



Fire Safety

(statutory policy)

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Burghfield St Mary's C of E (Controlled) Primary School



1 PURPOSE:

- 1.1 The following Policy ensures West Berkshire Council managers and responsible persons, including those at Schools, have suitable and sufficient arrangements for fire safety management across all associated properties.
- 1.2 As an overarching policy this document covers key arrangements and guidance on related roles and responsibilities necessary for the safety of clients, visitors, residents, staff and property.

2 STATEMENT:

- 2.1 The West Berkshire Council shall ensure, so far as is reasonably practicable, that fire management arrangements comply with the Management of Health and Safety at Work Regulations 1999, the Regulatory Reform (Fire Safety) Order 2005, and other appropriate regulations.
- 2.2 The West Berkshire Council is committed to effective management of fire risk, and the prevention of any associated injury or ill-health to: staff, visitors, contractors, and any persons affected by the premise including Fire and Rescue Service personnel.

3 APPLICATION:

- 3.1 The following guidance applies to all West Berkshire Council places of work.
- 3.2 The suite of related guidance comprises:
 - Fire Safety Logbook
 - Fire Warden Manual

4 THE FIRE SAFETY ORDER:

- 4.1 The Regulatory Reform (Fire Safety) Order 2005 came into effect 1st October 2006, and is enforced by (locally), the Royal Berkshire Fire and Rescue Service (RBFRS).
- 4.2 This Order replaces all previous fire legislation, and gives RBFRS powers to visit and inspect fire safety within any West Berkshire Council property as part of normal routine, or where there is believed to be just cause, i.e. via a formal complaint or unsafe act.
- 4.3 The key issues are:
 - A 'Fire Risk Assessment' is required for each place of work, with an action plan to manage any deficiencies identified by the assessment, undertaken by a 'competent' Fire Risk Assessor;



- The appointed Fire Risk Assessment contractor/consultant should have their competency assessed against relevant standards, such as the Competency Criteria for Fire Risk Assessors (FRA Competency Council 2012). Or third party accreditation to BAFE SP205, *Life Safety Fire Risk Assessment*;
- A 'Responsible Person' for each site must be nominated/held accountable;
- Fire Awareness training is required for all staff;
- Firefighting equipment and systems must be tested and maintained;
- An Emergency Plan/Emergency Pack for each site must be in place;
- In house Fire Safety 'Self Inspections' must be completed quarterly (for Corporate and Service buildings);
- Risk Assessments are revised when significant operational changes occur;
- All visits by RBFRS personnel should be reported to the Corporate Health and Safety Team and where appropriate recorded on Webrisk.

5 RESPONSIBILITIES:

- 5.1** The Head Teacher (Responsible Person) shall ensure this policy is implemented and managed effectively in accordance with the relevant Health, Safety and Welfare Policy.
- 5.2** Governors on the Sites and Buildings Committee shall continue to develop and monitor Fire Policy implementation.
- 5.3** The Head Teacher shall ensure that this policy is known and acted upon by staff directly under their control.
- 5.4** All staff shall ensure that they are aware of and follow recognised procedures for fire safety. They shall inform their manager or team leader of any concerns regarding fire safety, and participate in fire safety training as agreed with their manager/team leader.

6 RESPONSIBLE PERSON:

- 6.1** The Head Teacher has overall responsibility for the operational fire safety management of Burghfield St Mary's Primary School. This includes reporting Health and Safety issues to Governors and the Authority's Health and Safety Team.
- 6.2** The following responsibilities may be delegated to nominated persons; however, the Head Teacher remains responsible to ensure the following:
1. The local Fire Policy and arrangements complies with West Berkshire Council Fire Policy and arrangements.
 2. All staff are aware, understand, and perform their roles and responsibilities.
 3. Delegated staff receive full support to carry out their roles.
 4. All staff receive appropriate and regular fire precautions training.
 5. The local Fire Policy and associated systems are followed.



6. The maintenance of associated fire detection, control and fighting equipment is carried out and recorded within this local Fire Safety Logbook.
7. An annual review of the local Fire Policy and associated systems is carried out.
8. Fire Risk Assessments are appropriate, and are reviewed as required (annually, change of use etc).

7 COMPETENT PERSON:

7.1 The School Business Manager and Office Manager have responsibility for:

1. Assisting the Head Teacher in the areas designated above.
2. Carrying out those functions in the absence of the Head Teacher.
3. Ensuring staff are regularly informed of fire arrangements, particularly any significant changes.
4. Ensuring all statutory records are maintained, appropriate, and easily retrievable.
5. Ensuring that regular checks/maintenance shall be carried out on fire detection/fire fighting equipment.
6. Informing the Head Teacher of any fire related issues.
7. Visitors and contractors shall receive appropriate information/instruction on arrival.

Visitors and contractors are asked to sign the Visitors Book and read the Card entitled "Information for Visitors and Contractors." This states:

The following information is clearly displayed by the signing-in book and is for visitors and contractors who must read and understand the procedures before they come onto site. A copy is given to every visitor/contractor for reference for the duration of their visit.

Emergency Procedures

- *All contractors and visitors unfamiliar with the site should make themselves aware of the emergency exit routes nearest to where they are working/visiting.*

On discovering a FIRE:

- *Raise the alarm by shouting FIRE, and break the glass in the nearest fire alarm call point.*
- *Make your way to the outside assembly point, designated by a sign with a white tick on a green background, via the nearest available safe emergency exit route.*

On hearing the FIRE ALARM (a continuous bell):

- *Make your way to the outside assembly point, designated by a sign with a white tick on a green background, via the nearest available safe emergency exit route.*



First Aid

- All accidents should be reported to the school office, whether or not they require treatment.

Asbestos Register

- This site has an asbestos survey. Contractors must sign to say that they have read it before they will be allowed to carry out any works.

Hot Works

- Any 'hot works' shall follow recommended documented procedures.

Smoking

- This school is a NO SMOKING site.

Behaviour of Visitors/Contractors

- At all times visitors/contractors need to wear clearly visible identification. School can provide a Visitor badge if necessary.

Safeguarding of Pupils

- Visitors/contractors to school who have not obtained a CRB disclosure must not be left unsupervised with children. Photographs must not be taken without first seeking the permission from the Headteacher or school office.

8. Any fire related deficiencies shall be quickly and appropriately addressed.

8 FIRE RISK ASSESSMENT:

- 8.1 The RP shall review the assessment on an annual basis, or whenever there are any significant changes, or if there is any reason to suspect that it is no longer valid.
- 8.2 The annual review of the fire risk assessment will in most cases just require a simple assessment of the changes that have occurred to the building, and how the building is used as a workplace. If there have been no building changes, and the staffing working patterns and types of use has not changed then the FRA will remain fit for purpose. The West Berkshire Council Health and Safety Team can provide advice if needed.
- 8.3 A Site Specific Fire Risk Assessment must be held for each WBC controlled building, which has been undertaken by a competent Fire Risk Assessor appointed by West Berkshire Council.
- 8.4 Any works/improvements detailed within the linked action plan must be implemented by the Responsible Person or justification for non-compliance with the action plan must be submitted to the WBC Health and Safety Team.



9 FIRE SAFETY LOGBOOK:

- 9.1** To assist the RP with ensuring premises under their control comply with the Fire Safety Order, the 'Fire Safety Logbook' has been produced.
- 9.2** An RP does not have to use the Logbook, but any documents that are used must be equal or better than the Logbook to ensure full compliance with the Fire Order.
- 9.3** Once complete, the RP must keep the Logbook readily available for inspection by any authorised officer of the Royal Berkshire Fire and Rescue Service or member of the WBC Health and Safety Team.

10 EMERGENCY EVACUATIONS:

- 10.1** Prompt and appropriate action by staff enables safe evacuation, and assists with bringing an emergency quickly under control.
- 10.2** Fire Drills will take place each term. They are an important part of our local management process. Local procedures should be reviewed after each event to ensure that they worked to plan and efficiently.
- 10.3** Evacuation Procedure. In the event of a fire the assembly point is located on the school playground. Teachers will line children up (at designated area) and take a register or headcount. Office staff will check staff against the register held in reception together with the visitor book. Office staff will phone emergency services, as directed by the Responsible Person.
- 10.4** As a minimum, an emergency evacuation procedure shall address:
- Actions taken upon discovering a fire;
 - Actions upon hearing the alarm;
 - Actions by competent persons, e.g. Fire Wardens;
 - Evacuation of persons with special needs/reduced mobility;
 - Collection of the Emergency Evacuation Folder/pack.

11 PERSONAL EMERGENCY EVACUATION PLANS:

- 11.1** A 'Personal Emergency Evacuation Plan', (PEEP), ensures any person unable to leave a building unaided has the necessary information and assistance to reach a place of safety quickly and without unnecessary risk.
- 11.2** Line management shall identify any PEEP required for new and existing staff, and thus formally assure assistance is available in the event of an emergency.



12 TRAINING:

- 12.1** The Fire Safety (Regulatory Reform) Order 2005 requires that all persons at work undergo appropriate information and instruction on local fire safety precautions. Attendance to such training shall be documented with a copy retained in the Fire Logbook, or a reference made in the Logbook to where the training records can be found.
- 12.2** As part of their induction process, new starters shall receive on their first day the emergency evacuation instructions for their workplace by the Head Teacher.
- 12.3** The Head Teacher shall ensure that staff receive the appropriate Fire Safety Training during their induction process, and as part of ongoing training and development. The Office Manager maintains a Log all new recruits have to sign to say they have received the appropriate Fire Safety Training as part of their induction process.

13 REVIEW OF POLICY:

- 13.1** As a minimum, the Governing Body will review this policy every two years or whenever there are changes to current legislation.
- 13.2**

Management of Policy

Governing Body: The Governing Body reviews this policy annually but may do so earlier in the light of new Government regulations, receipt of recommendations on how it might be improved, or to take account of new initiatives, changes in the curriculum, developments in technology or changes to the physical environment of the school.

Approval: Approved by the Governing Body on 22nd March 2023

Next review due: March 2024

Signed

Headteacher..... Date.....

Chair of Full Governing Body..... Date.....

Copies of all relevant Regulations are available in the School Office.