

Fire Safety Management Policy

Introduction

Alder Bridge School will ensure, so far as reasonably practicable, that all staff, pupils, parents, visitors and tenants are protected from the risks of fire whilst on the premises.

Legal Requirement

The Regulatory Reform (Fire Safety) Order 2005 came into force on 1st October 2006.

The purpose of this legislation is to place a greater emphasis on fire prevention by ensuring that all persons responsible for the premises comply with their statutory duties and implement the general fire precautions that are needed to protect all persons from death or injury in the case of fire.

This policy outlines how the school complies with the Regulatory Reform (Fire Safety) Order 2005 in preventing fire and the measures in place to ensure any fire risks are adequately controlled.

Scope

Since Bridge House is an House in Multiple Occupancy (HMO), it is subject to a higher regulatory specification than the main School building (HM Government Fire Safety Risk Assessment Guide: Sleeping accommodation, May 2006). This policy, and all other relevant policies and procedures at Alder Bridge School (listed at Appendix E), take this into account.

Objectives

- To safeguard all on-site personnel from death or injury in the event of a fire by the effective management of fire safety.
- To minimise the risk of fire and to limit fire spreading.
- To minimise the potential for fire to disrupt services, damage to buildings and equipment, or harm the environment.

Managing Fire Safety

The Trustees have delegated the day to day responsibility for managing fire safety to the Operations Manager.

The Operations Manager will:

- Ensure that all means of escape are properly maintained, kept free from obstructions and are available for safe and effective use at all times, including adequate working emergency lighting.
- Provide and maintain, in full working order, all fire fighting appliances and devices, including:
 - fire and smoke detection and alarm systems
 - emergency lighting systems
 - fire fighting equipment
 - notices and signage relating to fire procedures
 - means of escape, taking into account the needs of any disabled pupil, staff and visitors
- Carry out a fire safety risk assessment on each of the school buildings to ensure the school's facilities are compliant; and reduce the risk of fire incidences by carrying out appropriate task risk assessments.
- Provide appropriate instruction and training for all school staff on the action to be able to protect people and property, including regular fire evacuation practices.
- Ensure that all staff, parents, visitors and third party hirers are made aware of and comply with the school's fire procedures.
- Identify any special risks, e.g. the control and storage of hazardous materials (COSHH), and implement appropriate procedures to minimise the risks.
- Liaise with emergency services and the school's insurers to ensure that best practice for fire

prevention and procedure are in place.

- Monitor and review this policy regularly and ensure it is kept up to date with new risks or amendments to government regulations.

Monitoring

The school's fire /smoke detection and alarm systems are maintained and serviced by a qualified contractor. The services are carried out annually and include portable appliance testing (PAT).

The fire alarms are tested weekly, and this is documented. Which call point was used and by whom is recorded on the Fire Alarms Testing Log.

Emergency lighting system is checked weekly.

Fire fighting equipment is visually checked weekly by the Operations Manager and extinguishers are replenished or replaced on or before their stated expiration date.

A Fire Log Book, which contains records of safety records, is maintained by the Operations Manager and can be found, on request, in the School Office. The records include:

- Fire drills
- hot work permits
- the storage of hazardous materials, e.g. petrol, asbestos, cleaning chemicals, etc.
- the inspection and testing of:
 - fire detection alarm systems
 - emergency lighting
 - fire fighting equipment
 - staff training records
- Staff, pupil, volunteer, trustee and tenant contact lists
- Map of site, which includes locations of call points
- Fire risk assessment
- Staff and pupil health care plans

Some of the records are of a confidential nature and as such the Fire Log is kept in a secure place in the school office, available to office staff in the event of a fire.

Responsibilities

The Fire Safety Management policy forms part of the school's main Health and Safety Policy and together they extend throughout the whole school, with the specific responsibilities listed below:

- Trustees ensure that the school has an appropriate policy in place and empower those with day to day responsibility to be able to implement it effectively; they also nominate a Responsible Person to oversee fire safety.
- The Operations Manager has the responsibility for the implementation and management of this policy.
- The Operations Manager (Responsible Person) is responsible for the effective implementation and management of this policy, which includes staff training in fire safety, routine fire evacuation drills and maintenance of the school's fire alarm system.
- All staff have a responsibility to comply with this policy and to ensure that the workplace is safe from fire and its effects and must not do anything that will place themselves or others at risk.

The Operations Manager (Responsible Person) will:

- Carry out fire risk assessments for both Bridge House and the Main school building and for

specific activities such as hot working involving welding, cutting, work with bitumen, etc.

- Ensure that contractors have an agreed Permit to Work – see Appendix C – before they can begin work to ensure the above risk assessments are carried out as necessary.
- Ensure, in conjunction with the outcome of fire risk assessments, that the optimum number and type of fire extinguishers are installed in appropriate locations.
- Ensure that Fire Alarm and Detection Systems, Emergency Lighting and Fire Extinguishers are appropriately located and properly maintained.
- Ensure that an Emergency Evacuation Plan is in place to safely evacuate all persons, whether employees, visitors or facility-users. This Emergency Evacuation Plan must take into account people with mobility, some sensory and some learning impairments, including those with temporary impairments, which will affect their ability to use stairs or otherwise vacate premises promptly. The Emergency Evacuation Plan must be achievable by Alder Bridge School and not reliant on the Fire and Rescue Service to complete the evacuation.
- Prepare an Emergency Evacuation Plan and arrange for it to be issued to all staff, visitors, contractors, and users of facilities, etc. to inform them what to do in the event of fire, particularly safe evacuation.
- Ensure fire safety arrangements are implemented at the school.
- Ensure that staff are appropriately trained in fire awareness and fire safety procedures, including the use of fire extinguishers, to reflect the requirements of the fire risk assessment.
- Ensure that a copy of the current fire risk assessment for the premises is readily accessible and that compliance is managed effectively.
- Ensure that fire risk assessments are reviewed at least annually or whenever there is any building alteration, change of occupation or use of the premises or following an incident involving fire.
- Ensure that effective arrangements are in place for contacting the emergency services.
- Ensure that the Fire and Rescue Service are aware of any significant hazards associated with the premises e.g. oxygen cylinders, storage of petrol, asbestos, etc.
- Ensure Fire Drills are carried out termly.
- Ensure this policy is kept up to date in accordance with any changes in legislation and reflects current best practise.
- Ensure Fire Alarms are regularly tested at the recommended frequency, i.e. weekly.
- Keep the Fire Log Book up to date.
- Ensure that Fire Action Notices (displayed as a minimum at Fire Alarm Call Points) and Fire Signage are appropriate and kept up to date.
- Ensure all escape routes are kept clear of obstructions and that access to Fire Extinguishers and Fire Alarms is not impeded
- Ensure that the annual testing of portable appliance testing and of the (5 yearly) fixed electrical installations testing has been carried out.
- Ensure that a termly workplace inspection of the premises is carried out and that these address fire safety arrangements.

Employees & Tenants must:

- Ensure they are familiar with the Emergency Evacuation Plan and co-operate by participating in fire evacuation drill procedures and by observing practical fire safety arrangements.
- Know, and co-operate with the Responsible Person, the Office Staff and Fire Wardens at Alder

Bridge School.

- Report any concerns about fire safety to the School Office.
- Be familiar with all escape routes.
- **Not** wedge open fire doors, nor block or obstruct them by ensuring all equipment is stored away.
- Be aware of the action to be taken on discovering a fire, for raising the alarm (including the location of the Fire Alarm Call Points) and calling the Fire and Rescue Service, even though this will normally be carried out by the Fire Wardens.
- Promptly evacuate the premises with those they are responsible for, in accordance with the Emergency Evacuation and Fire Plans, to the designated Assembly Points without putting themselves or others at risk, and **NOT** attempt to extinguish a fire unless they have been specifically trained.
- Comply with the Alder Bridge School's 'No Smoking' Policy in all areas of the school grounds. However, in the case of Tenants, smoking **is** permitted **outside of school hours and once all children have left the premises** in the school grounds **ONLY**, but it is not permitted within Bridge House **AT ANY TIME**.

Fire Risk Assessment

The school has carried out a comprehensive fire risk assessment for each of its buildings and implements measures to minimise all risks. The assessments are included in the Fire Log Book, the Risk Assessment file and available to all staff on the school's local area network and Cloud storage.

The fire risk assessment identifies who will be at risk if there is a fire, where people may be working, who specifically may be at risk, either in the premises or nearby, such as members of the public; flammable and other hazardous materials.

The fire risk assessment will be reviewed annually and where necessary, updated. Any or all of the following should be amended on the fire risk assessment:

- new structures or buildings on the school grounds
- any structural changes (alterations to the layout of the premises, erection of partitions, refurbishment, etc.) which may affect the spread of fire or affect the current escape routes
- any change to the use of the premises that might affect the risk rating
- any changes to the work processes or work equipment that may introduce new fire hazards
- any change to the number of people using the premises; ensuring the escape route are able to safely and effectively accommodate the increase in volume.

Fire Safety Training

All new staff will receive basic fire safety training on their induction day, which will be provided by the Operations Manager. All staff are required to attend annual refresher training on a designated inset day.

Key staff will be required to attend Fire Warden and/or Health & Safety in the Workplace training and refreshing courses. These training courses will be provided by a third party provider.

Class teachers will instruct the pupils on fire safety and supervise all evacuations to ensure they follow the correct procedures.

Fire drills are planned once a term to evaluate the effectiveness of the school fire evacuation procedures.

The findings of the drills are reported to the Trustees and circulated to all staff and tenants. Any conclusions, recommendations and remedial actions are recorded and implemented.

Approved by:

Next review date: June 2021

Appendices

- A. Guidance to the Policy for Fire Safety Management
- B. Permit to Work (for contractors)
- C. Termly Fire Safety Inspection checks
- D. Annual Fire Safety Inspection checks

Appendix A

Guidance to the Policy for Fire Safety Management

Practical Fire Safety Arrangements

- As part of a holistic fire safety management system, in addition to the management action outlined below, considerations of passive and active fire precautions are essential.
- Passive Fire Precautions are concerned with the physical conditions at workplaces which are designed to facilitate containment of fire by design, construction and layout, effective communication and safe evacuation. In particular, the:
 - o Materials specification, design, construction and inspection of buildings, fire doors and escape routes taking into account the needs of pupils, facility users, people with disabilities, contractors, the public, etc.
 - o Appropriate safe and secure location of building services, e.g. oil.
 - o Provision of clear fire safety signage for escape routes and final exits, in conformity with the Health and Safety (Safety Signs and Signals) Regulations 1996 and Disability Discrimination Act 1995.
 - o Provision of prominently located Fire Action Notices (e.g. by Fire Alarm Call Points) to inform people of the action to be taken in the event of fire.
 - o Education and training of staff in fire safety arrangements, in particular evacuation procedures and drills.
- Active Fire Precautions are those features of the fire safety management system that detect and operate in the event of a fire, including fire alarm systems, emergency lighting systems and fire fighting equipment. In particular:
 - o The installation, maintenance, inspection and weekly testing of fire alarms.
 - o The appropriate design, location, operation, monthly inspection and annual testing of adequate (emergency) lighting systems for fire escape routes.
 - o The provision, use, appropriate type and location, and annual maintenance of portable fire extinguishers.
- A termly inspection of the premises must be carried out using a Fire Safety Inspection checklist.

Historic Buildings

- Since Bridge House is a listed building, it presents particular difficulties in achieving acceptable standards of fire safety and emergency evacuation because of the character, structure, fabric and contents of the building.
- An holistic approach to these situations will be required based on the premises specific fire risk assessment, which should take into account appropriate levels of supervision and surveillance, as well as practical security arrangements, e.g. PIN locks, anti-arson mailbox, and the statutory need to provide an effective Emergency Evacuation Plan.

Further Guidance

- Regulatory Reform (Fire Safety) Order 2005

<http://www.legislation.gov.uk/ukxi/2005/1541/contents/made>

- <https://www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business>
- <https://www.gov.uk/government/publications/fire-safety-risk-assessment-sleeping-accommodation>

Appendix B

Permit to Work

Name:

Company:

Date:

Registered Body : (example Corgi; NEIC)

Details of work to be carried out:
(continue overleaf if necessary)

Provide copy of insurance: Yes/No

Location of Work

Risk Assessment attached Yes/No

Alder Bridge School Health and Safety policy read: Yes/No

The fire exits have been shown to me: Yes /No

Hot works – ensure safety checks done to eliminate risk of fire

Please ensure all tools are not left unattended and kept away from children.

Ensure the fire alarm system is left in working order if any work done has been in connection with this.

Keep all fire escape routes and exits clear at all times.

I confirm that the above work will be carried out in accordance with current health and safety regulations. If problems do occur, I will inform the school office immediately on 0118 971 4471 option 0 or will call the emergency out of hours contacts.

Signed:

Date:

Authorised by:

Date:

Termly Fire Safety Inspection Checklist

Appendix C

Bridge House

No.	Concern	Loc.	Satisfactory/Unsatisfactory and reasons
1	Fire Prevention:	BH	
	Storage of Flammable materials		
2	Fire Detection & Warning Systems:	BH	
	Correct no. of alarm & detection units installed & working		
3	Fire Containment:	BH	
	Physical fire separation & containment. Fire Doors in good condition		
4	Extinguishment:	BH	
	Correct number & type installed & maintained. Check gauges		
5	Emergency Procedures:	BH	
	Staff awareness of, and access to, procedures.		
	Drills		
6	Means of Escape:	BH	
	Escape routes clear of obstructions.		
	Fire Alarm System OK		
	Emergency Lighting OK		
	Signage OK		

Main School

No.	Concern	Loc.	Satisfactory/Unsatisfactory and reasons
1	Fire Prevention:	S	
	Storage of Flammable materials		
2	Fire Detection & Warning Systems:	S	
	Correct no. of alarm & detection units installed & working		
3	Fire Containment:	S	
	Physical fire separation & containment. Fire Doors in good condition		
4	Extinguishment:	S	
	Correct number & type installed & maintained. Check gauges		
5	Emergency Procedures:	S	
	Staff awareness of, and access to, procedures.		
	Drills		
6	Means of Escape:	S	
	Escape routes clear of obstructions.		
	Fire Alarm System OK		
	Emergency Lighting OK		
	Signage OK		

Annual Fire Safety Checklist

Appendix D

No	Concern	Satisfactory/Unsatisfactory and reasons
1	Fire Detection & Warning Systems:	
	Inspected by Competent Person annually	
2	Extinguishment:	
	Inspected & maintained annually by Competent Person to ensure working correctly and that correct number & type are installed.	
3	Emergency Lighting:	
	Inspected & maintained annually by Competent Person to ensure working and located correctly.	
4	Portable Appliance Testing (PAT):	
	Annual testing by Competent Persons to ensure all portable appliances are safe to use.	
5	Fixed Wiring Testing:	
	Check it is not due – 5 yearly . Should be carried out by Competent Person.	
6	Fire Risk Assessment:	
	Ensure this is carried out annually by Fire Officer or outside Competent Person	