



## Whole School Fire Risk Prevention Policy

(Also refer to '**Whole School Fire Risk Prevention and Emergency Evacuation Procedures**').

### Policy Statement:

This policy is available to all interested parties on our website and on request from the School Office. It is reviewed annually, and when events or legislation requires, by the Director of Finance and Operations, Facilities Manager and the Governors. The next review date is August 2017.

### Key Personnel:

The Director of Finance and Operations and the Facilities Manager should be contacted with regard to any questions about the '**Whole School Fire Risk Prevention Policy**'. (See '*Roles and Responsibilities*' below.)

### Procedures:

Procedures are in place to ensure that pupils, staff and visitors are protected from fire when on the premises.

Buildings are safe and the School has taken appropriate steps to ensure safety as far as reasonably practicable.

The School has minimised the possibility of fire by taking the following measures:

- The construction of buildings is in line with current fire control practice;
- All electrical equipment and wiring is tested and checked regularly;
- All fire control measures are up to current standards and are checked regularly;
- All fire alarm systems are appropriate for the use of buildings and are maintained and checked regularly;
- All 'Emergency Exit' lighting is fitted in buildings as required;
- Fire extinguishers are sited as appropriate and maintained annually;
- Fire Exit routes are kept clear at all times and signed appropriately;
- Fire drills are carried out each term;

- Staff are trained appropriately;
- Notices are displayed throughout the School site setting out fire safety information for staff, pupils and visitors;
- Housekeeping is maintained;

In addition to the above, a Fire Risk Assessment, in line with the requirements of the 'Regulatory Reform (Fire Safety) Order' 2005 is in place and is reviewed annually and any necessary remediation action taken.

The School will comply with any recommendations as made by the Fire Service, and will regularly carry out and record Risk Assessments in relation to fire, together with fire drills and any routine tests recommended by the Fire Service or Swan Fire, the School's external fire safety consultants.

There are currently no significant recommendations of the Fire Service or Swan Fire outstanding beyond any timescales set by that service for their implementation.

There are defined procedures (**'Whole School Fire Risk Prevention and Emergency Evacuation Procedures'**) in place, in the event of fire, for the Director of Finance and Operations who is the Fire Safety Officer and other staff who are familiar with the fire alarm systems.

There are clear procedures (**'Whole School Fire Risk Prevention and Emergency Evacuation Procedures'**) in place for staff and pupils in the event of fire which covers normal School hours and also specified times at the end of the School day to ensure safe evacuation, assembly, taking a roll call etc. to establish whether all staff and pupils have been accounted for.

Anyone discovering a fire should activate the nearest break glass point. The Fire and Emergency Services can also be called directly by dialling 9 for an outside line then 999.

**On no account should anyone enter or return to a burning building.**

***E Taylor August 2009***

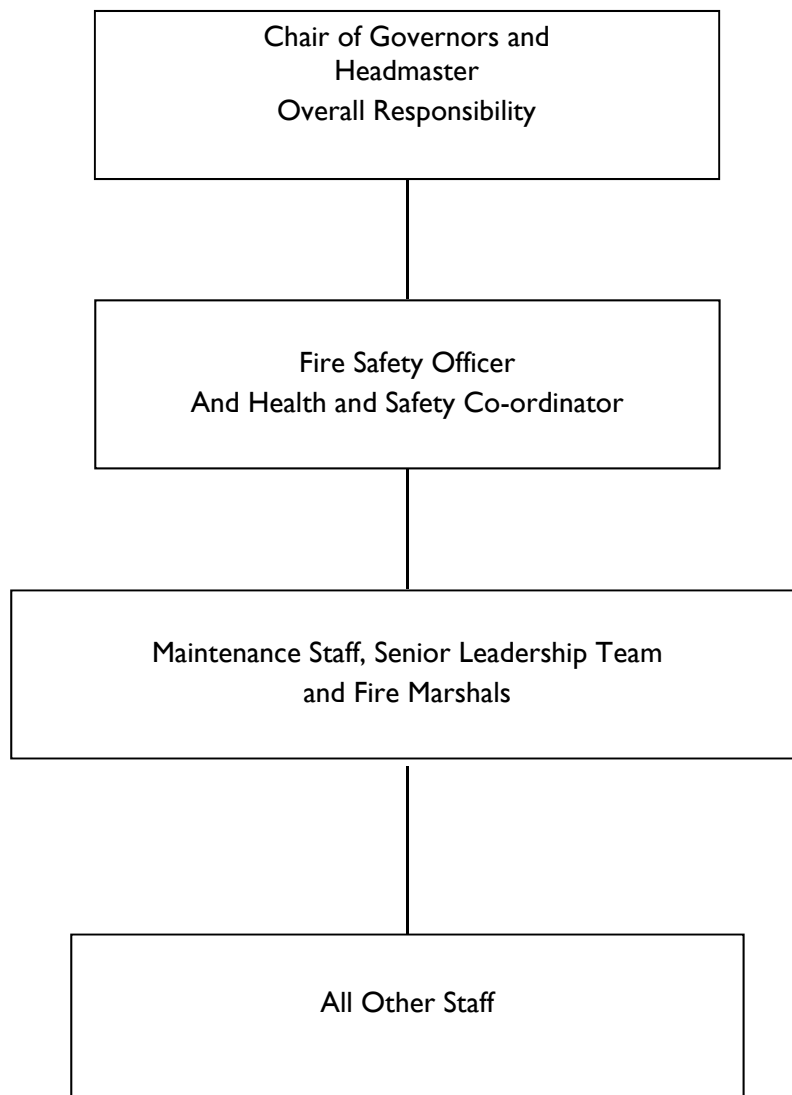
- Reviewed: October 2009: Headmistress, Bursar and Governors
- Reviewed: November 2010: Headmistress, Bursar and Governors
- Reviewed: November 2011: Headmistress, Bursar and Governors
- Reviewed: November 2012: Headmistress, Bursar and Governors
- Reviewed: August 2013: Headmistress, Bursar and H & S Governor
- Reviewed: August 2014: Director of Finance and Operations, Facilities Manager, Governors
- Reviewed: August 2015: Director of Finance and Operations, Facilities Manager and Governors
- Reviewed: August 2016: Director of Finance and Operations, Facilities Manager and Governors
- Review Due: August 2017 by Director of Finance and Operations, Facilities Manager and Governors



Mrs N Scott-Ely, Chair of Governors: August 2016

**Management Responsibility Flow Chart:**

The following flow chart highlights who is responsible for which role in our Fire Safety Management.



## Roles and Responsibilities:

### Headmaster:

- Overall responsibility for ensuring that the **'Whole School Fire Risk Prevention Policy'** and **'Whole School Fire Risk Prevention and Emergency Evacuation Procedures'** are adequate and sufficient and for ensuring that the appropriate management support is available to maintain the Statement of Intent lies with the Headmaster and Chair of Governors.

### Fire Safety Officer (Director of Finance and Operations):

The Director of Finance and Operations is the Fire Safety Officer for the School and is assisted by the Facilities Manager, who acts as the Health and Safety Co-ordinator. They are responsible for:

- Carrying out the Fire Risk Assessment in conjunction with other relevant personnel on a yearly basis, (or sooner) if changes occur in legislation, personnel, premises or other circumstances affecting fire safety;
- Ensuring correct writing and implementation of Fire Safety Protocols including the writing of standard and individual 'Personal Emergency Evacuation Plans' (PEEPs) for disabled persons and those requiring assistance. The Director of Finance and Operations is also responsible for providing support and guidance for those with roles outlined below;
- The delegation and arrangement of adequate training to ensure total compliance with the Fire Risk Assessment and this **'Whole School Fire Risk Prevention Policy'** and the **'Whole Fire Risk Prevention and Emergency Evacuation Procedures'**;
- Ensuring that induction training with all new staff is carried out in a timely and appropriate manner whether staff are temporary or permanent;
- Ensuring that records are kept up to date on the installation, testing and maintenance of relevant fire safety systems, equipment and on the training of staff as required in this **'Whole School Fire Risk Prevention Policy'** and the **'Whole School Fire Risk Prevention and Emergency Evacuation Procedures'**;
- Ensuring fire detectors alarms and extinguishers are maintained and checked by a competent person (i.e. ISO9000/Certified or BAFE approved);
- Actioning and recording any report of potential or actual fire hazardous situations or near misses;
- Ensuring that the signing in and out of all relevant guests and other staff policies are adhered to;
- Ensuring that Fire Notices are displayed throughout the site.

### Maintenance Personnel / Senior Leadership Team member / Fire Marshals:

- Have additional responsibilities in the case of a fire as highlighted in the **'Whole School Fire Risk Prevention and Emergency Evacuation Procedures'** under *'Action by Designated People'*.

**All Other Staff:**

- Are responsible for being fully aware of the School's '**Whole School Fire Risk Prevention Policy**' and '**Whole School Fire Risk Prevention and Emergency Evacuation Procedures**' and adhering to them at all times.