



WEST BUCKLAND
PRIMARY SCHOOL
AND NURSERY

West Buckland Primary School and Nursery

Fire Safety Policy

Statement of intent

West Buckland Primary School and Nursery is committed to protecting and preserving the health and safety of all our pupils, staff members, contractors and visitors – this includes our dedication to mitigating the risk of fires. We will achieve this by educating our pupils, training our staff and ensuring the school's fire safety measures are checked regularly and in full working order.

In the event that a fire breaks out, West Buckland Primary School and Nursery has put in place procedures to ensure all risk is minimised and the premises can be evacuated quickly.

The school's designated fire safety officer (FSO) and Headteacher are responsible for overseeing the review of this policy, as well as other relevant fire safety information, e.g. risk assessments and evacuation procedures.

This Policy explains how the school complies with the Regulatory Reform (Fire Safety) Order 2005 to ensure that, where possible, fire is prevented and that any fire risks are adequately controlled.

1. Legal framework

- 1.1. This policy has due regard to statutory legislation and government guidance, including, but not limited to, the following:
- The Regulatory Reform (Fire Safety) Order 2005
 - Department for Communities and Local Government (2006) 'Fire Safety Risk Assessment – Educational Premises'
 - DfE (2015) 'Supporting Pupils at School with Medical Conditions'
 - Health and Safety at Work etc. Act 1974
 - Management of Health and Safety at Work Regulations 1999 (as amended)

2. Responsibilities of the Local Governing Body (LGB)

- 2.1. The LGB, in consultation with the Headteacher, will:
- Ensure personal and whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
 - Create and monitor a management structure responsible for health and safety in the school, including but not limited to, fire safety.
 - Ensure there is a detailed and enforceable policy for fire safety, and that the policy is implemented by all.
 - Help to put in place measures to identify risks relating to possible accidents and injuries, suggesting reasonable adjustments to prevent them occurring.

2.2. The LGB endeavours to provide:

- A safe place for all users of the site, including staff, pupils and visitors.
- Safe means of entry and exit for all site users.
- Equipment, grounds and systems of work which are safe.
- Safe arrangements for the handling, storage and transportation of any articles and substances.
- Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Supervision, training and instruction, so that all staff can perform their duties in a healthy and safe manner.
- Where necessary, protective equipment and clothing, along with any necessary guidance and instruction.
- Adequate funds to ensure the training of the FSO and all other staff.

3. Responsibilities of the Headteacher

3.1. The Headteacher has the ultimate responsibility for the implementation and management of this policy.

3.2. The Headteacher will:

- Oversee the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Take reasonably practicable steps to ensure the Fire Safety Policy is implemented by all members of staff across the school.
- Employ or designate an FSO to be responsible for the day-to-day implementation of the Fire Safety Policy. This person will also be the designated contact with the LA and the HSE where necessary.
- Take steps to ensure all members of staff, pupils and visitors are familiar with the Fire Safety Policy.
- Work with the FSO to review and update this policy accordingly, every year.
- Identify risks relating to possible accidents and injuries, and make reasonable adjustments and suggestions to prevent them occurring.

4. Responsibilities of the fire safety officer

4.1. The FSO will:

- Take responsibility for the school's fire safety matters, in collaboration with the Headteacher.
- Coordinate the implementation of all fire safety measures, ensure staff and pupil training takes place, and monitor the standard of the school's fire detection and protection equipment.
- Sporadically throughout the school year, undertake a whole-school fire evacuation drill – to ensure the school's staff members, pupils and visitors know what to do in the event of a real fire.
- Review relevant and updated legislation to ensure the school is working within the parameters of the law and as safely as possible.
- Ensure new and existing staff members undertake training sessions.
- Communicate relevant correspondence regarding fire safety to all members of staff and, where necessary, the governing board.
- Conduct risk assessments on each of the school buildings and ensure necessary procedures are in place to mitigate the risks of fires.
- Identify any special risks, e.g. the storage of hazardous materials, and put in place appropriate procedures to minimise the risks.
- Draw up a plan of the school, including the locations of all fire extinguishers, hosepipes and fire exits.
- Provide and maintain in working order all fire fighting appliances and devices including fire detection and alarm systems, emergency lighting systems, fire fighting equipment, notices and signage relating to fire procedures, means of escape, taking into account disabled users.
- Create personal emergency evacuation plans (PEEPs) for people who will require assistance during fire drills.
- Contact the emergency services in the event of a fire.
- Use fire extinguishers where necessary.
- Work with the Headteacher to nominate a temporary FSO in their absence.
- Take steps to ensure the appropriate precautions, including the communication of this policy, are put in place where events are organised outside of normal school hours, or by third party organisations/hirers.
- Review activities to ensure specific restrictions on events, such as setting capacities and limiting the types of activity.
- Monitor and review this policy on a regular basis so as to ensure that any new risk or alteration to regulations is addressed.

5. Responsibilities of staff members

5.1. Staff members will:

- Take reasonable care of their health and safety.
- Cooperate with their colleagues, the FSO and Headteacher on all fire safety matters.
- Carry out their work in accordance with fire safety training and instructions.
- Inform the FSO of any work situation representing serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with all their responsibilities as set out in the Fire Safety Policy, and aspects of their work relating to potential fire hazards.
- Avoid any conduct which puts themselves or others at risk.
- Follow, and help to carry out, relevant risk assessments to ensure the safety of themselves and other staff members, pupils and visitors.
- Ensure that all staff, pupils and visitors are applying fire safety regulations and adhering to all rules, routines and procedures in place.
- Ensure all equipment is in good working order and safe to use, including adequate fire safety guards. Staff will also not entertain all improper use of such equipment.
- Use the correct equipment and tools for their work and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated FSO and/or the designated health and safety officer.
- Take an interest in fire safety matters, and suggest any changes they think are appropriate.
- Make suggestions as to how the school can reduce the risk of fires.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.
- Ensure waste paper bins in their classrooms are emptied to mitigate the risk of fire.

6. Responsibilities of visitors and contractors

6.1. All visitors and contractors will:

- Familiarise themselves with all health and safety policies and procedures including, but not limited to, the Fire Safety Policy.
- Be aware of the school's evacuation procedure and fire assembly points.
- Respond to the instruction given by staff members in an emergency.

- Put a principal person in charge, who will take responsibility for safe practice, in the event the school is used for purposes not under the direction of the Headteacher, e.g. building works.
- Inform the Headteacher of all potential risks to staff, pupils and visitors.
- Assist the Headteacher and FSO in carrying out relevant risk assessments, suggesting ways to mitigate potential risks, before any work is carried out.
- Report any defects in equipment or facilities to the FSO and/or the designated health and safety officer or, failing this, the nearest member of staff.

Discuss any concerns regarding fire safety with the Headteacher or FSO.

- 6.2. All visitors and contractors will be made aware of the risk assessments relevant to their activities as soon as possible after entering the school.

7. Monitoring

The school utilises the services of various outside personnel to carry out effective monitoring of its duties.

- **The school fire detection and alarm system** is maintained and checked by Coomers annually. The alarm sounders are tested on a weekly basis by the Caretaker.
- **The school emergency lighting** is checked visually checked weekly by the Caretaker and annually by an electrician.
- **Notices and Signage** are updated as and when required and checked annually by the Headteacher and Trust Estates Manager.
- **Fire fighting equipment** is visually checked weekly by the Caretaker and extinguishers are replenished or replaced annually by Coomers.
- **A Fire Log Book** which contains records of fire safety issues is maintained and located in the front office. These issues include: fire drills; hot work permits, etc; the storing of hazardous materials; the inspection and testing of:
 - fire detection and alarm systems;
 - emergency lighting systems;
 - fire fighting equipment;
 - staff training records.

8. Fire Risk Assessment

The school has carried out a comprehensive fire risk assessment for each of its buildings. These assessments are kept in the front office.

The fire risk assessment identifies who will be at risk if there is a fire, where people may be working and who else may be at risk, either in the premises or nearby, such as members of the public, visiting contractors, etc, and where these people are likely to be located.

The fire risk assessment will be reviewed and amended online using Ramis if it is either no longer valid or if any changes are planned, such as:

- Any structural changes (alterations to the layout of the premises, erection of partitions, refurbishment etc) which may affect the spread of fire;
- Any change to the use of the premises which may affect the risk rating;
- Any change to work processes or work equipment which may introduce new fire hazards;
- Any change to the numbers of people using the premises to ensure that escape routes can accommodate the numbers safely.

9. Fire Safety Training

All staff receive basic fire safety induction training using SmartLog and attend refresher sessions annually.

- Key staff in the individual school buildings receive more detailed instruction.
- Pupils are given instruction by their class teacher during the first week of the Autumn term on their actions to be taken in the event of a fire.
- Fire drills are planned each half term to evaluate the effectiveness of the school's evacuation procedures.

10. Evacuation Procedures

The evacuation procedures which are to be followed in the event of a fire alarm are displayed around the site. This document details the responsibilities of staff and individuals during an evacuation and subsequent roll call.

The document also includes specific Guidance on the Evacuation of Disabled Persons from the School Buildings.