



GEORGE ABBOT SCHOOL

Policy Title:	Fire Safety Policy 2017 - 18	
Author:	Premises Manager	
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School Mission Statement: Academic excellence within a strong community of equality and respect, where potential and opportunity are realised.		

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Section 1: Policy Statement

Philosophy

The safety of children, staff and visitors is of paramount importance to George Abbot School and will be given appropriate attention by management, to reflect this. It is our aim that the work and education environment is as safe from fire as can reasonably be achieved and if a fire does occur our staff are trained in procedures for safe evacuation and mitigation of damage where possible.

The Headteacher and Governing Body recognise and accept its statutory responsibilities as the Responsible Person defined in the Regulatory Reform (Fire Safety) Order 2005.

They will take all steps reasonably practicable, to secure the safety of the students and its employees from fire, together with that of other relevant persons, by taking general fire precautions to make its premises safe.

The School also recognises and accepts a duty to prevent fire where reasonably practicable and to mitigate the effects of any outbreak of fire.

The School is committed to complying with all relevant fire safety legislation, in particular, the Regulatory Reform (Fire Safety) Order 2005.

At the same time, the School recognises that compliance with legislation is the minimum requirement and will therefore strive to improve upon the statutory minimum.

The School will take steps which are reasonably practicable and within its power, to meet its responsibilities, paying particular attention to:

- i. establishing and managing a fire risk assessment framework
- ii. managing and maintaining its premises so as to adequately control the risk from fire;
- iii. maintaining adequate fire precautions, with reference to:
 - means of detection and giving warning of fire
 - provision of means of escape
 - means of fighting fire and
 - training of staff
- iv. providing safe systems of work, based on risk assessment, to minimise the risk of fire;
- v. providing suitable and sufficient information, instruction and training at all levels, to secure competence in fire prevention and fire safety at work;
- vi making adequate provision for the control of fire in work processes, including the control of hot working;
- vii keeping suitable and sufficient records;
- viii providing adequate monitoring and supervision of activities to ensure that standards of fire safety are met;
- ix. making adequate resources available to meet the requirement of this policy.

Enforcement

The Fire Authority enforces fire precautions legislation. It is important that the fire risk assessment for the premises is available on site for inspection by an enforcing officer. Fire Officers will, if necessary, issue a Notice of deficiencies or an enforcement notice if they consider the risk assessment not to be suitable and sufficient.

Section 2: Policy Aims

The aims of this policy are:

- i. to establish and maintain consistent fire safety management
- ii. maintain minimum standards of fire safety and control the risk from fire;
- iii. to describe the School's arrangements for managing fire safety in the workplace.

To achieve our aims, the School will implement a system involving:

- i. policies and procedures that are clear and safe;
- ii. allocation of responsibilities;
- iii. fire risk assessment;
- iv. communication of safe procedures to staff;
- v. establishment, operation and maintenance of effective monitoring and review systems;
- vi. provision of appropriate information, instruction and training.

This policy will be reviewed at intervals of not more than twelve months and any revision will be notified to relevant persons.

Section 3: Responsibilities of Headteacher

3.1 The Headteacher has overall responsibility for:

- i. implementation, enforcement, and regular review of this policy. Making sure that this policy is taken into account, as appropriate, when organisational decisions are made.
- ii. specifying a structure for fire safety planning, measuring performance, reviewing performance, auditing and monitoring the Fire Safety Policy.
- iii. establishing strategies to implement policy and integrating these into general business activity.
- iv. ensuring that responsibilities for managing fire safety are properly assigned, understood and implemented.
- v. agreeing plans for improvement and reviewing progress of the Fire Safety Policy.
- vi. ensuring that, at senior management level, there is full consideration of the resource provision necessary across the service area, for the implementation of the Schools' Fire Safety Policy, and that there is sufficient information necessary for legal responsibilities to be carried out.
- vii. ensuring that this policy is strictly observed and monitored by way of consultation between employee representatives/Trade Union appointed Health and Safety Representatives in the workplace and management/ supervisory employees.
- viii. ensuring that the performance of the school in the field of fire safety management is audited and taking whatever action may be required.
- ix. seeking advice on fire safety matters as and when necessary.
- x. receiving reports and taking action as necessary.
- xi. ensuring that the School has sufficient numbers of competent persons designated to help facilitate the successful implementation of the policy

- xii. provide adequate resources from allocated budgets to meet their responsibilities under this policy.

Where a work activity presents a serious and imminent risk of injury to person(s) ensure that the work activity ceases until the risk is removed.

Section 4: Fire Risk Assessment

- 4.1 The Responsible Person will ensure that a competent person carries out a Fire Risk Assessment.
- 4.2 Ensure that the Fire Risk Assessment is reviewed annually, or sooner if there are significant changes to the premises, occupancy or work practices, that could impact upon fire safety and the means of escape.
- 4.3 Ensure an action plan will be produced, arising from the significant findings of the Fire Risk Assessment.
- 4.4 Set reasonable target dates subject to risk for completion of individual actions, together with acknowledgement of who is responsible for the completion of actions.

Section 5: The responsible person will:

- a. manage (including fire safety arrangements) the premises for which they have responsibility.
- b. seek assistance when necessary.
- c. maintain their level of competency in fire safety matters by attending relevant training sessions/briefings covering fire safety as and when required.
- d. develop a fire emergency action plan specific to their premises, test the effectiveness of that plan and ensure staff are made aware of its contents.
- e. make sure that responsibilities for fire safety are properly assigned and understood by employees within their area of control.
- f. provide employees and non-employees with the necessary information to ensure their safety from fire.
- g. make sure that there is communication and participation at all levels in fire safety matters.
- h. ensure that a fire safety audit is carried out for fire fighting equipment and annually for fixtures and fittings with findings being acted upon appropriately. This will be supplemented by reports and faults reported on the Maintenance Helpdesk.
- i. monitor work activities which may involve fire hazard, so that appropriate safety standards are maintained.
- j. ensure that the Fire and Rescue Service is called to all outbreaks of fire, in or near to the premises.
- k. provide information to emergency services in relation to hazardous materials or processes on site, as appropriate.
- l. receive reports of fire incidents and near misses; investigate and report findings to Governing Body; the School's insurers & Surrey County Council as required.
- m. inform Governing Body of issues which are beyond their control, or where resources are insufficient to enable compliance with fire safety legislation.
- n. ensure that all staff will be provided with adequate information, instruction and training on induction and annually covering the following areas:
 - Significant findings of the fire risk assessment
 - Basic fire safety
 - Fire extinguishers and their use

- o. maintain a fire log book on the premises which will contain:
 - a. records of the fire alarm testing & maintenance
 - b. records of routine fire safety monitoring checks
 - c. records of fire drills
 - d. records of testing and maintenance of fire fighting equipment
 - e. records of testing and maintenance of emergency lighting
- p. ensure leasing/letting agreements have proper co-operation and co-ordination information on fire safety arrangements.
- q. ensure incidents of fire are reported to the Government RPA

Section 6: Responsibilities of Employees

Employees will:

- i. take reasonable care for the health and safety of themselves and of other persons who may be affected by what they do or neglect to do whilst at work.
- ii. co-operate with the school with regard to any duty or requirement imposed on the employer to enable that duty or requirement to be performed or complied with.
- iii. not intentionally or recklessly interfere with or misuse anything provided in the interests of fire safety e.g. firefighting equipment; signage etc.
- iv. have a particular duty to other persons (pupils, staff, visitors etc) in order to protect their safety, and will ensure that no operation or method of work is employed that can be considered hazardous to themselves or others and that nothing is done to compromise the means of escape or its security.
- v. draw the attention of their Headteacher without delay, to any work situation which might present a serious and imminent danger to themselves or others.
- vi. ensure they familiarise themselves with and work in accordance with guidance given in risk assessments and protective measures with regard to fire safety in the premises.
- vii. conform to all instructions whether verbal or written, given to ensure personal safety and the safety of others.
- viii. report all incidents and any near misses, which result in the potential outbreak of fire.
- ix. assist fully in the reporting and investigation of any incident/near misses in connection with the potential outbreak of fire.
- x. attend as requested, all training courses/briefings covering fire safety.
- xi. report unsafe conditions, methods of work, practices, tools, plant, premises or equipment to their Head Teacher, trade union appointed Health and Safety representative/employee representative where appropriate.
- xii. wear/use protective clothing and equipment as specified.

Annex 1

Maintenance of Fire Doors, Fire Exit Doors, Fire Equipment and Systems

Fire extinguishers, fire alarm systems and emergency lighting are maintained under a central contract administered by professional consultants. However, the school will carry out the following tests on the systems and precautions between maintenance visits:

System	Frequency	Method of Test
Fire Alarm	Weekly	Test key operation of different call point each week in rotation.
Fire Alarm	Daily	Visual check of panel for fault indications.
Automatic door holders and closers connected to the fire alarm	Weekly with the fire alarm	Confirmation that doors release and close with the operation of the fire alarm.
Emergency Lighting	Monthly	Operation of test switch or circuit breaker and check that light illuminates
Fire extinguishers and fire blankets	Termly	Check that seals are intact, equipment has not been removed or tampered with and annual inspection and maintenance is in date.
Fire Doors	Weekly	Check that doors are closing fully and, where fitted, latches are operating.
Stairwells and Stairwell Enclosures	Daily	Check that combustible material and storage has not been placed inside protected stairwell enclosures.
Corridors, Escape Routes and Fire Exit Doors	Daily	Check exit doors are unlocked and that escape routes are free of obstruction.
Fire Exit Doors	Weekly	Check that doors are opening freely and that emergency exit fittings are operating correctly.

Annex 2

Events Taking Place Out of School Hours Such as School Plays or External Lettings

Where events are organised outside normal school hours, or by outside organisations, it is the responsibility of the member of staff organising the event or arranging the letting to ensure that the Premises Manager is consulted and appropriate precautions including arrangements for evacuation and calling the fire brigade are put in place. The Premises Manager may impose specific restrictions on the type of letting or activity, the number of persons involved and the number and layout of any seating. It is particularly important to consider whether a public entertainment licence will be needed for the events being organised. Where a licence is required, the licensing officer may specify particular requirements as a condition of the licence and these conditions will have to be met.

Annex 3

Checklist for persons hiring the school premises

- Take the new *hirer* through the fire safety procedure as displayed at the fire alarm call points, in particular:
- Show them the location of the fire alarm call point and describe the way it operates.
- Emphasise that the first action on discovering a fire is to raise the alarm *even if the fire is small*.
- Describe the sound of the fire alarm and the action to be taken when it sounds, in particular leaving the building with any *persons for whom* the *hirer* is responsible and going to the assembly point.
- Describe and walk the escape routes and alternative escape routes that *the hirer* is likely to need to use and show the operation of any push bars or exit fittings.
- Show the new *hirer* the location of the fire extinguishers, but emphasise they should only be used if *he/she* has been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started.
- Explain they must contact the Fire & Rescue Service and give clear instructions of the location of the school.

Annex 4

School Fire Procedure

Notices displaying the school fire procedure will be displayed at each fire alarm call point and will be of the standard form.

Raising the alarm

People discovering a fire will raise the alarm by operating the nearest fire alarm call point.

On hearing the fire alarm

All people within the premises will evacuate by the nearest fire exit, be prepared to find an alternative route if necessary and proceed to the fire assembly point.

Where practical, ensure Master switches for gas and electricity are off and windows closed in Science; D&T; Food Technology and Innovates' kitchens.

Whilst leaving the premises, staff should assist by checking rooms/toilets etc to ensure the building is empty; this process should be carried out without putting themselves at risk.

Once the building has been evacuated under no circumstances should staff or pupils re-enter the premises until the Fire & Rescue Service confirm it is safe to do so.

Prevent any casual visitor from entering the premises.

Should the fire alarm sound during Break or Lunchtime, pupils should be instructed to proceed to their Assembly Point. Staff or pupils remaining in the premises during Break or Lunchtime will evacuate and proceed to their Assembly Point.

A delegated member of staff will collect the visitors' book and take it to the fire assembly point to account for all visitors.

Any contractor working in or on the building will report to the fire assembly point to be accounted for.

It is advisable to have a mobile phone and an emergency contact list available at the assembly point for use by the Headteacher.

Gas Leaks

In the event of a gas leak, electrical appliances/switches should not be operated and windows and external doors should be opened. The Caretakers and staff in Science; D&T; Food Technology and Innovate kitchens will alert the School should a gas leak occur.

NB: In the event of a gas leak, when evacuation is likely to be a verbal instruction rather than a fire alarm sounding in the affected building, no electrical switches should be used.

Calling the Fire & Rescue Service

The Fire & Rescue Service will be called to any confirmed outbreak of fire. The Premises Manager is responsible for calling the Fire & Rescue Service when the alarm is raised by activation of the fire alarm system but only if a fire is confirmed.

The method of calling the Fire & Rescue Service will be by mobile phone.

The following information should be given:

- Your name
- Telephone number you are calling from
- Full address including post code

Additional information requested could be: Is there anybody missing? and
What is on fire?

This information may not be known straight away but you can call back via 999.

Meeting the Fire & Rescue Service

The Headteacher is responsible for ensuring that one member of staff is available to meet the Fire & Rescue Service on arrival and in their absence there is a member of staff to deputise for them. The person meeting the Fire & Rescue Service must be able to pass on as much information about the incident known at that time.

Anyone who has a named responsibility in the fire procedures should ensure that they have a deputy to take over if they are absent and that the deputy is aware of their role in the event of an emergency evacuation.

Evacuation of Disabled Persons from the School Building

Students with a disability should already have been identified and individual Personal Emergency Evacuation Plans (PEEPs) formulated and in place.

Disabled visitors on arrival to the School should be asked to identify any special requirements in the case of an emergency evacuation. The person hosting the visitor should ensure the visitor's safety in the event of an emergency evacuation.

Wherever possible on the ground floor all persons, including wheelchair users, should make their own way out of the building by the nearest fire escape routes. When evacuating the upper floors of a building, anyone unable to leave without assistance should wait for assistance in the refuge areas at the top of the stairs.

Lifts must not be used during an emergency evacuation

The use of the term "Refuge" is intended to mean a place where people can safely wait for a period of time whilst the evacuation process is being undertaken. It is not a place to leave people for the duration of the alarm.