



The Belsteads School Fire Safety Policy

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POLICY STATEMENT

The Belsteads School consider fire safety to be of paramount importance and wish to assure all staff, visitors and pupils that it has appropriate policies and procedures in place to safeguard the occupants from the effects of fire. The school is committed to comply with all statutory fire safety standards and will endeavour to attain all mandatory requirements.

The aim is to first protect life and secondly property if safe to do so. The fire strategy is to control and contain the effects of fire to permit the building occupants to evacuate to a place of safety and where possible, to limit damage to essential services in the school thus minimising the impact on the pupils' continuous education.

The objectives of this policy are to ensure, so far as reasonably practicable, that:

- Roles, responsibilities and accountabilities are clearly defined and understood in order to secure fire safety and both corporate and individual compliance with relevant legislation;
- One or more competent persons is appointed to provide fire safety advice;
- Risks from fire, or from dangerous substances which could lead to a fire, are assessed and control measures commensurate with the general principles of control of dangerous substances described in the Fire Safety Order (2005) are implemented to either eliminate risk or to reduce residual risk to a tolerable level;
- Measures are devised and implemented to ensure that satisfactory procedures are in place to reduce risks to persons in the event of a fire and that all persons affected are able to reach a place of safety in the event of an emergency;
- Any aspect of the School premises and any equipment provided in connection with assuring fire safety is maintained, by a competent person, in a fit and efficient state, in efficient working order and in good repair;
- All occupants of the School, including contractors and visitors, are provided with clear and relevant information regarding fire risks and measures taken to prevent fires occurring or to mitigate against the consequences of fire;

Introduction

The policy takes into account the requirements of The Health and Safety at Work etc. Act 1974 and The Regulatory Reform (Fire Safety) Order 2005 (FSO). The FSO places duties on "responsible persons", to the extent that they have control over premises, to:

- Assess the risks posed by fire to the health and safety of their employees and to anyone else who may be affected by their activities; and
- To eliminate those risks, so far as reasonably practicable, or to otherwise reduce those risks to a tolerable level.

In the School context the "responsible person", as defined by the FSO, will be the Head Teacher. On a day-to-day basis, the responsibility for ensuring that these duties are undertaken will be delegated to individual officers within the School.

The Health and Safety at Work etc. Act 1974 places on employers a general responsibility for protecting the health, safety and welfare of their own employees

and others that may be affected by their activities. This includes the provision of safe means of access and egress. Employers are responsible for providing such information, instruction, training and supervision as is necessary to ensure the health and safety at work of their employees.

RESPONSIBILITIES

The School Governors and Head Teacher will ensure that: -

- All employees receive an induction close to commencing work, to ensure that they are fully aware of all the arrangements in place during the evacuation procedure.
- A register of employees and pupils is kept up-to-date at all times. This register must be available for inspection at all times and will be taken to the fire assembly point in the event of an evacuation for the purpose of calling the roll.
- The requirements for employee training in fire safety are adhered to.
- A fire logbook is kept up to date with all relevant records relating to fire safety and ensure that it is made available for inspection.
- The fire alarm and associated equipment is tested weekly and tests are recorded in the fire logbook.
- All fire-fighting equipment is tested on a regular basis as per the manufacturer's guidelines and records kept.
- A fire evacuation drill is carried out at least termly which will be recorded in the fire logbook.
- Any automatic fire detection equipment is tested according to current guidelines and the tests are recorded.
- Any emergency lighting and emergency exit lights are tested according to current guidelines and tests recorded.
- A fire risk assessment is undertaken within The School as required under the Regulatory Reform (Fire Service) Order 2006 and the Management of Health & Safety at Work Regulations 1999, outlining who may be affected by a fire along with any special requirements that may be identified.
- All hazardous chemicals, gases and other hazardous materials are recorded and an inventory kept for information/inspection by the County Council fire brigade.
- A regular check is made to ensure escape routes and doors are not obstructed. Fire exit doors should be unlocked and available for use at all times when persons are in the building. Fire doors should be closed at all times and not wedged open.

Employee's responsibilities

Employees are required to: -

- Practice and promote fire prevention.
- Raise the alarm on discovery of a fire.
- Report any concerns regarding fire safety to management, so that any shortfalls can be investigated and remedial action taken.
- Receive basic training in the action to take in the event of fire.
- Follow instructions and training in relation to fire safety in the workplace.
- Co-operate with management arrangements for fire prevention in the workplace.
- Accept individual responsibility to take reasonable care for the health and safety of themselves and for any other person who may be affected by their acts or omissions.

The Head Teacher will also maintain plans for: -

- Raising the alarm
- Fire fighting
- The movement or evacuation of patients, staff and visitors in an emergency and
- Staff training in all these matters.

REPORTING OF FIRE INCIDENTS

All fires no matter how small, even if extinguished, must be reported to the Headteacher for information and possible further action.

Action to take on discovering or suspecting a fire on the premises:

Person discovering a fire: -

- Upon discovery of a fire raise the alarm.
- Attack the fire (if trained to do so), with the equipment provided but without taking personal risk.
- If the fire marshal for the site is not present, contact the emergency services immediately, dialling 999.
- Ask for the fire brigade and give them the site telephone number.
- Upon connection with the fire service state slowly and clearly:
- **This is The Belsteads School. We are presently working at Back Lane, Little Waltham, Chelmsford CM3 3PP and a fire has broken out.”**
- State the location of where you are working clearly.
- Do not replace the receiver until the operator has confirmed your information.
- Inform a site representative that you have notified the fire brigade.
- Follow the site evacuation procedure aiding any colleagues who may be in difficulty.

Do not re-enter the work area until told to do so by the senior Fire Officer.

MAINTENANCE AND TESTING OF FIRE APPLIANCES, ALARMS ETC.

The maintenance of all fire appliances, alarms, fire doors, emergency lighting and mechanical ventilation etc. is a legal requirement under the Fire Precautions (Workplace) Regulations 1997 (amended 1999) and is the responsibility of the Head Teacher. Manufacturer's procedures and programmes of work; maintenance and training are essential. All such policies, procedures and programmes should be reviewed annually and brought up to date. The equipment is to be maintained and tested by the designated staff of in accordance with the following standards, the frequency of which is outlined in the fire record file:

Portable fire extinguishers BS 5306 Part 3
Fire blankets BS 6575
Fire alarms BS 5839 Part 1
Emergency lighting BS 5266 Part 1
Fire Doors BS8214:

The results of tests and examinations of this equipment, together with any subsequent remedial actions, are to be recorded in a logbook.

FIRE SAFETY SIGNS

Fire Action Notices detailing the action to be taken on discovering a fire and on hearing the fire alarm are to be displayed throughout the sites adjacent to each manual fire alarm call point. The information contained in the notices will identify the methods of:

14.1.1 Raising the alarm.

14.1.2 Informing the emergency services switchboard.

14.1.4 Evacuation procedure - assembly point.

SMOKING POLICY

The School operates a no smoking policy in all of its accommodation.

FURNITURE AND TEXTILES

It is essential that the premises contents comprising furniture, textiles, fixtures and fittings, including mechanical and electrical equipment, receive careful consideration and selection in order that they will fulfil the aims of the fire strategy.

Any new or replacement furniture and textiles must comply with the latest guidance and regulation for use of fire retardant materials.

Damaged furniture and textiles must be removed and repaired or replaced to meet the guidance and regulations.

CAR PARKING

The School outside parking area must be kept clear of obstruction at all times.

WASTE MANAGEMENT

The collection, storage and disposal of waste will be undertaken on a regular basis according to the need. Kitchen and Office waste must be removed at least once per day.

Storage areas must be kept tidy and combustible materials must not be stored near to sources of ignition e.g. electrical wiring.

DISABILITY EQUALITY SCHEME

In reviewing this policy we have taken into account consideration of any potential implications of the Disability Equality Scheme.