assessments**

These are carried out as follows:

- a. Regular Fire Safety checks. Ongoing checking measures by the Headteacher, admin staff, Trust Estates Manager, Estates Team and all staff.
- b. Annual Fire Risk Assessment. By the Headteacher and Trust Estates Manager in conjunction with external consultants (Unicorn Fire safety Services) which covers the following key areas:
  - To identify the potential sources of ignition/fire and how the fire, heat or smoke might develop.
  - To identify all those who are at risk from such fire hazards.
  - To evaluate if existing control measures are adequate to reduce the risk.
  - To determine what additional measures are required, particularly in respect of:
    - a. Means of escape.
    - b. Means of detection and warning of fire.
    - c. Means of fighting the fire.
    - d. Planning, training, and maintenance.
    - e. Signage and notices.

The Fire Risk Assessment Report is produced in a written format.

### **Basic Fire Safety Rules**

- a. Combustible materials, such as cardboard boxes and packaging materials should not be kept unless they are required for a specific purpose. When such materials are not in use, they should be kept in a designated secure area.

- b. Corridors, stairways, entrances, and exits should be kept clear and in particular, be kept free of combustible materials. Stairways and corridors which form part of an escape route must always be kept clear.
- c. Classroom displays and work displayed in corridors should be set up with care. Decorations can be a fire risk if they are hung near sources of heat or from light fittings.
- d. No internal fire exit doors should be locked during the school day and all fire exit doors must be accessible at all times.
- e. All fire doors are shut at the end of the day as part of the locking up procedure.
- f. Wastepaper bins should be made of metal or other non-combustible materials. Rubbish should not be allowed to collect and particular attention should be paid to general tidiness and cleanliness especially around electrical appliances.
- g. Stock rooms for stationery and other combustible materials should be kept securely locked.
- h. Boiler rooms must be kept clean and locked.
- i. Electrical equipment must be used properly and tested under PAT regulations where appropriate. Electrical points should never be overloaded.

### **Enforcement**

The Governing board, in exercising their responsibilities, are empowered to ban any activity or process that is a significant threat to fire safety. This power is also delegated to the Headteacher, Trust Business manager, Deputy Heads and Trust Estates Manager. Likewise, the Chief Fire Officer and the Health and Safety Executive also have the formal power to issue Improvement and Prohibition Notices and to bring prosecutions under the Act, including Corporate Manslaughter and Personal Liability. Chief Fire Officers may also be called upon to give goodwill advice.

Please also refer to the following policies for additional information:

- Trust Health & Safety Policy (School website)

### **Monitoring and Evaluation of this policy**

The school monitors and evaluates its Fire Safety Policy through the following activities:

- Record keeping of training records.
- Record keeping of annual fire risk assessments, fire safety maintenance records and fire drills.
- Regulatory compliance review of annual fire risk assessments, fire safety maintenance records and fire drills is reported to the Governing Board at least once a year.
- Review of any fire safety issues or concerns is reported to the Governing Board at Health and Safety meetings by the Headteacher and Trust Estates manager

**Date – March 25**

**Review date – March 26**