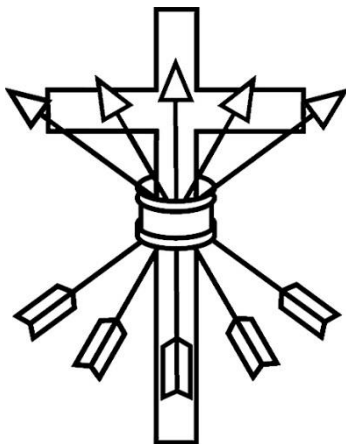


WADDES DON CHURCH OF ENGLAND SCHOOL



FIRE RISK MANAGEMENT POLICY

STATUS OF POLICY:	-
BASED ON LA PROCEDURE DATED:	-
COMMITTEE RESPONSIBLE:	Finance & Property
GOVERNING BODY APPROVAL:	FGB – 15.03.17
REVIEW DATE:	April 2018

Contents

Contents2

Objectives3

Responsibilities.....3

Arrangements.....4

Fire Risk Assessment of Buildings.....4

Fire Detection and Alarm Installations and Fire Fighting.....4

Training and Instruction4

Monitoring by Inspections.....5

Monitoring by Fire Evacuation Drills.....5

Emergency Evacuation.....5

Fire Wardens.....5

Review.....6

Objectives

The objectives of this policy are:

- To ensure that staff, pupils, parents, Governors, contractors and visitors on the school premises are safeguarded from injury or death in the event of fire.
- To have arrangements in place for systems and procedures to minimize 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

Responsibilities

The School Governors are ultimately responsible for ensuring that the school complies with all statutory fire safety requirements. They delegate the day to day management of this to the Headteacher and in his absence the Deputy Headteacher.

The Headteacher is responsible for: ensuring that an up-to-date fire risk assessment is in place for the school buildings; the installation and maintenance of fire detection and warning systems; fire-fighting 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.

The Deputy Headteacher has day-to-day responsibility for the fire protection and fire response arrangements in the school, and ensures that fire evacuation drills are carried out. As well as ensuring that fire issues are included in workplace inspections and risk assessments carried out in the school; making their staff and pupils aware of fire hazards and local emergency procedures; delegating sufficient staff to carry out Fire Warden functions; The Director of Finance will consult with the Governing Body 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.

Disabled staff are responsible for informing the Headteacher of a disability which may affect their ability to evacuate a building in the event of an emergency.

The SENCO is responsible for compiling Personal Emergency Evacuation Plans (PEEPs) for pupils and staff with relevant disabilities. The Headteacher must ensure that the staff are aware of all disabled pupils in the school and is provided with a copy of each of their PEEP.

Staff are responsible on hearing the fire alarm, for ensuring that all pupils and visitors leave the room immediately and proceed to the designated Assembly Point. Staff should report to the fire officer at the Assembly Point and report that the room has been cleared.

Staff are responsible, on hearing the fire alarm, for checking all accessible rooms in their designated area(s) and reporting their findings to the fire officer at the designated Assembly Point.

The Deputy Headteacher (Fire officer) is responsible for taking charge at the Fire Assembly Point, receiving reports from staff and others, noting any missing people by staff undertaking a roll call using the school registers and reporting these to Fire Brigade Officers.

The Assistant Headteacher is responsible for establishing control and communications at the Assembly Point; gathering information; liaising with the emergency services.

All staff, pupils and visitors 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 Site Manager arranges for fire risk assessments to be carried out on each building.
- Emergency plans are approved taking account of the findings of the fire risk assessments and seeking advice from the Health and Safety Officer as necessary. Copies of these plans are held in the school office
- 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 Site Manager
- Visual checks on fire-fighting equipment are carried out during the weekly inspections by the Caretakers

Training and Instruction

New staff and student induction training for action in the event of a fire is given by the Assistant Headteacher.

- Staff training is organised by the Headteacher
- Appropriate information on fire hazards, precautions and emergency arrangements is provided by Reception Staff to Contractors, visitors and relevant organizations.
- Information on fire evacuation procedures is given to students and new teachers/temporary teachers by the Assistant Headteacher (Behaviour) or Subject Leaders as appropriate.
- Fire escape route and fire exit signage and fire action notices are displayed at appropriate locations in all buildings

Monitoring by Inspections

- The Caretakers carry out workplace inspections weekly in all their areas and include fire issues in these inspections
- It is the responsibility of catering manager to carry out inspections of the kitchen and include fire issues in these inspections
- Required remedial actions are reported to the Site Manager and the Principal Officer. A summary of actions is included in the Fire Risk Assessment.

Monitoring by Fire Evacuation Drills

- The Deputy Headteacher (Fire Officer) arranges fire evacuation drills at least once per term, and at different times of the day and week for relevant groups of staff and pupils.
- Fire drill reports and recommendations are recorded in the Fire Drill record.
- The fire bell and fire alarms are tested weekly by the Caretaker.

Emergency Evacuation

- Emergency evacuation procedures are in place for the school building.
- In the event of a fire alarm activation, everyone should leave the building immediately, go to the designated Assembly Point and remain there until the 'all clear' to return to the building is given by the Deputy Headteacher..
- Staff and pupils with disabilities which may affect their ability to evacuate a building in the event of an emergency should follow the evacuation procedures agreed in their Personal Emergency Evacuation Plan (PEEP)

Fire Wardens

Role:

To ensure that all areas are free from the risk of fire and that the Fire Exits are unobstructed throughout the day. In the event of a fire assist in the smooth evacuation of children, staff and visitors.

Responsibility:

- To check the designated area daily to ensure that combustible materials are not stored close to ignition sources. Ensure that flammable substances are not stored in the area. (All flammable substances should be stored separately, please refer to the Caretakers)
- To check and ensure that Fire Exits in the designated area are kept clear
- To supervise the evacuation of their area in the event of fire; including delegating a check of nearby areas (such as toilets) to ensure that no one is left in the building
- To make ensure all internal doors are closed if alarms are sounding (remove door stops)
- Be aware of the students/staff that have Personal Emergency Evacuation Plans (PEEPs) in place and ensure that they are implemented as required
- Identify to the member of staff taking the register anyone in their area that is not accounted for
- Fire Wardens **are not** expected to "fight" fires or use firefighting equipment unless they have been trained in its use and it is considered safe to do so

AREAS OF RESPONSIBILITY	
James Sturla	THORP
Caroline Hicks	THORP
Janek Maciejenski	THORP / CHANGING BLOCK
Christopher Kellett	ROTHSCHILD
Duncan Purchase	ROTHSCHILD
Janet Tompkins	PARKER
Roger Attfield	PARKER
Matt Barrett	CENTRAL A
John Dangana	CENTRAL B
Ness Clark	CENTRAL C
Site Team	ALL AREAS

Reporting Fire Incidents

- Fire incidents are reported to the Headteacher.
- Fire alarm activation logs for the school buildings are maintained by the Site Manager.

Review

- This policy will be reviewed annually.