



# **FIRE SAFETY MANAGEMENT POLICY**

This policy is relevant for all ALP Schools

**Head Office  
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Gravesend  
Kent  
DA12 2AX**

## 1. Statement of Intent

The school's primary focus is for the safety of its learners, employees and visitors, to that end the fire safety management of the school is based around "life safety". To achieve this, the school will ensure:

- Appropriate advice, competence and resources are provided to carry out the preventive and protective measures required by the Regulatory Reform (Fire Safety) Order.
- A suitable and sufficient fire risk assessment is completed annually or when significant changes occur.
- A management framework to support the Headteacher to fulfil the role of the Responsible Person is in place to ensure the above objectives are met.
- Appropriate information, instruction and training is provided to all staff and to people who may be affected by the school activities.
- The school is environment safe and promotes fire prevention at all times.

The Executive Board and Headteacher are ultimately the recognised responsible people. The Proprietor as the employer is held by strict liability under the Regulatory Reform (Fire Safety) Order where the premises are to any extent under their control.

In practice responsibility for fire safety is delegated to the Headteacher and Managing Director who manage the school and its fire safety on a day to day basis. The Headteacher has specific areas of responsibility but has delegated defined duties to support staff. Please see fire management responsibilities and the organisation chart for details.

The policy applies to all relevant school activities and is written in compliance with all current UK health and safety legislation and has been consulted with staff and their safety representatives (Trade Union and Health and Safety Representatives).

### Review Procedures

This policy will be reviewed regularly and revised as necessary. Any amendments required to be made to the policy as a result of a review will be presented to the Executive Board for acceptance.

### Distribution of copies

Copies of the policy and any amendments will be distributed to: the Headteacher; Health and Safety Representatives; All Staff; Board members and Administration office.

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## 2. Roles and Responsibilities

### 2.1 Introduction

- 2.1.1 The Headteacher, along with the Managing Director are responsible for ensuring that all control measures identified in the fire risk assessment are in place and that further improvement actions are completed so far as is reasonably practicable.
- 2.1.2 The Headteacher will assign an appropriate member of his/her team the responsibility to complete each improvement action.
- 2.1.3 The Premises Officer, Managing Director or a delegated responsible complete fire management tasks. This includes maintenance and testing of fire safety systems. Some of these duties are contracted to suitably qualified engineers.
- 2.1.4 Fire wardens have been designated and are suitably trained in their fire evacuation duties. Fire drills are completed once every term. All staff receive fire safety awareness training at the point of induction and then refresher training bi-annually.
- 2.1.5 The school communications system is able to ensure that all of those involved, or potentially involved, in an incident are informed rapidly and effectively, of relevant information. In addition, the systems make use of alternative formats as necessary, with contingency plans for when systems fail.
- 2.1.6 The following are the defined responsibilities for those working within the school who have been assigned specific duties:
  - a) Headteacher
  - b) Managing Director/Premises Manager
  - c) Lead Fire Warden
  - d) Premises Officer
  - e) Administration Assistant
  - f) Teachers, Tutors and LSA's
  - g) Fire Wardens (Sweeps)

### 2.2 Headteacher

- 2.2.1. The Headteacher is empowered to ensure that legislative requirements are met; and that testing, maintenance or repairs are initiated as required. Such powers are supported by the necessary, sufficient and appropriate resources, including funds.
- 2.2.2. The Headteacher, with assistance from the Managing Director is responsible for ensuring:
  - a) The school has a fire safety management policy and that such a policy is reviewed annually
  - b) That a Fire Risk Assessment is completed and reviewed annually by a competent person
  - c) Staff are notified of the significant findings of the fire risk assessment
  - d) Recommended actions derived from the fire risk assessment are completed
  - e) The maintenance/testing of all firefighting systems and equipment are completed and recorded in the fire safety logbook
  - f) That the school emergency plan and evacuation procedures are regularly reviewed
  - g) If school has a major incident evacuation plan which may include agreements with local providers and additional training for staff
  - h) All learners, employees, visitors and others who use the building are made aware of the fire safety precautions and the fire evacuation procedures
  - i) The provision of fire awareness training to all staff
  - j) The provision of fire warden training for designated staff

- k) That an emergency fire drill is undertaken every term
- l) The preparation of specific personal emergency evacuation plans (PEEPs) for staff and/or learners with special needs and/or disability
- m) The provision of suitable fire safety systems e.g. fire alarm, automatic detection and emergency lighting
- n) The provision of suitable fire safety equipment such as fire doors, fire signs and fire fighting equipment
- o) Any fire prevention officer's recommendations and or enforcement notices are complied with
- p) In instances where contractors create hazardous conditions and refuse to eliminate them or take action to make them safe, the Headteacher will take such actions as are necessary to protect the safety of school/ staff, students and visitors
- q) All hirers and contracted users of the premises receive written details of the fire procedure as part of the hire arrangements.
- r) The SMT will take on the responsibilities of the Headteacher in their absence

### **2.3 Managing Director / Premises Manager**

2.3.1. The Managing Director/Premises Manager will assist the Headteacher to ensure:

- a) The policy is clearly communicated to all relevant persons
- b) Appropriate information on significant risks is given to visitors and contractors
- c) All staff are provided with adequate information, instruction and training on fire safety management
- d) Appropriate consultation arrangements are in place for staff
- e) Emergency procedures are in place
- f) Fire safety systems and equipment is inspected and tested to ensure they remain in a good working condition
- g) Arrangements are in place to inspect fire safety management of the premises
- h) All servicing and maintenance records are held on file, and the fire safety logbook is maintained up to date
- i) The activities of contractors are adequately monitored and controlled
- j) Hot work permits are in place where required
- k) A report to the Governing Body on the performance of fire safety management within the school.

### **2.3 Lead Fire Warden**

2.3.2. Lead Fire Warden is responsible for:

- a) Collecting all of the area and classroom information from Teachers and Sweeps
- b) Controlling the assembly point
- c) Ensuring that fire and rescue service access gates are opened
- d) During a practice, noting escape times and general observations for improvement
- e) Liaising with the fire and rescue service to ensure that all relevant information is communicated effectively
- f) Providing the fire and rescue service with a detailed (laminated) plan of the building
- g) Ensuring that no one re-enters the building until deemed safe to do so by the fire and rescue service
- h) Implementing the major incident site evacuation plan if required.

## **2.4 Premises Officer / Operations Manager / SMT**

- 2.4.1. The Premises Officer, Operations Manager or SMT are responsible for controlling work, maintaining safety systems and maintenance. A system has been developed proactively with clear lines of responsibility; a permit system; logging and audit processes and routine checking and supervision.
- 2.4.2. The maintenance system is one where there is dynamic monitoring of the fire safety systems, and the equipment is kept fully functional at all times when the building is in use.
- 2.4.3. The Premises Manager or a nominated person from the SMT is responsible for:
- a) The formal maintenance and regular testing of the fire alarm system
  - b) The formal maintenance and regular testing of the emergency lighting
  - c) The maintenance and inspection of the fire fighting equipment
  - d) The maintenance of exit/escape routes and signage
  - e) The completion and upkeep of the school fire safety logbook
  - f) Supervision of contractors undertaking work within the premises, including hot work
  - g) Ensuring that fire compartmentation is sound and that any fire engineering solutions are suitably maintained
  - h) Reporting any hazards (which cannot be dealt with) to the Headteacher
  - i) Ensuring that access can be gained at all times to the electric and gas shut off devices
  - j) Ensuring that fire critical plant such as gas boilers are annually serviced in line with the schools planned preventative maintenance regime
  - k) Ensuring that electrical equipment is suitably maintained and that fixed electrical wiring is inspected at least every five years in line with the planned preventative maintenance regime
  - l) Ensuring that firefighter equipment is maintained and accessible, e.g. fire hydrants and dry risers.

## **2.5 Receptionist / Administration Assistant**

- 2.5.1. The receptionist / Administration Assistant is responsible for:
- a) Calling the fire and rescue service to ensure that they have been notified of the alarm
  - b) Ensuring that classroom registers are always available and are taken to the assembly point in the event of an evacuation
  - c) Ensuring that visitors and contractors are signed in to the building and are notified as to the evacuation procedures
  - d) Where appropriate escorting visitors and contractors from the building
  - e) Collecting information such as contact details of parents
  - f) Taking such information to the assembly point for use in a major incident/site evacuation.

## **2.6 Teachers, Tutor and LSA's**

- 2.6.1. Teachers, Tutors and LSA's are responsible for:
- a) Acting as fire wardens when evacuating their class from the school
  - b) Ensuring that their particular classrooms are kept free of hazards which may block escape routes

- c) Ensuring that all electrical equipment used within the classroom have been suitably maintained
- d) Reporting any hazards (which cannot be dealt with) to the Premises Manager or SMT
- e) Ensuring that new learners are suitably trained in evacuation procedures
- f) Ensuring that learners who attend class with a prohibitive injury are assessed and that a personal emergency evacuation plan (PEEP) is put in place
- g) Following school evacuation procedures including reporting to the lead fire warden with the results of the register check
- h) Controlling their class or one to one learner at the assembly point, ensuring that no learner re-enters the building until the lead fire warden announces that the school is safe or leaves the school premises
- i) If required, be aware and trained in the major incident evacuation plan which may require escorting the class away from the premises to a safe site
- j) Taking part in any fire safety training provided by the school.

## **2.7 Fire Wardens (Sweeps)**

2.7.1. The Fire Wardens (sweeps) / Support Staff (given responsibility) are responsible for:

- a) Ensuring that their designated areas are clear before leaving the building
- b) Closing all fire doors (not on automatic closers) before leaving their area
- c) Taking an active day to day role in fire prevention and hazard spotting
- d) Reporting fire safety issues such as missing fire extinguishers
- e) Ensuring that fire escape routes/stairs and fire exits are not blocked
- f) Reporting any hazards (which cannot be dealt with) to the Premises Officer or SMT.
- g) Reporting to the lead fire warden at the assembly point to notify them of the occupancy status of their area
- h) Assisting the lead fire warden in securing the building and ensuring that no one re-enters the premises until it is deemed safe to do so by the fire and rescue service.

## **2.7 Learners**

2.7.2. Learners, in accordance with their age and aptitude, are expected to:

- a) Exercise personal responsibility for the safety of themselves and others
- b) Observe all the safety rules of the school and in particular the instructions of staff given in an emergency
- c) Use and not wilfully misuse, neglect or interfere with equipment provided for their safety.

## **2.7 Contractors**

2.7.3. Contractors are responsible for:

- a) Identify and control any risks arising from their activities and inform the Headteacher of any risks that may affect the school staff, students and visitors
- b) Be aware of the fire safety management policy and emergency procedures and comply with these at all times
- c) Liaise with the premises management team and ensure any faults are reported

## **3. Arrangements**

### **3.1 Introduction**

- 3.1.1. The fire safety order specifically requires a fire risk assessment to be carried out and to be suitably reviewed. This has been completed for the premises and is reviewed annually or when there is a significant change, whichever occurs first. Significant changes include, but are not limited to:
- a) Any structural changes (alterations to the layout of the premises, erection of partitions, refurbishments, etc.) which may affect the spread of fire
  - b) Any change to the use of the premises which may affect the risk rating
  - c) Any change to work processes or work equipment which may introduce new fire hazards
  - d) A change in the number of people using the premises to ensure that escape routes can accommodate the numbers safely.
- 3.1.2. In addition, it is expected that the school will put in place a management system/policy and procedures to deal with fire safety and prevention.
- 3.1.3. The fire safety management policy sets out the objectives in respect of fire prevention and emphasises the school commitment to fire safety.
- 3.1.4. The school aims to have proactive liaison with the local fire and rescue service including effective arrangements for notifying the fire and rescue service of changes to the occupancy, periods of abnormal occupancy, fire growth characteristics and other relevant factors. The arrangements allows (if necessary) for routine meetings with the fire and rescue service and additional meetings where a change in the building or its occupancy is proposed.

### **3.2 Fire Management System**

- 3.2.1. There is a clear fire management system in place to ensure that the school suitably manages the fire risk. The system seeks to anticipate and proactively identify the impact of any proposed changes. The management team of the school identify any alternative protection and management measures that will be required as a result and ensure that they are implemented.
- 3.2.2. The staffing level provided is specifically appropriate to the fire safety requirements of a school and the age range within it. It includes sufficient trained personnel to ensure that all occupants are assisted or supported, to make their way out of the building effectively in an emergency.
- 3.2.3. The training ensures that there are sufficient numbers of staff trained in all aspects of fire prevention, fire protection and evacuation procedures and able to use the appropriate extinguishing equipment (and media), to provide full coverage of the building, with provision for contingencies, sickness or holiday absences.

### **3.3 Planning**



- 3.3.1. The implementation of corrective actions is ongoing following each risk assessment review with priority given to the highest risks. Where budget restraints delay implementation, risk management strategies will be put in place to reduce the risk.
- 3.3.2. The planning system is proactive and takes into account a wide range of possible emergencies and incidents. These are likely to include planning for logistical issues such as the provision of shelter, communications, transport, the weather, time of day, time of the week, time of year (holidays, etc.) and traffic-related issues, as well as scenarios such as power failures or floods.

### **3.3 Emergency Evacuation Plan**

- 3.3.3. The school will ensure a suitable emergency evacuation procedure is prepared and made available to all staff. The procedure shall:
  - a) Describe the responsibilities of all staff during an emergency
  - b) Describe the fire alarm activation signal
  - c) Describe the actions staff need to take to safely evacuate the premises
  - d) Describe the responsibilities for communicating with the emergency services
  - e) Describe the location of the fire assembly points
  - f) Describe variations to the plan, including out of hours arrangements and school events
  - g) Include a copy of the means of the escape plan
- 3.3.4. The school will ensure the emergency evacuation plan is reviewed following significant changes to the building's infrastructure or following significant events such as fire.
- 3.3.5. All staff, whether temporary or permanent, will have the evacuation procedure explained to them, together with information on the location of fire alarm call points, the location of the fire alarm and the location of escape routes, exits and assembly points.
- 3.3.6. The Headteacher will ensure the preparation of specific personal emergency evacuation plans (PEEPs) for staff and/or pupils with special needs and/or disability.
- 3.3.7. All persons with the responsibility of ensuring the safe evacuation of staff and/or learners with special needs and/or disabilities will be made aware of the personal emergency evacuation plans (PEEPs) in place.
- 3.3.8. The Headteacher will ensure parents are consulted during the preparation of the personal emergency evacuation plan (PEEP) for their child.
- 3.3.9. All personal emergency evacuation plans (PEEPs) will be reviewed following significant changes to the infrastructure of the building, following substantial events such as fire or changes to the user's individual needs.
- 3.3.10. The Headteacher will ensure emergency evacuation equipment is available and suitable for the user. Emergency evacuation equipment will be maintained in accordance with the manufacturer's recommendations. All staff required to assist the evacuation of staff and/or pupils with special needs and/or disability are suitably trained in the use of equipment.
- 3.3.11. The school will ensure evacuation drills are completed on a termly basis and records maintained within the fire safety logbook or similar.
- 3.3.12. Following the completion of the evacuation drill, the Head Fire Warden will complete an evacuation drill report. The report will detail:
  - a) Log all details of the fire drill, including how the evacuation drill went and any inappropriate actions of problems which were noted as a result

b) Fire wardens present during the drill

An evacuation drill report template can be found in Appendix 2 of this policy.

- 3.3.13. The Lead Fire Warden will carry out a debrief to all fire wardens (sweeps) on the significant findings, including any improvements which are to be made during an evacuation.
- 3.3.14. A copy of the emergency evacuation plan can be found in the relevant schools policy file on the Admin Drive

### **3.4 Hirers and Extended School Providers**

- 3.4.1 All hirers and contracted users of the premises will receive written details of the fire procedure as part of the hire arrangements. Hirers of the building are required to adhere to the fire procedures at all times and take such measures as are necessary to ensure the safety of those children/persons for whom they have responsibility.

## **4. Conclusion**

- 4.1 The fire safety management policy reflects the schools serious intent to accept its responsibilities in all matters relating to fire safety. The clear lines of responsibility and organisation describe the arrangements which are in place to implement all aspects of this policy.

# **FIRE SAFETY MANAGEMENT POLICY**

## **Member of Staff Acknowledgement**

All members of staff with fire safety responsibilities (all staff) should be issued a copy of the policy.

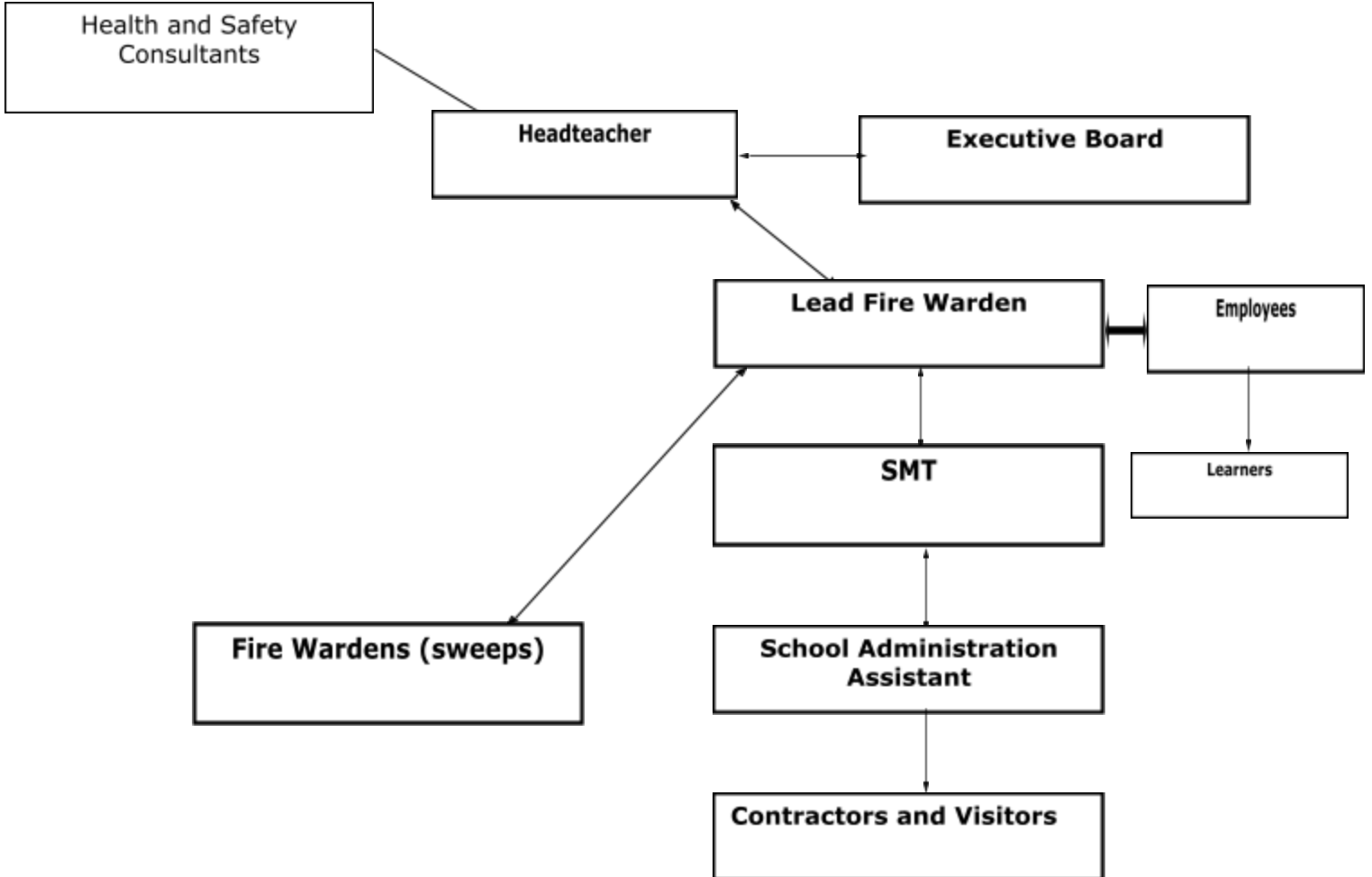
New staff should receive the policy at the point of induction and have a training session on the school's arrangements. They should sign and date the training record in the fire log book

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Appendix 1

**FIRE MANAGEMENT ORGANISATIONAL CHART**

**SCHOOL**





## Appendix 2 - Evacuation Drill Report Template

Date of Report:		Completed by:	
Date of Drill:		Time of drill:	
Time taken to evacuate:			
Time taken to complete roll call:			
	<b>Y/N N/A</b>	<b>Observations:</b>	
Fire wardens reported to the assembly point and performed tasks?			
Staff & students responded to fire alarm and reported to assembly point?			
All windows and doors closed during evacuation?			
Occupants exited via nearest exit?			
Visitors / contractors / students were properly directed?			
Persons with disabilities were accounted for?			
Personal emergency evacuation plans (PEEPs) followed?			
Roll call carried out and missing persons accounted?			
Exits guarded to prevent re-entry?			
Occupants did not attempt to re-enter the building?			
Emergency grab bags collected (if safe to do so)?			
Student/staff and visitor registers collected?			
School pets, guide/therapy dogs evacuated?			
Communicated equipment used effectively, e.g. radios?			
Effectiveness of drill Satisfactory / Unsatisfactory			
Additional observations (Include notes that will help response, performance and management of future evacuation drills):			

### Appendix 3 - Fire Warden List

<b>Head Fire Warden:</b>	
<b>Location:</b>	
<b>Location:</b>	
<b>Location:</b>	
<b>Location:</b>	
<b>Location:</b>	
<b>Location:</b>	
<b>Location:</b>	
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<b>Location:</b>	
<b>Location:</b>	

## Further Guidance

Further guidance can be obtained from organisations such as the Health and Safety Executive (HSE) or Judicium Education. The following are some examples. The H&S lead in the school will keep under review to ensure links are current.

- HSE  
<https://www.hse.gov.uk/>
- Education and Skills Funding Agency – Fire Safety in new and existing school buildings  
<https://www.gov.uk/government/publications/fire-safety-in-new-and-existing-school-buildings/fire-safety-in-new-and-existing-school-buildings>
- National Education Union (NEU) – Fire Safety  
<https://neu.org.uk/advice/fire-safety>
- National Fire Chiefs Council (NFCC)  
<https://www.nationalfirechiefs.org.uk/>
- Local Fire and Rescue Service  
<https://www.nationalfirechiefs.org.uk/Fire-and-Rescue-Services>

## Further Resources

- HM Government Fire Safety Risk Assessment – Educational Premises  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/14887/fsra-educational-premises.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/14887/fsra-educational-premises.pdf)
- CFOA (Chief Fire Officer Association) – Fire Safety in Schools  
<http://www.cfoa.org.uk/download/65172&usg=AOvVaw2fwVya49L0beZPSEmwGOQ0>