

Author	DBMAC Operations Manager	Intended target group	Principals, Business/Administration/Office Managers
Issued	Sept 2017 Revised Nov 2017	Next review due	September 2018 unless circumstances indicate amendments

## **SCHOOL PREMISES FIRE SAFETY POLICY**

### **1.0 Introduction**

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- 1.1.1 This policy is designed to contribute to the safety of employees in **xxx** School as part of a demonstrable commitment to the continuous improvement in fire safety performance.
- 1.1.2 Managers are responsible for ensuring that the chances of a fire starting are kept as low as possible and for ensuring that all fire safety measures for the protection of staff are in place and maintained in good order.
- 1.1.3 This document requires the commitment, support and action from everyone working within **xxx** School and will be central to the ongoing effective management of the fire safety arrangements.

### **2.0 Policy**

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- 2.1 The **xxx** manager will take all reasonably practicable steps to provide and maintain an environment, which is safe from the effects of fire for all employees, clients, and any other people who may be affected by the activities in **xxx** School. The **xxx** manager is committed to continually improving the fire safety performance in **xxx** School to ensure that there is no disruption to the delivery of services.
- 2.2 This standard will be achieved by:
- a) Gaining, and maintaining, the commitment and participation of all employees in these premises in creating and maintaining a positive fire safety culture;
  - b) Meeting the responsibilities to employees, to others and to the environment in a way which recognises that legal requirements are the minimum standard;
  - c) Adopting a planned and systematic approach to the implementation of these premises' fire safety policy to ensure that:

- i) the maintenance of arrangements which allows persons to escape if a fire occurs;
  - ii) the maintenance of plant and systems of work to ensure, so far as reasonably practicable, the chances of a fire starting are kept as low as possible;
  - iii) arrangements for ensuring, so far as is reasonably practicable, fire safety measures connected with the use, handling, storage and transport of flammable articles and substances;
  - iv) the provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the fire safety of its employees and other persons;
- d) With guidance from Oxfordshire County Council's health and safety section, identifying and assessing the fire risks associated with all activities in the premises with the aim of eliminating or controlling the risks, so far as is reasonably practicable;
- e) Allocating sufficient resources to meet the requirements of these premises' fire safety policy;
- f) Planning for fire safety including the setting of realistic short and long-term objectives, deciding priorities;
- g) Monitoring and reviewing performance to ensure that high standards are maintained or improved where necessary;
- h) Maintaining arrangements for co-ordination and co-operation with other employers where share premises, facilities or activities are used with persons working in other organisations.

### **3.0 Distribution**

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- 3.1 This Policy will be drawn to the attention of all staff within School. Access to the Fire policy will be shown to all fire marshals, the policy will be available to staff on (reference the appropriate area)

### **4.0 Organisation and Responsibility**

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- 4.1 The person(s) responsible for fire management in School is xxx (xxx Manager).

4.2 The duties of person(s) in 4.1 are:

- Ensuring proper control of contractor's activities in relation to fire safety;
- Implementation of this policy and the corporate Fire safety policy in these premises;
- Ensuring compliance with all relevant Government and Oxfordshire County Council fire safety legislation, guidance documents and procedures;
- Ensuring that new employees have an induction which will include an awareness of all fire safety precautions and procedures and emergency procedures;
- Ensuring that any legal requirements relating to their areas of responsibility are fully complied with;
- Ensuring that any fire safety responsibilities delegated to staff within these premises are clearly identified;
- Ensure that a member of staff has responsibility for accompanying visitors including making them aware of the fire evacuation plan.

4.3 Each employee is responsible for their own acts or omissions and the effect that these may have upon the safety of themselves or any other person. Whilst the management accepts main responsibility for the implementation of this policy, individuals are legally obliged to co-operate to ensure a working environment is safe from the effects of fire.

4.4 In addition all employees must:

- Ensure they are aware of the precautions to be taken to prevent the outbreak of fire;
- Participate in fire evacuation practices which the management organises;
- Inform their line manager of anything relating to the premises which could represent a serious or immediate fire safety danger;
- Report any faults/improvements on the fire safety arrangements; and
- Co-operate with their employer, so far as is necessary, to allow them to comply with their fire safety responsibilities.

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## 5.1 Organisational Responsibilities

- 5.1.1 The recognition and management of fire safety/risk assessment is an integral part of xxx School's responsibility to its employees, and the role of SLT, line managers, supervisors and employees in addressing fire safety related issues is vital.
- 5.1.2 The Members, Directors and Local Academy Representatives ensure that there is an appropriate fire safety policy and that arrangements are made for its effective implementation;
- 5.1.3 The Principal has ultimate responsibility for the implementation and management of this policy.
- 5.1.4 **The Regulatory Reform (Fire Safety) Order 2005 places duties on the 'responsible person'** who is someone who has control of premises or anyone who has a degree of control over certain areas or systems. In the case of xxx, school, the Principal is the responsible person, however responsibility for implementation of the required and necessary tasks is delegated to the School Business/Administration Managers. All employees within xxx School have a responsibility to co-operate and to ensure they have a full understanding of the fire evacuation procedure.

## 5.2 Fire Risk Assessments

- 5.2.1 A competent provider will carry out the fire risk assessment for these premises. Written assessment reports will be sent to the xxx manager with copies to the appropriate line managers.
- The fire risk assessment document and any action plans will be kept on these premises and is to be produced, on demand, to an officer of the enforcing authority, which is Oxfordshire Fire and Rescue service or any other authorised person (for example a health and safety adviser). The fire risk arrangements will also be reviewed as part of the annual health and safety inspection for the DBMAC.

## 5.3 Emergency Fire Action Plans

- 5.3.1 There is a fire marshal system in place in both primary and secondary school to clear the buildings should an alarm sound. There is a key list of responsibilities list and refuge points for anyone that requires assistance. **Fire marshalls have orange hi vis vests, and the school has a lead fire coordinator should an evacuation take place** Fire action notices are located throughout the school which sets out the action that staff and other people in the premises will take in the event of a fire. All this information is kept in a central folder in the xxx office and regularly reviewed. It will also form part of a staff instruction.

## **5.4 Maintenance of Fire Safety Measures**

5.4.1 The premises, internal and external emergency routes and exits, fire- fighting equipment, fire alarm, fire detection, emergency lighting, Fire and Rescue Service facilities and other fire safety measures will be kept in efficient working order and covered by a suitable system of maintenance. There will be regular checks, periodic servicing and maintenance and any defects will be put right as quickly as possible. Records of regular servicing will be maintained with the fire folders located in the operations office.

## **5.5 Fire Safety Training**

5.5.1 The actions of staff are crucial to the safety of all occupiers in these premises. It is essential that staff know what they have to do to safeguard themselves and others on the premises and to have an awareness of the importance of their actions. This includes risk reduction, maintenance of fire safety measures and action if there is a fire. Management will actively support training by providing the necessary resources and organisation to carry out such training.

5.5.2 Fire marshalls undertake additional online training through safesmart

5.5.3 All new and existing employees are added to safesmart and automatically sent fire awareness training.

## **5.6 Fire Drills**

5.6.1 Fire drills will be carried out so that staff understand the emergency fire action plan (including all relevant personal evacuation needs), ensure that staff are familiar with operation of the emergency fire action plan, to evaluate effectiveness of the plan and to identify any weaknesses in the evacuation strategy.

5.6.2 Fire drills will take place at least three times a year. Once near the start of term (September) once after Christmas and once after Easter.

5.6.3 Records of fire drills will be maintained and kept in the Fire folder.

## **5.7 Communication**

5.7.1 Employees have an important contribution to make to the overall organisational fire safety culture. The Principal will ensure that fire safety is an integral part of the management system and seek to develop a positive attitude to fire safety among employees by:

Visibly demonstrating a clear commitment to improving fire safety performance;

Ensuring the communication of necessary fire safety information to all employees;

Securing the competence of employees by systematically identifying fire safety training needs.

## **5.8 Raising Fire Safety Concerns**

5.8.1 Should an employee wish to raise a fire safety concern they must raise it with the relevant line manager or operations manager.

## **6.0 Review**

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6.1 This policy will be reviewed on an annual basis.

Last Updated July 2017

Approved by AUDIT COMMITTEE: October 2017. To be reviewed: October 2018

Verified by Company Secretary:-

Name: Maureen Jackson

Date: 6<sup>th</sup> October 2017