



FIRE SAFETY MANAGEMENT POLICY

Fairview Community Primary School

Reviewed: October 2024
Review Due: October 2025

1. Statement of Intent

The school's primary focus is for the safety of its students, employees and visitors, to that end the fire safety management of the school is based around "life safety". To achieve this, the school will ensure:

- Appropriate advice, competence and resources are provided to carry out the preventive and protective measures required by the Regulatory Reform (Fire Safety) Order.
- A suitable and sufficient fire risk assessment is completed annually or when significant changes occur.
- A management framework to support the Headteacher to fulfil the role of the Responsible Person is in place to ensure the above objectives are met.
- Appropriate information, instruction and training is provided to all staff and to people who may be affected by the school activities.
- The school is environment safe and promotes fire prevention at all times.

The Headteacher are ultimately the recognised responsible people. The LA, as the employer is held by strict liability under the Regulatory Reform (Fire Safety) Order where the premises are to any extent under their control.

The Local Authority has identified Karin Tillet as a Responsible Person as the employer and person having some degree of control of the premises.

In practice responsibility for fire safety is delegated to the Headteacher who manages the school and its fire safety on a day-to-day basis. The Headteacher has specific areas of responsibility but has delegated defined duties to support staff. Please see fire management responsibilities and the organisation chart for details.

The policy applies to all relevant school activities and is written in compliance with all current UK health and safety legislation and has been consulted with staff and their safety representatives (Trade Union and Health and Safety Representatives).

Name: _____ Signature: _____

(Chair of Governors)

Name: _____ Signature: _____

(Headteacher)

Date: _____

Review Procedures

This policy will be reviewed regularly and revised as necessary. Any amendments required to be made to the policy as a result of a review will be presented to the Governing Body for acceptance.

| Document / revision no. | Date | Status / Amendment | Approved by Governors |
|---------------------------|----------|--------------------|-----------------------|
| Issue date: September 202 | 12/9/22 | | 12/9/22 |
| September 23 | 26/9/23 | Annual Review | 13/10/23 |
| October 24 | 10/10/24 | Annual Review | 17/10/24 |

Distribution of copies

Copies of the policy and any amendments will be distributed to: the Headteacher; Health and Safety Representatives; All Staff; Governors and Administration office.

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2. Roles and Responsibilities

2.1 Introduction

- 2.1.1 The Headteacher is responsible for ensuring that all control measures identified in the fire risk assessment are in place and that further improvement actions are completed so far as is reasonably practicable.
- 2.1.2 The Headteacher will assign an appropriate member of their team the responsibility to complete each improvement action.
- 2.1.3 The premises team complete fire management tasks. This includes maintenance and testing of fire safety systems. Some of these duties are contracted to suitably qualified engineers.
- 2.1.4 Fire wardens have been designated and are suitably trained in their fire evacuation duties. Fire drills are completed once every half term. All staff receive fire safety awareness training annually.
- 2.1.5 The school communications system is able to ensure that all of those involved, or potentially involved, in an incident are informed rapidly and effectively of relevant information. In addition, the systems make use of alternative formats as necessary, with contingency plans for when systems fail.
- 2.1.6 The following are the defined responsibilities for those working within the school who have been assigned specific duties:
 - a) Headteacher
 - b) Business Manager/Premises Manager
 - c) Head Fire Warden
 - d) Premises Team
 - e) School Secretary
 - f) Teachers
 - g) Fire Wardens

The Headteacher for the school is Karin Tillet, who manages the school and its fire safety on a day-to-day basis and has been identified as the Responsible Person.

2.2 Headteacher

- 2.2.1. The Headteacher is empowered to ensure that legislative requirements are met; and that testing, maintenance or repairs are initiated as required. Such powers are supported by the necessary, sufficient and appropriate resources, including funds.
- 2.2.2. The Headteacher is responsible for ensuring:
 - a) A suitable and sufficient fire safety management policy is in place it is reviewed annually.
 - b) That a Fire Risk Assessment is completed and reviewed annually by a competent person.
 - c) Staff are notified of the significant findings of the fire risk assessment.
 - d) Recommended actions derived from the fire risk assessment are completed.
 - e) The maintenance/testing of all firefighting systems and equipment are completed and recorded in the fire safety logbook.
 - f) That the school emergency plan and evacuation procedures are regularly reviewed
 - g) The school has a major incident evacuation plan, which may include agreements with local providers and additional training for staff.
 - h) All pupils, employees, visitors and others who use the building are made aware of the fire safety precautions and the fire evacuation procedures.
 - i) The provision of fire awareness training to all staff.
 - j) The provision of fire warden training for designated staff.
 - k) That an emergency fire drill is undertaken every term.
 - l) The preparation of specific personal emergency evacuation plans (PEEPs) for staff and/or pupils with special needs and/or disability.
 - m) The provision of suitable fire safety systems e.g. fire alarm, automatic detection and emergency lighting.
 - n) The provision of suitable fire safety equipment such as fire doors, fire signs and firefighting equipment.
 - o) Any fire prevention officer's recommendations and or enforcement notices are complied with.

- p) In instances where contractors create hazardous conditions and refuse to eliminate them or take action to make them safe, the Headteacher will take such actions as are necessary to protect the safety of school staff, students and visitors.
- q) All hirers and contracted users of the premises receive written details of the fire procedure as part of the hire arrangements.
- r) Any other Responsible Person/s that share any part of the premises are identified and suitable channels of communication are in place.
- s) The Deputy Headteacher will take on the responsibilities of the Headteacher as the Responsible Person in their absence.

2.3 Business Manager/Premises Manager

2.3.1. The Business Manager/Premises Manager will assist the Headteacher to ensure:

- a) The policy is clearly communicated to all relevant persons.
- b) Appropriate information on significant risks is given to visitors and contractors.
- c) All staff are provided with adequate information, instruction and training on fire safety management.
- d) Appropriate consultation arrangements are in place for staff.
- e) Emergency procedures are in place.
- f) Fire safety systems and equipment are inspected and tested to ensure they remain in good working condition.
- g) Arrangements are in place to inspect fire safety management of the premises.
- h) All servicing and maintenance records are held on file, and the fire safety logbook is maintained up to date.
- i) The activities of contractors are adequately monitored and controlled.
- j) Hot work permits are in place where required.
- k) Ensure that hirers of the premises complete a fire risk assessment and suitable arrangements to prevent fires are in place.
- l) All of the actions identified in the hirer's fire risk assessments are completed, and records are kept.
- m) A report to the Governing Body on the performance of fire safety management within the school.

2.4 Head Fire Warden

2.4.1. Head Fire Warden (this may be the Headteacher) is responsible for:

- a) Collecting all of the area and classroom information from Teachers and Fire Wardens.
- b) Controlling the assembly point.
- c) Ensuring that fire and rescue service access gates are opened.
- d) During a practice, noting escape times and general observations for improvement.
- e) Liaising with the fire and rescue service to ensure that all relevant information is communicated effectively.
- f) Providing the fire and rescue service with a detailed (laminated) plan of the building.
- g) Ensuring that no one re-enters the building until deemed safe to do so by the fire and rescue service.
- h) Implementing the major incident site evacuation plan if required.

2.5 Premises Team

2.5.1. The Premises Team are responsible for controlling work and maintaining safety systems and maintenance. A system has been developed proactively with clear lines of responsibility; a permit system; logging and audit processes and routine checking and supervision.

2.5.2. The maintenance system is one where there is dynamic monitoring of the fire safety systems, and the equipment is kept fully functional at all times when the building is in use.

2.5.3. The Premises Team are responsible for:

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- a) The formal maintenance and regular testing of the fire alarm system.
- b) The formal maintenance and regular testing of the emergency lighting.
- c) The maintenance and inspection of the firefighting equipment.
- d) The maintenance of exit/escape routes and signage.
- e) The completion and upkeep of the fire safety logbook
- f) Supervision of contractors undertaking work within the premises, including hot work.
- g) Ensuring that fire compartmentation is sound and that any fire engineering solutions are suitably maintained.
- h) Reporting any hazards (which cannot be dealt with) to the Headteacher
- i) Ensuring that access can be gained at all times to the electric and gas shut off devices.
- j) Ensuring that fire critical plant such as gas boilers are annually serviced in line with the school's planned preventative maintenance regime.
- k) Ensuring that electrical equipment is suitably maintained and that fixed electrical wiring is inspected at least every five years in line with the planned preventative maintenance regime.
- l) Ensuring that firefighter equipment is maintained and accessible, e.g. fire hydrants and dry risers.
- m) Assisting with lettings to ensure the fire safety of all occupants and notify the Business Manager of any issues that may arise.

2.6 Health and Safety Coordinator (Receptionist/Office Staff/SLT)

2.6.1. The Health and Safety Coordinator is responsible for:

- a) Calling the fire and rescue service to ensure that they have been notified of the alarm.
- b) Ensuring that classroom registers are always available and are taken to the assembly point in the event of an evacuation.
- c) Ensuring that visitors and contractors are signed into the building and are notified as to the evacuation procedures.
- d) Where appropriate escorting visitors and contractors from the building.
- e) Collecting information such as contact details of parents.
- f) Taking such information to the assembly point for use in a major incident/site evacuation.

2.7 Teachers

2.7.1. Teachers are responsible for:

- a) Acting as fire wardens when evacuating their class.
- b) Ensuring that their particular classrooms are kept free of hazards which may block escape routes.
- c) Ensuring that all electrical equipment used within the classroom have been suitably maintained.
- d) Reporting any hazards (which cannot be dealt with) to the Premises Team.
- e) Ensuring that new pupils are suitably trained in evacuation procedures.
- f) Ensuring that pupils who attend class with a prohibitive injury are assessed and that a personal emergency evacuation plan (PEEP) is put in place.
- g) Following the evacuation procedures including reporting to the head fire warden with the results of the register check
- h) Controlling their class at the assembly point, ensuring that no pupil re-enters the building until the head fire warden announces that the premises are safe or leaves the premises.
- i) If required, be aware and trained in the major incident evacuation plan which may require escorting the class away from the premises to a safe site.
- j) Taking part in any fire safety training provided.

2.8 Fire Wardens

2.8.1. The Fire Wardens / Support Staff (given responsibility) are responsible for:

- a) Ensuring that their designated areas are clear before leaving the building.
- b) Closing all fire doors (not on automatic closers) before leaving their area.
- c) Taking an active day to day role in fire prevention and hazard spotting.
- d) Reporting fire safety issues such as missing fire extinguishers.
- e) Ensuring that fire escape routes/stairs and fire exits are not blocked.
- f) Reporting any hazards (which cannot be dealt with) to the Premises Team.

- g) Reporting to the Head fire warden at the assembly point to notify them of the occupancy status of their area.
- h) Assisting the head fire warden in securing the building and ensuring that no one re-enters the premises until it is deemed safe to do so by the fire and rescue service.

2.9 Students

2.9.1. Students, in accordance with their age and aptitude, are expected to:

- a) Exercise personal responsibility for the safety of themselves and others.
- b) Observe all the safety rules of the school and in particular the instructions of staff given in an emergency.
- c) Use and not wilfully misuse, neglect or interfere with equipment provided for their safety.

2.10 Contractors

2.10.1. Contractors are responsible for:

- a) Identify and control any risks arising from their activities and inform the Headteacher of any risks that may affect the school staff, students and visitors.
- b) Be aware of the fire safety management policy and emergency procedures and comply with these at all times.
- c) Liaise with the premises management team and ensure any faults are reported.

3. Arrangements

3.1 Introduction

- 3.1.1. The fire safety order specifically requires a fire risk assessment to be carried out and to be suitably reviewed. This has been completed for the premises and is stored and is held in the Risk Assessment folder of the school's Sharepoint site, and the shared Office drive. The fire risk assessment is reviewed annually or when there is a significant change, whichever occurs first. Significant changes include, but are not limited to:
- a) Any structural changes (alternations to the layout of the premises, erection of partitions, refurbishments, etc.) which may affect the spread of fire.
 - b) Any change to the use of the premises which may affect the risk rating.
 - c) Any change to work processes or work equipment which may introduce new fire hazards.
 - d) A change in the number of people using the premises to ensure that escape routes can accommodate the numbers safely.
- 3.1.2. In addition, it is expected that the school will put in place a management system/policy and procedures to deal with fire safety and prevention.
- 3.1.3. The fire safety management policy sets out the objectives in respect of fire prevention and emphasises the school's commitment to fire safety.
- 3.1.4. The school aims to have proactive liaison with the local fire and rescue service including effective arrangements for notifying the fire and rescue service of changes to the occupancy, periods of abnormal occupancy, fire growth characteristics and other relevant factors. The arrangements allow for routine meetings with the fire and rescue service and additional meetings where a change in the building or its occupancy is proposed.

3.2 Fire Management System

- 3.2.1. There is a clear fire management system in place to ensure that the school suitably manages the fire risk. The system seeks to anticipate and proactively identify the impact of any proposed changes. The management team will identify any alternative protection and management measures that will be required as a result and ensure that they are implemented.
- 3.2.2. The staffing level provided is specifically appropriate to the fire safety requirements of a nursery and primary. It includes sufficient trained personnel to ensure that all occupants are assisted or supported, to make their way out of the building effectively in an emergency.
- 3.2.3. The training ensures that there are sufficient numbers of staff trained in all aspects of fire prevention, fire protection and evacuation procedures and able to use the appropriate extinguishing equipment (and media), to provide full coverage of the building, with provision for contingencies, sickness or holiday absences.

3.3 Planning

- 3.3.1. A fire risk assessment of the school is completed and reviewed annually by Judicium Education who are accredited by BAFE.
- 3.3.2. The implementation of corrective actions is ongoing following each risk assessment review with priority given to the highest risks. Where budget restraints delay implementation, risk management strategies will be put in place to reduce the risk.
- 3.3.3. The planning system is proactive and takes into account a wide range of possible emergencies and incidents. These are likely to include planning for logistical issues such as the provision of shelter, communications, transport, the weather, time of day, time of the week, time of year (holidays, etc.) and traffic-related issues, as well as scenarios such as power failures or floods.

3.4 Emergency Evacuation Plan

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- 3.4.1. The school will ensure a suitable emergency evacuation procedure is prepared and made available to all staff. The procedure shall:
- a) Describe the responsibilities of all staff during an emergency.
 - b) Describe the fire alarm activation signal.
 - c) Describe the actions staff must take to safely evacuate the premises.
 - d) Describe the key types of fire evacuation procedures that are in place. **Simultaneous Evacuation:** All occupants evacuate the building simultaneously when the fire alarm is triggered. **Phased Evacuation:** Occupants evacuate in phases, starting with those closest to the fire or at greatest risk, followed by others.
 - e) Describe the responsibilities for communicating with the emergency services.
 - f) Describe the location of the fire assembly points.
 - g) Describe variations to the plan, including out-of-hours arrangements and school events.
 - h) Include a copy of the means of the escape plan.
- 3.4.2. The school will ensure the emergency evacuation plan is reviewed following significant changes to the building's infrastructure or following significant events such as fire.
- 3.4.3. All staff, whether temporary or permanent, will have the evacuation procedure explained to them, together with information on the location of fire alarm call points, the location of the fire alarm and the location of escape routes, exits and assembly points.
- 3.4.4. The Headteacher will ensure the preparation of specific personal emergency evacuation plans (PEEPs) for staff and/or pupils with special needs and/or disability.
- 3.4.5. All persons with the responsibility of ensuring the safe evacuation of staff and/or pupils with special needs and/or disabilities will be made aware of the personal emergency evacuation plans (PEEPs) in place.
- 3.4.6. The Headteacher will ensure parents are consulted during the preparation of the personal emergency evacuation plan (PEEP) for their child.
- 3.4.7. All personal emergency evacuation plans (PEEPs) will be reviewed following significant changes to the infrastructure of the building, following substantial events such as fire or changes to the user's individual needs.
- 3.4.8. The Headteacher will ensure emergency evacuation equipment is available and suitable for the user. Emergency evacuation equipment will be maintained in accordance with the manufacture's recommendations. All staff required to assist the evacuation of staff and/or pupils with special needs and/or disability are suitably trained in the use of equipment.
- 3.4.9. The school will ensure evacuation drills are completed on a termly basis and records maintained within the fire safety logbook.
- 3.4.10. Following the completion of the evacuation drill, the Head Fire Warden will complete an evacuation drill report. The report will detail:
- a) Log all details of the fire drill, including how the evacuation drill went and any inappropriate actions or problems which were noted as a result.
 - b) Fire wardens present during the drill.
- An evacuation drill report template can be found in Appendix 4 of this policy.
- 3.4.11. The Head Fire Warden will carry out a debrief to all fire wardens on the significant findings, including any improvements which are to be made during an evacuation.
- 3.4.12. A copy of the emergency evacuation plan can be found in Appendix 3 of the policy.

3.5 Hirers and Extended School Providers

- 3.5.1. All premises hirers and contracted premises users will receive written details of the fire procedure as part of the hire arrangements. Hirers of the building are required to adhere to the fire procedures at all times and take such measures as are necessary to ensure the safety of those children/persons for whom they have responsibility.
- 3.5.2. Where areas of the premises are hired for extended periods of time or multiple areas of the premises are hired out, for example, a hirer that takes control of the premises for an evening, the entire weekend

or during school closures, the hirer will be identified as a Responsible Person as having significant control of the premises. The hirer will be required to appoint a competent person to complete a fire risk assessment, record all fire safety arrangements and findings from the assessment, ensure any identified actions are completed and share a copy of this with the school.

- 3.5.3. The school will cooperate with hirers by providing them with relevant information to complete their fire risk assessment.
- 3.5.4. Hirers will ensure that all actions identified in the fire risk assessment are completed. A copy of the fire risk assessment will be provided to the school and be appended to this policy.
- 3.5.5. The school will review the hirer's fire risk assessments. These should be completed by a competent person using a fire and rescue service template, the Fire Safety Risk Assessment: 5-step checklist provided by UK Government - <https://www.gov.uk/government/publications/fire-safety-risk-assessment-5-step-checklist> or similar template.

3.6 Communication and Cooperation with other Responsible Persons

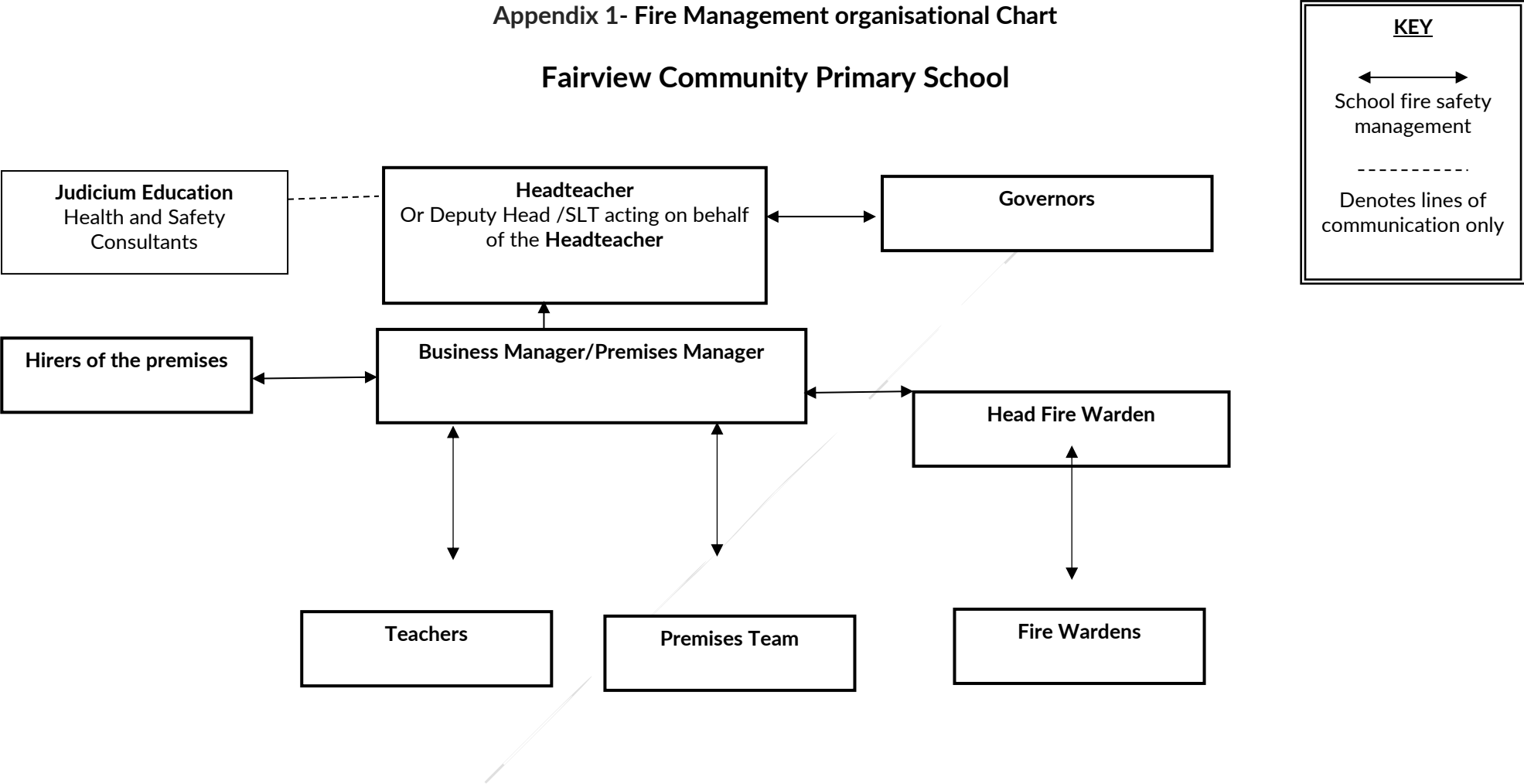
- 3.6.1. The school will identify all other Responsible Person/s who share or temporarily occupy the premises.
- 3.6.2. To ensure all Responsible Persons have a clear understanding of their responsibilities for fire safety arrangements and the areas of the premises they are all responsible for, effective lines of communication will be set up with all identified Responsible Person/s, coordinate emergency plans so everyone in the building knows what to do in the event of a fire or hearing the alarm and keep records of communications and arrangements in place.
- 3.6.3. Communication will be achieved through regular meetings, and information shared will include:
 - a) The names and addresses of Responsible Persons
 - b) Copies of each Responsible Persons' fire risk assessment
 - c) Evacuation plans and arrangements for contacting the Fire & Rescue Service
 - d) Where appropriate, records of servicing and maintenance
 - e) Any significant information will be shared with other Responsible Persons as soon as possible where there is a risk to life. For example, if the fire alarm system is not working.

4. Conclusion

- 4.1 The fire safety management policy reflects the school's serious intent to accept its responsibilities in all matters relating to fire safety. The clear lines of responsibility and organisation describe the arrangements which are in place to implement all aspects of this policy.

Appendix 1- Fire Management organisational Chart

Fairview Community Primary School



Appendix 2 - Evacuation Procedure

Fairview Community Primary School

EVACUATION PROCEDURE

When the bell sounds continuously or notice is given to evacuate the school immediately leave by the nearest exit. When outside make your way to the Muster Points, which are :

FS/KS1

KS1 Playground

KS2

KS2 Back Playground

Member of Leadership Team to unlock side pedestrian gate(s) if required for evacuation via front entrance of school

Procedure for Teachers & Teaching Assistants

- Check all children are out of building (check toilets – classes with shared toilets ensure teacher of nearest class checks)
- Bring class register (if in classroom)
- Support staff to follow behind last child
- Report any missing children/visitors to administrative staff on your playground as soon as possible
- The Head Teacher is in charge of KS1 playground. Deputy and School Business Manager are in charge of KS2 playground
- All staff to report to the designated playground for their Key Stage

Procedure for Leadership Team

- All Leadership Team members to carry, at all times, with their lanyards, keys to each playground entrance

Procedure for Administrative Staff

- Office staff to place 'school evacuated' card by hatch in main office
- Take out all class lists and mobile devices
- Liaise with Head Teacher and Deputy Head re missing children/adults

Procedure for Head Teacher

- Ascertain whether Fire Brigade has been called
- Check adult toilets KS1
- Liaise with administrative staff re missing children/adults
- Attend KS1 playground

Procedure for Deputy Head Teacher

- Check adult toilets and disabled toilets KS2
- Attend KS2 back playground

Procedure for Site Manager/Caretaker/Fire Warden

- Check all areas, if safe to do so and ascertain location of fire

- Telephone 999 to report fire if it is a real fire
- Liaise with Head Teacher and/or School Business Manager

Procedure for Kitchen Staff

- Assemble on the KS2 Back Playground and report to Deputy

Procedure for Lunchtime Play Leaders

- Exit all children from the dining hall via the closest fire exit
- KS2 children to be escorted to back KS2 playground
- FS and KS1 children to be escorted to KS1 playground
- Teachers and SLT will come to relevant playground and take responsibility for registering children

Procedure for Out of Hours Evacuations

- All staff, visitors and Bustle should exit via the closest exit and report to the front Key Stage 2 playground

'PLAN B' : If normal exit routes are unsafe, all adults and children must go to nearest safe playground, including Fairview Fledglings.

Appendix 3 - Evacuation Drill Report Template

| | | | |
|--|------------|----------------|--|
| Date of Report: | | Completed by: | |
| Date of Drill: | | Time of drill: | |
| Time taken to evacuate: | | | |
| Time taken to complete roll call: | | | |
| | Y/N N/A | Observations: | |
| Fire wardens reported to the assembly point and performed tasks? | | | |
| Staff & students responded to fire alarm and reported to assembly point? | | | |
| All windows and doors closed during evacuation? | | | |
| Occupants exited via nearest exit? | | | |
| Visitors / contractors / students were properly directed? | | | |
| Persons with disabilities were accounted for? | | | |
| Personal emergency evacuation plans (PEEPs) followed? | | | |
| Roll call carried out and missing persons accounted? | | | |
| Exits guarded to prevent re-entry? | | | |
| Occupants did not attempt to re-enter the building? | | | |
| Emergency grab bags collected (if safe to do so)? | | | |
| Student/staff and visitor registers collected? | | | |
| School pets, guide/therapy dogs evacuated? | | | |
| Communicated equipment used effectively, e.g. radios? | | | |

| | |
|--|--|
| Effectiveness of drill Satisfactory / Unsatisfactory | |
| Additional observations (Include notes that will help response, performance and management of future evacuation drills): | |
| | |

Appendix 4 - Fire Warden List

| | |
|---|--|
| Head Fire Warden: | Martin Allen – Site Manager Mary Lingham – Caretaker (after school) |
| Location: Offices | Julie Trundle Kelly Brown Karin Tillet |
| Location: Foundation Stage | Aimee Stockbridge, Michele Filmer, Leah Marchant, Sara Donovan, Mandy Hammett, Megan Davies |
| Location: Year 1 Classrooms | Louise Fletcher, Georgia Claxton, Amy Razzell |
| Location: Year 2 Classrooms | Catherine Allen, Courtney Butcher, Danielle Deacon, Selena Rossiter |
| Location: Year 3 Classrooms | Philip Hammett, Hilary Sheppard, Gulden Elmasoglu |
| Location: Year 4 Classrooms | Linsey Harvey, Alison Costen, Ben Lewis |
| Location: Year 5 Classrooms | Robin Halls, Crystal Powell, Liam Hunter |
| Location: Year 6 Classrooms | Richard Harris, Scott Rickersey, Keely Williams |
| Location: Dining Hall at Lunchtime | Janet Nutley |

Further Guidance

Further guidance can be obtained from organisations such as the Health and Safety Executive (HSE) or Judicium Education. The following are some examples. The H&S lead will keep under review to ensure links are current.

- HSE
<https://www.hse.gov.uk/>
- Education and Skills Funding Agency – Fire Safety in new and existing school buildings
<https://www.gov.uk/government/publications/fire-safety-in-new-and-existing-school-buildings/fire-safety-in-new-and-existing-school-buildings>
- National Fire Chiefs Council (NFCC)
<https://www.nationalfirechiefs.org.uk/>
- Local Fire and Rescue Service
<https://www.nationalfirechiefs.org.uk/Fire-and-Rescue-Services>

Further Resources

- HM Government Fire Safety Risk Assessment – Educational Premises
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/14887/fsra-educational-premises.pdf
- National Education Union – Quick guide: Health and safety
<https://neu.org.uk/advice/health-and-safety/quick-guide-health-and-safety>