

## **A11: FIRE POLICY**

**This Policy includes the Early Years Foundation Stage and Breakfast, Tea Time and Holiday Clubs.**

**Fire Officers:                    Mrs Anita Barclay (Headmistress)**  
**Mrs Kelly Muttock (School Secretary)**

### *Policy Statement*

The safety of children, staff, visitors and volunteers working at the School is of paramount importance to Stretton School. It is our aim that the environment is as safe from fire as can reasonably be achieved and if a fire does occur; our staff are well trained in procedures for safe evacuation. Stretton School recognises and accepts its statutory responsibilities as an educator and employer as defined in the relevant fire safety legislation. It will take all reasonably practicable steps to secure the safety of all children, staff, parents and volunteers from fire, together with that of other relevant persons, by taking general fire precautions to make its premises safe. Stretton School also recognises and accepts a duty to prevent fire where reasonably practicable and to mitigate the effects of any outbreak of fire.

Stretton School is committed to complying with all relevant fire safety legislation, in particular, the Regulatory Reform (Fire Safety) Order 2005. The School will also act with due regard to the guidance contained in the HM Government Fire Safety Risk Assessment guides relating to: Educational Premises. 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 all reasonably practicable steps to meet its responsibilities, paying particular attention to:

- establishing and managing a fire risk assessment framework
- managing and maintaining its premises so as to adequately control the risk from fire
- maintaining adequate fire precautions, with reference to:
  - means of detection and giving warning of fire
  - provision of means of escape
  - means of fighting fire
  - training of staff
- providing safe systems of work, based on risk assessment, to minimise the risk of fire

- providing suitable and sufficient information, instruction and training at all levels, to ensure competence in fire prevention and fire safety at work
- making adequate provision for the control of fire in work processes, including the control of hot working
- keeping suitable and sufficient records
- providing adequate monitoring and supervision of activities to ensure that standards of fire safety are met
- making adequate resources available to meet the requirements of this Policy

### *Policy Aims*

The aims of this policy are:

- to establish and maintain consistency across the School in the management of fire safety and fire precautions
- to set minimum standards of fire safety, to control the risk from fire
- to describe the School's arrangements for managing fire safety in the workplace.

To achieve these aims the School will implement a system involving:

- policies and procedures that are clear and safe
- allocation of responsibilities
- fire safety audit
- fire risk assessment
- communication of safe procedures to staff
- establishment, operation and maintenance of effective monitoring and review systems
- provision of appropriate information, instruction and training.

This policy will be reviewed annually and any necessary revisions will be notified to all relevant persons.

### *Responsibilities*

The Fire Safety Officers, reporting to the School Advisory Board, have overall responsibility for:

- Strategic implementation, enforcement, and regular review of this policy
- Making sure that this policy is taken into account, as appropriate, when organisational decisions are made

- specifying a structure for fire safety planning, measuring performance, reviewing performance, auditing and monitoring the Fire Safety Policy
- establishing strategies to implement this policy and integrating these into general activity
- ensuring that responsibilities for managing fire safety are properly assigned, understood and implemented
- agreeing plans for improvement and reviewing progress of the Fire Safety Policy
- ensuring that this policy is strictly observed and monitored by way of consultation between the Fire Safety Officers and the School Advisory Board
- ensuring that the performance of the School in relation to fire safety management is audited and that appropriate action is undertaken
- ensuring that the School has sufficient numbers of competent persons designated to help facilitate the successful implementation of the policy
- arrange for employees to be provided with adequate information, instruction and training that will be given at regular intervals adapted to take account of any significant changes in the type of work carried out or methods of work used appropriate to their role

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

The Fire Safety Officers both adopt the role of the “Responsible Person” for fire safety. The Responsible Person will ensure that Fire Risk Assessments are undertaken.

Fire Risk Assessments are 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. All Fire Risk Assessments are kept in the school office.

An action plan is produced, arising from the significant findings of the Fire Risk Assessment. The Responsible Person will ensure that all findings are actioned as far as is reasonably practicable.

The Responsible Person will:

- manage (including fire safety arrangements) all buildings within the School
- maintain their level of competency in fire safety matters by attending relevant training sessions/briefings covering fire safety as and when required
- implement all relevant fire safety legislation and guidance within the School

- manage a suitable system for the provision and maintenance of clear emergency routes and exits (with door normally opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers and maintenance of all equipment and fire systems by a competent person. These are all covered in daily, weekly, monthly, three-monthly and yearly monitoring checks.
  
- manage the development and maintenance of all fire safety information to include
  - details of the fire alarm and records of testing and maintenance
  - records of routine fire safety monitoring checks
  - records of fire drills and staff training
  - records of testing and maintenance of fire-fighting equipment
  - records of testing and maintenance of emergency lighting
  
- ensure that the Fire Risk Assessment process has been carried out and that
  - the significant findings are recorded appropriately
  - an action plan is produced, as required, to improve control measures
  
- be accountable for the implementation of this Policy, and arrangements made under it

- ensure that responsibilities for fire safety are properly assigned and understood by employees
- provide employees and non-employees with the necessary information to ensure their safety from fire
- ensure that there is communication and participation at all levels in fire safety matters
- ensure that fire safety audits are carried out, with results being acted upon appropriately
- monitor work activities which may involve fire hazard, so that appropriate safety standards are maintained
- ensure that the Fire and Rescue Service is called to all outbreaks of fire, in or near to the School
- provide information to emergency services in relation to hazardous materials or processes on site, as appropriate
- receive reports of fire incidents and near misses; investigate and report findings to the School Advisory Board

### *Providing Assistance*

#### Responsibilities of those Providing Assistance:

- Assist in routine testing of fire safety equipment (e.g. fire alarms and emergency lighting), and provide information and guidance as required

- Undertake Fire Safety Audits (see example as Appendix A to this Policy) and identify further measures required to adequately control risk from fire
- Carry out repair and improvement work identified in Fire Risk Assessments
- Review performance and audit the Fire Safety Policy
- Inform the School Advisory Board to new or impending legislation/practices on fire safety and assist them in assessing the impact of these on the activities of the School
- Interpret fire safety legislation in the context of the School and provide pertinent and meaningful guidance, information and advice on fire safety issues
- Liaise with the Fire and Rescue Service and other appropriate bodies as necessary

### *Responsibilities of staff*

Staff will:

- take reasonable care of the health and safety of themselves and of children who may be affected by what they do or neglect to do whilst at school

- 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
- not intentionally or recklessly interfere with or misuse anything provided in the interests of fire safety e.g. fire-fighting equipment; signage etc
- have a particular duty to other persons (e.g. children, staff, volunteers and visitors) 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 means of escape or security
- draw the attention of Supervisors or senior staff without delay to any school situation which might present a serious and imminent danger to themselves or others
- ensure they familiarise themselves with and work in accordance with guidance given in risk assessments and protective measures with regard to fire safety
- conform to all instructions whether verbal or written, given to ensure personal safety and the safety of others
- report all incidents and any near misses, which result in the potential outbreak of fire
- assist fully in the reporting and investigation of any incident/near miss in connection with the potential outbreak of fire

- attend all training courses/briefings covering fire safety as requested
- report unsafe conditions, practices, tools, plant, premises or equipment to their Supervisor or Fire Officers where appropriate
- wear/use protective clothing and equipment as specified
- ensure all dangerous materials and substances are stored out of reach of children, in locked cupboards, including cleaning materials.

### *Fire Assembly Points*

All staff are aware of the positions of the Fire Assembly Points which are covered during induction, together with Fire Evacuation Procedures. It is the responsibility of each person using a room or area to be familiar with evacuation instructions and the exit routes available. Children, staff, parents, volunteers and visitors should be led out to assemble at the relevant Fire Assembly Point, leaving by the nearest safe exit.

All staff are reminded that if they are out of the classroom at the time of a fire alarm they should leave the premises by the nearest safe exit and proceed to the nearest Fire Assembly Point. Other adults, who are in School on a regular or casual basis, including peripatetic teachers, are made aware of the procedures for evacuation of the building.

The Fire Safety Officers make regular checks of fire control panels and the operation of emergency lighting as part of their Fire Safety Audits (see separate records).

## *Extinguishing Fires*

This should not be attempted if there is a risk of injury to the person using the extinguisher. Staff should only consider fighting a fire after they have evacuated any children in their charge and raised the alarm. They must if possible inform another adult of their intention to fight the fire.

## *Training*

All staff receive training in safe evacuation through the performing of termly Fire Drills. Training in the use of fire extinguishers is given however the School's primary concern of every person at the School in the event of a fire is to safely leave the building and not to try to tackle a fire. Fire Safety information is displayed in the School.

## *Equipment*

Chubb Fire and Security Limited, a company registered with BAFE for the contract maintenance of portable extinguishers and a holder of a BAFE certificate, inspects the portable fire extinguishers, to ensure that they are installed according to British Standard BS 5306: Part 8 and have been serviced as required by BS 5306: Part 3 and BAFE Scheme SP101. E-Fire carry out an annual inspection and service of the Fire System.

Agreed and approved by the School Advisory Board

Date: 3 December 2015, December 2016

Review Date: December 2017