



Long Lane Primary School

Fire Safety Policy

Date	Description
23 rd October 2013	Agreed by Premises Committee

Review Schedule	Two Years
Next Review	October 2015

Aims

The Governing Body 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.

The Governors are 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.

Responsibility

The Headteacher is responsible for:

- Taking all reasonable precautions to minimise the risk of fire occurring and its effect on staff, pupils, parents, visitors and contractors.
- Ensuring that all information relating to fire safety at the school is disseminated to all staff.
- Ensuring that all staff are provided with suitable fire safety training.
- Ensuring that Fire Risk Assessments are carried out as appropriate and any problems identified are addressed.
- Appointing a Competent Person to help implement this policy.

The Competent Person is responsible for:

- Carrying out regular checks to ensure that the risk of fire is kept to a minimum and reporting to the Headteacher.
- Ensuring that regular fire drills are carried out and recorded in the Fire Safety Log Book
- Ensuring that the Fire Safety Log Book is kept up to date
- Ensuring that appropriate servicing is regularly carried out on fire fighting equipment, emergency lighting, and fire alarm.
- Ensuring that appropriate signs are posted around the school

All Staff are responsible for:

- Identifying potential problems and either take action to resolve the problem, or bring it to the attention of the Headteacher.
- Communicating any concerns or observations regarding fire safety to the Headteacher.
- Ensuring that they are aware of and follow recognised procedures for fire safety.
- Participating in fire safety training as agreed with the Headteacher

Procedures

1. Fire Risk Assessment

- The Premises Committee will conduct an 'Occupiers Fire Risk Assessment' as part of the Health & Safety Audit, performed each term. (The assessment is retained in the Fire Safety Log Book with the Headteacher taking any further actions required, (e.g. remove, reduce, or control fire risk).
- A 'Technical Fire Risk Assessment will be carried out by an external contractor on a periodic basis. The Premises Committee will schedule and monitor any actions from the Technical Assessment in conjunction with the Headteacher and Competent Person, involving other staff, Council services or contractors as appropriate.
- The Premises Committee shall review their assessment on an annual basis, whenever there are any significant changes, or if there is any reason to suspect that it is no longer valid.

2. Fire Safety Logbook

- The Competent person is responsible for keeping the Logbook up to date and readily available for inspection by any authorised officer of the Royal Berkshire Fire and Rescue Service.

3. Emergency Evacuations

The emergency evacuation procedure shall address:

- Actions taken upon discovering a fire,
- Actions upon hearing the alarm
- Actions by competent persons, e.g. Fire Wardens, and
- Evacuation of persons with special needs

The Headteacher shall ensure the Emergency Evacuation Plan is implemented.

4. Personal Emergency Evacuation Plans

- The Headteacher and Competent person shall draw up any Personal Emergency Evacuation Plan' (PEEP) (= school evacuation plans?) required for new and existing staff, and thus formally assure assistance is available in the event of an emergency.
- The Headteacher and Competent person is responsible for the safe evacuation of a visitor or member of the public.

Training

- As part of their induction process, new starters shall receive on their first day the emergency evacuation procedures for their workplace by their line manager.
- The Headteacher or Competent person shall also ensure that new staff are booked on and attend mandatory Fire Awareness training.
- All other staff shall receive basic Fire Awareness training, followed by refresher training 3 yearly, using e-learning. It is the responsibility of the Headteacher or Competent person to ensure that staff attend or undertake the above, and that this is recorded as part of their 1 to 1 process. Attendance to such training shall be documented, with a copy retained in the Fire Logbook.