

# Upton Westlea Primary School

## Fire Safety Policy



Approved by staff: November 2020

Signed: K Carruthers

Approved by Governors: November 2020

Signed: Miss L Dalton

Review Date: November 2023

## **INTRODUCTION**

The Fire Safety Policy sets out audit and control measures designed to ensure that fire safety is efficiently and effectively managed.

The management will, so far as is reasonably practical:-

- Safeguard all persons on the premises from death or injury in the event of fire
- Minimise the risk of fire and limit the spread of fire if it occurs
- Minimise the potential for fire to disrupt the school routine or equipment
- Comply with the requirements of legislation relating to fire and fire safety.

## **APPLICATION**

This policy applies to all staff, including temporary and contracted workers, pupils, visitors and contractors.

This policy will be reviewed annually or in response to legislative or procedural change.

## **AIMS**

The aims of the policy are to:-

- Define the fire safety responsibilities of staff
- Comply with the Regulatory Reform (Fire Safety) Order 2005 and related legislation.

## **LEGISLATION**

The Regulatory Reform (Fire Safety) Order 2005 is the primary fire safety legislation in England and Wales. The Order, also referred to as the RRO, focuses on fire prevention in all non-domestic premises and applies to all workplaces.

Other legislation relevant to this policy is contained in the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

## **RESPONSIBILITIES**

Functions related to the safety duties in Articles 8 to 22 of the RRO are the responsibility of the Site Maintenance Officer, Gary Ellson.

Every member of staff has a general duty under Article 22 to take reasonable care for the safety of themselves and others who may be affected by their acts or omissions concerning fire safety and must co-operate with the management concerning any duty or requirement made under the Order.

All staff must ensure that they understand the fire evacuation procedure for the premises, complete any fire safety training and report any observed concerns about fire safety to the manager.

## **PEEP'S**

Personal Emergency Evacuation Plans will be prepared for identified pupils and staff as required. Validity of these plans to be checked as part of the routine fire drills. Mrs C Holmes has the responsibility of producing PEEP's.

## **FIRE RISK ASSESSMENT**

The fire risk assessment shall be:-

- Completed and be re-assessed annually
- Significant findings promulgated to staff.

## **MAINTENANCE**

The maintenance and testing of fire alarms, escape lighting, signage, fire extinguishers, fire doors and any other preventative measure is the responsibility of the Site Maintenance Officer, Gary Ellson.

Inspection and testing of equipment is to be recorded.

## **FIRE ALARMS**

All staff will assist with the evacuation of the premises in case of an alarm. People are to be directed out and away from the building to a place of safety, ensuring no person re-enters the building.

The Site Maintenance Officer, Gary Ellson, will be responsible for ensuring the fire services have been called and will be available to assist the fire service on arrival. In his absence the Headteacher and/or Deputy Headteacher will be responsible.

## **FIRE DRILLS**

Fire drills are to be completed each term, and records to be kept. Staff will report to the main assembly point to confirm full evacuation has been completed.

## **TRAINING**

All staff must complete training bi-annually (October), new staff to be given basic instruction on induction.

All training is to be recorded.

## **DUTIES OF STAFF IN CASE OF FIRE**

All staff will play a key role in the safety of pupils in the event of a fire.

The basic duties comprise: spotting and reporting fire hazards (e.g. a missing, damaged extinguisher or defective fire door), taking appropriate action in the event of a fire, playing a leading role in the safe evacuation of the building.

Members of staff are not expected to fight fires or put themselves at risk.

## EVAUCATIONS

All alarm actuations should be treated as if there were a real fire. There should be no compromise or complacency when it comes to fire safety.

- In any evacuation staff should sweep through their allocated area, turning off equipment and closing doors in passing but not delaying their own escape, encouraging people to leave via the nearest exit. Staff should normally be the last to leave the building
- Check all accessible rooms including toilets to make sure people leave.

Completed	Name	Date
Reviewed	Name	Date