

Park Street CofE Primary School

Fire Safety Policy

Contents

1. Policy Statement.....	2
2. Organisation	3
• Designation of Responsible Person	3
• Designation of Competent Person	3
• Responsibilities allocated by job role	3
3. Arrangements	7
• Fire risk assessment (FRA).....	7
• Managing fire protection and fire prevention control measures	8
• Planning for response in a fire.....	9
• Providing information and training.....	9
• Record keeping	10
• Monitoring and review	10
4. Appendix A – Fire Safety Maintenance Regime – minimum requirements	12
5. Appendix B – Record keeping – minimum requirements	13
6. Appendix C – Language used in this policy.....	14

1. Policy Statement

In line with our Health, Safety and Wellbeing Policy, we, **Park Street CofE Primary School**, are committed to meeting our responsibilities under the Regulatory Reform (Fire Safety) Order 2005 to manage fire safety robustly and effectively.

We will take precautions to protect our employees, customers and anyone else affected by our work, from fire, so far as is reasonable practicable.

The Governing Body of **Park Street CofE Primary School** adopted this policy on Thursday 18 October 2018.

2. Organisation

This policy is supported by documentation which sets out in detail who does what, to meet our objective of robust and effective fire safety management. This section allocates certain responsibilities by job role. We also set out our designations for Responsible Person and Competent Persons, in line with the RRFSO.

- **Designation of Responsible Person**

A 'Responsible Person' is the person who has control of a premises, and is therefore responsible for its fire safety management.

Our 'Responsible Person', as defined by the RRFSO, is the Head Teacher. Legal notices etc should only be served on them at the school.

- **Designation of Competent Person**

A 'Competent Person' for fire safety is someone who has the skills, knowledge and relevant experience to provide fire safety advice and / or to carry out fire risk assessments.

To act as a Competent Person for fire safety for us, an individual must achieve all of the following:

- ✓ NEBOSH Level 3 Fire Certificate (or equivalent);
- ✓ At least 6 months appropriately supervised experience of performing similar activities;
- ✓ A reasonable understanding of the type of premises they are giving advice about / completing a FRA for, including who uses the premises and how.

If someone who is not a Competent Person gives advice or carries out FRAs for us, their work must be checked and approved by a Competent Person.

- **Responsibilities allocated by job role**

- **The Head Teacher - our Responsible Person**

The Head Teacher is responsible for ensuring that the Fire Policy is fully and effectively implemented throughout the school. This includes ensuring that adequate resources (money, time and effort) are devoted to fire safety management.

The Head Teacher meets their duties as the 'Responsible Person' in the RRFSO, by the means set out in the organisation and arrangements sections of this policy. They may delegate performance of tasks to other staff, but the responsibility for ensuring our duties are met is retained by the Head Teacher.

The Head Teacher is responsible for:

- ✓ Appointing a Competent Person to provide fire safety advice and support, in line with this policy and allocating other roles in this policy as appropriate;
- ✓ Arranging and reviewing FRAs for all locations / activities which require them;
- ✓ Implementing FRAs, including producing LEEPs, within the timescales in the FRA;
- ✓ Ensuring fire safety equipment and building features are maintained and inspected, in line with the requirements of the FRA;
- ✓ Ensuring instructions and information on fire safety are provided to employees, customers and others, as required by the FRA.
- ✓ Ensuring all employees receive appropriate training in fire safety matters, suitable to their role and as required by the FRA;
- ✓ Ensuring sufficient Fire Wardens and related roles are appointed, trained and allowed the time etc, to meet the requirements of the FRA;
- ✓ Ensuring that PEEPs are carried out by line managers as required;
- ✓ Ensuring contractors (including those completing demolition, refurbishment repairs or construction works) are managed and monitored to ensure they comply with this policy and do not undermine the effectiveness of our FRAs;
- ✓ Where they share premises with other organisations, ensuring our employees cooperate and coordinate their efforts with these other people, to support the implementation of the FRA;
- ✓ Ensuring the requirements of the FRA (and Licensing rules, if they apply) are met while the premises are hired or rented;
- ✓ Monitoring the performance of their employees and ensuring they complete the required activities, where they delegate performance of these tasks to others;
- ✓ Producing safety reports for Governors, which will include fire-safety related information as appropriate;
- ✓ Using our normal HR processes to respond to occasions of worker non-compliance with this policy or our FRAs.
- ✓ Implementing FRA findings, including LEEPs, within the timescales in the FRA;
- ✓ Providing instructions and information on fire safety for employees, visitors, customers and others, as required by the FRA.
- ✓ Arranging for, and checking that employees attend, appropriate training in fire safety matters, suitable to the role and as required by the FRA;
- ✓ Arranging and checking Fire Wardens and related roles are appointed, trained and allowed the time etc to meet the requirements of the FRA;
- ✓ Carrying out and implementing PEEPs as required
- ✓ When the premises are hired or rented, working with hirers so the requirements of the FRA (and Licensing rules, if they apply) are met;
- ✓ Using our normal HR processes to respond to occasions of worker non-compliance with this policy or our FRAs.

- **Cambridgeshire County Council Fire Safety Advisor, Barbara Noack – our Competent Person**

The Competent Person is tasked with the following activities:

- ✓ Carrying out full FRAs at our premises;
- ✓ Supporting the delivery of suitable fire awareness training for all employees and training for Fire Wardens and related roles;
- ✓ Working with the school in developing, consulting on and issuing documentation, guidance, information and training to support this policy;
- ✓ Providing the school with advice and guidance on implementing the FRA, including LEEPs and PEEPs, as appropriate;
- ✓ Providing feedback on significant areas for improvement, as appropriate.

- **Headteacher/School Business Manager/Administrator**

The people indicated in brackets below are tasked with the corresponding activity:

- ✓ Implementing FRA findings under their control within the timescales in the FRA (School Business Manager);
- ✓ Arranging and checking that maintenance and inspection of fire safety equipment and features is carried out, in line with the requirements set in the FRA and Appendix A of this policy (School Business Manager);
- ✓ Checking and monitoring contractors (including those completing demolition, refurbishment repairs or construction works) to ensure they comply with this policy and don't undermine the effectiveness of our FRAs (Head Teacher/ School Business Manager /Administrator depending on who is present at the time);
- ✓ When the premises are hired or rented, working with hirers so the requirements of the FRA (and Licensing rules, if they apply) are met (School Business Manager);

- **All Employees (including all those identified above)**

All employees are tasked with the following activities:

- ✓ Cooperating with us, other employees, contractors, visitors and other people (as appropriate) on matters of fire safety;
- ✓ Following all instructions, information and training given to support fire safety including LEEPs and PEEPs, as appropriate;
- ✓ Ensuring that persons who they are responsible for (eg customers) are given information, instruction and training to support fire safety, as required;
- ✓ Not interfering with, misusing or damaging fire safety equipment and / or features that are provided to support fire safety;
- ✓ Appropriately reporting obvious defects to equipment / features, performance of employees or contractors or shortcomings in this policy and its procedures.

- **Contractors**

All contractors are tasked with the following activities:

- ✓ Cooperating with us, our employees, customers and other people (as appropriate) on matters of fire safety;
- ✓ Ensuring their activities do not undermine our FRAs and that they comply with our fire policy;
- ✓ Ensuring their own fire risk is effectively managed;
- ✓ Ensuring their workers receive instructions, information and training so they can implement their FRA, and our FRA and policy as they apply to them;
- ✓ Following all instructions and information given by us, in relation to fire safety.

- **Tenants**

All tenants are tasked with the following activities:

- ✓ Cooperating with us, our employees, customers, contractors and other people (as appropriate) on matters of fire safety;
- ✓ Ensuring their activities do not undermine our FRA and / or this fire policy.

Tenants who are Responsible Person's under the RRFSO are also expected to meet their duties under the RRFSO and to coordinate their fire safety efforts with ours.

3. Arrangements

This policy is supported by other documentation which sets out in detail how we will achieve the objectives of the policy. There are several over-arching arrangements which will apply to all our work, which we set out here.

- **Fire risk assessment (FRA)**

- **Suitable and sufficient FRA**

We will ensure that all of our premises which require one, have an up to date suitable and sufficient FRA.

We will consider a FRA to be suitable and sufficient if it meets the standards set out in the bsi guidance document 'PAS79:2012 – Fire risk assessment; guidance and a recommended methodology'. We will implement the recommendations in 'BB100: Designing and managing against the risk of fire in schools', as appropriate.

- **Implementing FRA findings**

Where we accept the recommendations of the FRAs, we will implement the actions plans within the FRA's timescales. We will keep records to help us to do this.

If we do not understand or accept a recommendation, we will discuss this with the person who carried out the FRA and achieve an agreed position. We will keep records of this; the level of detail for our records will be appropriate to the situation.

- **Full FRA and FRA reviews**

We will work to ensure our FRAs are up to date.

We will complete a full FRA and review the FRA at the frequency recommended in the FRA itself. However, the maximum period between full FRAs will be three years and the maximum period between reviews will be one year.

If, since the last FRA, there have been significant changes to the premises, work activities, equipment, hazards present etc. then we will carry out a full FRA. This is regardless of how recently the previous full FRA was completed. We will also carry out a full FRA if there is reason to think the current FRA is not working; for example if there is a fire or a serious failing is identified or reported.

- **Competent Persons and FRAs**

We will ensure that all new FRAs are carried out by Competent Persons or are checked and approved by a Competent Person.

We do not require employees who carry out periodic reviews of FRAs to be designated Competent Persons. However, they must have the skills, knowledge and experience to review the FRA effectively. The Head Teacher responsible for the premises will usually be responsible for reviewing the FRA, unless the FRA states otherwise.

- **Managing fire protection and fire prevention control measures**

- **Installation of fire protection / prevention equipment and features**

We will select and install fire protection / prevention equipment and building features as identified either during the design process (for new / refurbished premises) or during the FRA (for existing premises).

- **Statutory maintenance**

We will meet our duty to carry out statutory maintenance of fire protection and / or prevention equipment installed at our premises.

We will achieve the minimum required standards for statutory maintenance. Where required by the FRA, we will exceed the statutory minimum.

- **Other maintenance, inspections and testing**

We will carry out non-statutory fire safety-related maintenance, inspection and testing as identified by the FRA. We will complete these tasks to the performance level and timescales identified by the FRA.

- **Miss-use of fire protection / prevention equipment and features**

We will work to prevent deliberate damage and miss-use of fire protection / prevention equipment and building features. We will use normal HR processes and / or normal processes for responding to unacceptable behaviour by customers etc, to manage any such incidents.

- **Use of contractors**

We will ensure that all contractors we employ comply with this policy and do not undermine our fire safety processes, equipment or building features during their work.

We will ensure that any contractors we employ to carry out fire safety-related tasks have the skills, knowledge and experience to complete them to a suitable standard.

- **Planning for response in a fire**

- **Local evacuation and emergency plans (LEEPs)**

The Head Teacher will develop and implement premises evacuation arrangements in line with the FRA, using the local evacuation and emergency plan (LEEP) form. Where more than one organisation have employees in a particular location, they will work together to produce a single LEEP covering all employees in the premises.

The Head Teacher will appoint Fire Wardens and related roles, to support the implementation of our fire evacuation arrangements, as required. We will ensure these employees have the appropriate information and training to carry out their duties.

- **Personal Emergency Evacuation Plans (PEEPs)**

The SENDCo will develop and implement PEEPs to support employees who need support or assistance to evacuate their workplace(s) in a timely manner, due to a disability etc. The Competent Person will provide support to managers implementing PEEPs, where required.

- **Practise evacuation drills**

We will carry out practise evacuation drills, at the frequency identified by the FRA, but at least once every term. The Head Teacher will ensure that practise evacuation drills are completed.

We require everyone on site at the time of a fire drill to take part in that fire drill in line with the LEEP (supported by the FRA) or with their own PEEP, as appropriate. We will use normal HR processes and / or normal processes for responding to unacceptable behaviour by customers etc, to manage incidents of non-compliance with fire evacuation practise.

- **Providing information and training**

- **Provision of information**

We will ensure that all our employees know what to do in the event of a fire alarm activation.

We will ensure fire evacuation information is available for all people using our premises. We will ensure that contractors receive extra fire safety information, relevant to their activities.

- **Provision of training**

We will give all our employees instruction on the fire evacuation and safety arrangements which apply to them and their workplaces, as part of their induction. We will give them updated information if the arrangements change.

We will work to ensure that all our employees receive fire awareness training at a frequency identified by the FRA, but at least once every five years.

We will work to ensure that employees who have extra responsibilities receive training, suitable to their role. This includes, but is not limited to, training for Fire Wardens and related roles. This training will be refreshed at a frequency identified by the FRA, but at least once every three years.

Employees who take on extra responsibilities under a PEEP, will receive the training identified in the PEEP. This training will be refreshed at a frequency identified in the PEEP, but at least once every three years.

- **Record keeping**

- **Keeping records**

We will make and keep records of our FRAs.

We will make and keep records to support our implementation of the FRA's control measures, in line with the requirements set in the FRA and Appendix B of this policy.

We will report and investigate fires using our incident reporting system.

- **Retaining records**

We will retain our FRAs and fire safety records for at least 5 years.

We will keep records for longer if we identify they may be needed in anticipated criminal or civil proceedings.

- **Monitoring and review**

- **Fire precaution checks**

The Head Teacher will regularly check that fire safety precautions continue to be in place and operating effectively in line with the requirements set in the FRA and Appendix A of this policy. This may be combined with other checks or workplace inspections, as appropriate.

Where deficiencies are identified, the Head Teacher will ensure they are rectified. This may include arranging an extra review of the FRA, if appropriate.

- **Review of Fire Safety Policy and supporting documentation**

The Health, Safety and Wellbeing Team (HSWT) will review the template Schools Fire Policy and its associated documentation.

The Head Teacher and Finance & Resources Committee will review our documents and, if necessary, update them annually. They will be reviewed earlier if there is a significant change to the way we work or the requirement set out in relevant legislation, case law etc.

4. Appendix A – Fire Safety Maintenance Regime – minimum requirements

Fire extinguishers, fire alarm systems and emergency lighting are maintained under a central contract administered by professional consultants.

The school will carry out the following tests on the systems and precautions between maintenance visits:

System	Frequency	Method of Test
Fire Alarm	Monthly	Test key operation of every call point.
Fire Alarm	Daily	Visual check of panel for fault indications.
Automatic door holders and closers connected to the fire alarm	Monthly with the fire alarm	Confirmation that doors release and close with the operation of the fire alarm. Confirmation that access controls release and exits open.
Emergency Lighting	Monthly	Operation of test switch or circuit breaker and check that light illuminates.
Fire extinguishers, hose reels, fire blankets etc.	Monthly	Check that seals are intact, equipment has not been removed or tampered with and annual inspection and maintenance is in date.
Fire Doors	Monthly	Check that doors are closing fully and, where fitted, latches are operating.
Stairwells and Stairwell Enclosures	Daily	Check that combustible material and storage has not been placed inside protected stairwell enclosures.
Corridors, Escape Routes and Fire Exit Doors	Daily	Check exit doors are unlocked and that escape routes are free of obstruction.
Fire Exit Doors	Monthly	Check that doors are opening freely and that emergency exit fittings are operating

* The full schedule of monthly testing is not able to be carried out when the school is unoccupied during the summer holidays

5. Appendix B – Record keeping – minimum requirements

The school will make and keep records of FRAs, LEEPs and PEEPs. The school will also make and keep the following records:

Record Type	Information Recorded
Fire Alarm Test	Date of test, number of call points tested and whether test was satisfactory, including whether automatic door releases operated.
Emergency Lights	Date of test, numbers or locations of lights tested and whether test was satisfactory.
Free operation of fire exit doors	List of all exit doors checked, date of check and results.
Correct operation of self closing fire doors	List of all doors checked, date of check and results.
Practice fire evacuation drill	Date of drill, details of exits obstructed / other issues hindering evacuation and time taken to evacuate.
Fire safety training	Type and content of training (eg awareness, fire warden etc), names of those who attended, name of instructor, trainer's credentials, evidence of competence etc, date of training and duration of training.

6. Appendix C – Language used in this policy

RRFSO	= The Regulatory Reform (Fire Safety) Order 2005. View it here: http://www.legislation.gov.uk/ukxi/2005/1541/contents/made
We, our, us, the school	= The school named in the title of this policy.
Employees	= Employees on all types of contracts and at all levels, volunteers, agency / consultant / work placement staff, etc.
Customers	= School pupils, parents etc.
FRA	= Fire risk assessment
Fire alarm activation	= All activations of the alarm system, except for routine alarm testing. Fire alarm activations may be due to a fire, a false alarm or a planned fire evacuation practise / drill.
LEEP(s)	= Local Emergency and Evacuation Plan(s), a plan which sets out exactly who does what (in line with this policy and the FRA) to support an evacuation or in response to lift entrapment.
PEEP(s)	= Personal Emergency Evacuation Plan(s), used to ensure the evacuation of disabled and other employees who need support or assistance to evacuate premises in a timely manner.
Maintenance	= Servicing, repairs and other activities to ensure a piece of equipment remains in good working order.
Responsible Person Competent Persons	See Designation of Responsible Person and Designation of Competent Person , on page 3 of this policy.
Building features	= Features that support fire safety eg fire doors, compartmentation, automatic smoke vents etc.