

## FIRE RISK MANAGEMENT POLICY

[HS2.2]

### Objectives

The objectives of this policy are:

- To ensure that staff, students, contractors and visitors on School premises are safeguarded from injury or death in the event of fire.
- To have arrangements in place for systems and procedures to minimise the risk of fire starting and fire spreading.
- To reduce the potential for fire to disrupt School business, damage premises or harm the environment.
- To ensure the School complies with relevant fire legislation and standards, including:
  - The Regulatory Reform (Fire Safety) Order 2005

### Responsibilities

**The Headteacher** is ultimately responsible for ensuring that the school complies with all statutory fire safety requirements. This responsibility is shared with the **Premises Manager** and **Deputy Heads**.

**The Premises Manager** is responsible for ensuring that up-to-date fire risk assessments are in place for school buildings, the installation and maintenance of fire detection and warning systems, firefighting equipment, emergency signage and lighting, periodic fire evacuation drills, adequate means of escape from buildings; ensuring means of access for emergency services is provided at all School buildings in the event of fire and that arrangements are in place regarding fire safety protocols for outside groups and/or clubs hiring school premises out of hours. Constant monitoring and periodic reviews will assist in the continual improvement to fire safety. Records of testing, maintenance and training are all useful aids to this.

**The Premises Manager** has day-to-day responsibility for the fire protection and fire response arrangements and the **Fire Marshall** ensures that fire evacuation drills are carried out.

**The Fire Marshall** is responsible for providing fire safety information to students, appointing, training and supervising **Fire Wardens** and for liaising with all teaching and maintenance staff ensuring that fire issues are included in workplace inspections and risk assessments carried out in their areas, making their staff and students aware of fire hazards and local emergency procedures, delegating sufficient staff to carry out **Fire Warden** function consulting with **Headteacher and Premises Manager** on major changes to use of space or work which may compromise the fire integrity of buildings.

**Project Managers** for new building works or modifications to existing buildings must ensure that the requirements of relevant fire legislation and standards are considered early in the planning and design stages of the work and that the proposed building or modification work meets those

requirements. They must also monitor that contractors minimise fire and explosion risks of their work on school premises by following safe working procedures and any particular precautions and procedures required by Gladesmore Community School Staff or due to the nature or location of the work being undertaken.

**Students and staff** with disabilities are responsible for informing the Fire Marshall or Form Tutor of a disability which may affect their ability to evacuate a building in the event of an emergency. The **Premises Manager** is to be made aware of all disabled students on the campus and how evacuation would be supported.

**Teachers, Training Providers and Activity Leaders/Club Organisers** are responsible, on hearing the fire alarm, for ensuring that all students, staff and visitors leave the room immediately and proceed to the designated Assembly Muster Point. The Teacher, trainer or conference organiser should report to the Assembly Muster Point Coordinator at the assembly point that the room has been cleared.

**Short-Term Hire or Leasing:** Some premises or structures may be leased as an empty and unsupervised facility (e.g. Sports Hall). The fire safety responsibilities of those leasing the building and those of the owner need to be established as part of the contract of hire. The responsible person for each individual, unique, occasional, or separate event or function will need to be established and documented and their legal duties made clear to them.

**Fire Wardens** are responsible, on hearing the fire alarm, for checking all accessible rooms in their designated area(s) and reporting their findings to the Fire Assembly Point Coordinator at their designated assembly point.

**The Fire Assembly Point Fire Marshall** is responsible for taking charge at the fire assembly point, receiving reports from Fire Wardens and others, noting any missing people or areas not searched and reporting these to the Fire Evacuation Controller or Fire Brigade Officers.

**All staff and students** must take care not to put themselves or others at risk, to follow instructions and to report any faults or shortcomings in fire safety arrangements. Everyone has a duty not to damage or deliberately misuse any equipment provided for fire safety.

## **Arrangements**

### **Fire Risk Assessment of Buildings**

- The Premises Manager arranges for fire risk assessments to be carried out on each school building. S/He require copies of fire risk assessments from the Contractors for contract-managed buildings.
- Emergency plans for each building are drawn up taking account of the findings of the fire risk assessments and seeking advice as necessary.
- Fire risk assessments and emergency plans are reviewed at least annually and updated as necessary.

## **Fire Detection & Alarm Installations and Fire Fighting Equipment**

- Arrangements for the maintenance, inspection, examination and testing of firefighting, fire detection & alarm installations and fire-fighting equipment are made by the Premises Manager.
- Visual checks on firefighting equipment are carried out during the required twice yearly inspections by Premises Staff.

## **Risk Assessment of Activities**

- School premises must include control measures implemented to minimise any risks from fire or explosion.
- Risk assessments must be reviewed at least annually and updated as necessary following any change in activity, process or location.

## **Training and Instruction**

- New staff induction training for action in the event of a fire is given by line managers and appropriate staff related to Fire Awareness.
- Task training specific to work or study activities including relevant fire issues and precautions is given by line managers and appropriate staff.
- Fire Warden training must be given to those personnel designated.
- In general only personnel trained in the use of fire extinguishers should fight a fire in its incipient stage.
- Appropriate information on fire hazards, precautions and emergency arrangements should be provided to Contractors, visitors and relevant organisations where there are shared areas on school premises.
- Information on fire evacuation procedures is given to students and delegates by teachers, training providers and conference organisers.
- Fire escape route and fire exit signage and fire action notices are displayed at appropriate locations in all school buildings.

## **Monitoring by Inspections**

- Haringey Local Authority will carry out periodic workplace inspections.
- **Premises Manager** and catering contractors management carry out annual inspections of kitchens in catering outlets and include fire issues in these inspections.
- Remedial actions are taken locally.

## **Monitoring by Fire Evacuation Drills**

- The Fire Marshall arranges fire evacuation drills and guidance at least once per year
- Fire drill reports and recommendations are discussed at the Head/Deputies Strategy meeting and with the Premises Manager.

## **Emergency Evacuation**

- Emergency evacuation procedures are in place for all school buildings, with fire action notices displayed at appropriate locations.
- In the event of fire alarm activation, everyone should leave the designated building(s) immediately, go to the designated assembly muster point and remain there until the all clear to return to the building is given by the Fire Marshall.
- Staff and students with disabilities which may affect their ability to evacuate a building in the event of an emergency should follow the evacuation procedures agreed.

### **Reporting Fire Incidents**

- Fire incidents are reported to the Premises Manager and the Fire Marshall.
- All activations and fire incidents at school buildings are initially investigated by the Premises Manager and the Fire Marshall.