

## **Fire Safety**

<b>Date</b>	<b>Review Date</b>	<b>Coordinator</b>	<b>Nominated Governor</b>
<b>July 2023</b>	<b>July 2025</b>	<b>G Evans &amp; S Roberts</b>	

We believe we comply with the Regulatory Reform (Fire Safety) Order 2005 as we act responsibly and take our fire safety duties seriously in order to protect pupils, school personnel and visitors to school

In compliance with the Regulatory Reform (Fire Safety) Order 2005 we have in place a Fire Safety Manager who has overall responsibility for fire safety matters at this school.

We will ensure that risk assessments, evacuation procedures and fire precaution systems are reviewed every half term.

### **Aims**

- To comply with the Regulatory Reform (Fire Safety) Order 2005.
- To have in place precautions and procedures in order to minimise the effects of an outbreak of fire.
- To have in place a programme of regular evacuation procedures.
- To ensure that appropriate fire precaution systems are in place and followed.
- To ensure that the Fire Safety Manager undertakes regular training.
- To work with other schools to share good practice in order to improve this policy.

### **Procedure**

#### **Role of the Governing Body**

The Governing Body has:

- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring policies are made available to parents;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

#### **Role of the Headteacher**

The Headteacher and Health and Safety Coordinator will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- liaise each week with the Fire Safety Manager to review risk assessments, evacuation procedures and fire precaution systems;
- ensure portable electrical equipment is annually checked;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

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- have overall responsibility for fire safety matters;
- undertake risk assessments;
- have in place fire procedures;
- have in place an evacuation of the school building plan;
- conduct fire drills;
- be responsible for fire safety training;
- make periodic inspections of fire equipment;
- make periodic checks of the audible fire alarm equipment;
- make weekly checks to confirm fire safety procedures are adhered to;
- maintain fire equipment;
- ensure all fire exits are clearly signed;
- check that all fire exit doors are clear of obstructions;
- check that fire detection and protection systems are tested and maintained;
- keep records of fire drills, training and maintenance of equipment;
- contact liaise with the fire service and the emergency services if a fire takes place;
- undertake periodic training in all fire safety procedures;
- liaise with the nominated governor
- report fire safety to the Governing Body each half term

### **Role of the Nominated Governor**

The Nominated Governor will:

- work closely with the Headteacher and the Fire Safety Manager;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- report to the Governing Body every term;
- annually report to the Governing Body on the success and development of this policy

### **Role of the Caretaker**

The Caretaker will ensure that:

- building security checks take place every day;
- all escape routes and fire exit doors are kept clear;
- all rubbish and recyclable material is stored securely;
- all refuse bins are kept away from the building in a secure compound;
- undertake periodic training in all fire safety procedures;
- periodic discussions take place with the Fire Safety Manager and the Headteacher

### **Role of School Personnel**

- are responsible for the safe evacuation of all pupils in their charge;
- have a duty to take reasonable steps to ensure they do not place themselves or others at risk or harm;
- are expected to be fully aware of and comply with all fire and emergency evacuation procedures;
- are responsible for maintaining a high standard of fire precautions in areas under their control or influence such as:

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- not covering heaters
- not overloading electrical sockets
- not leaving rubbish lying around

- must ensure that pupils for whom they are responsible are informed of fire evacuation procedures;
- undertake periodic training in all fire safety procedures;
- undertake training in the use of portable fire-fighting equipment;
- must report any concern they have in regard to fire safety

### **Role of Pupils**

Pupils will undertake regular emergency evacuation drills when they will be taught to:

- listen to the instructions from their teacher or other responsible adult that is with them at the time the alarm sounds;
- remain calm;
- be orderly in leaving the building

### **Emergency Evacuation Procedures of the School Building**

When the alarm sounds then:

- everyone leaves the building in an orderly manner via the nearest fire exit;
- everyone meets at the relevant fire safety assembly points;
- on leaving a room an adult will close any open windows and will close the door behind them;
- at the fire safety assembly points a roll call will be made to ensure that all pupils and adults are encountered for

The fire service will be informed if someone is found to be missing but no one other than members of the fire service will be allowed into the school building

### **Fire Safety Training**

All school personnel will be trained in:

- fire precautions and procedures;
- emergency evacuation procedures;
- the use of fire equipment;
- good housekeeping practices

### **Role of Parents/Carers**

Parents/carers will:

- be aware of and comply with this policy;
- be asked to take part periodic surveys conducted by the school

## **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance

## **Monitoring the Effectiveness of the Policy**

Annually (or when the need arises) the effectiveness of this policy will be reviewed by the coordinator, the Headteacher and the nominated governor and the necessary recommendations for improvement will be made to the Governors.

<b>Headteacher:</b>	J Cannon	<b>Date:</b>	July 2020
<b>Chair of Governing Body:</b>	S Roberts	<b>Date:</b>	July 2020