



# Fire Safety Policy 2023

*As a Christian school our vision is to promote 'Life in All its Fullness.' Our ethos is based on our 12 Christian values of hope, honesty, patience, joy, forgiveness, tolerance, thankfulness, respect, kindness, friendship, gentleness and love. It is within the vision and the ethos that this policy is written and will be implemented.*

**PRODUCED IN PARTNERSHIP WITH**



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Next Review Date: May 2024

Approved at FGB on 15<sup>th</sup> May 2023

Signed: .....  
Chair of Governors

## INTRODUCTION

This document sets out the strategy regarding fire safety and details how Holly Hill Church School will comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005 and other relevant connected legislation. Such legislation includes the Health and Safety at Work etc Act 1974 and The Management of Health and Safety at Work Regulations 1992 as amended 1999.

This policy is based primarily on preventing a fire occurring. However, in the event of fire, a means of rapid discovery and control will be employed. This methodology will be supported by reliable and tested procedures for evacuating all persons within our premises to a place of ultimate safety.

## POLICY STATEMENT

It is our school policy to guard all persons from the hazards of fire by ensuring we have safe premises and systems of work as far as are reasonably practicable. We will operate in accordance with statutory legislation, applicable British Standards and Approved Codes of Practice. Specifically we will:

1. Arrange for the carrying out of Fire Risk Assessments and the recording of any 'Significant Findings.'
2. Formulate a 'Remedial Action Plan' for any Significant Findings and put into practice control measures within practical timescales.
3. Provide appropriate information, instruction, training and supervision to all relevant persons, with regard to fire safety.
4. Ensure adequate fire action procedures are prepared and displayed in a prominent position within our premises.
5. Carry out regular fire drills to ensure the adequacy of our arrangements.
6. Provide and uphold all fire safety equipment, as deemed necessary through the risk assessment process.
7. Ensure all other pertinent equipment is adequately maintained to limit the potential for fire.
8. Maintain adequate fire safety records and ensure they are readily available for inspection by Enforcing Authorities.
9. Review the Fire Risk Assessment whenever it is considered to be no longer valid and in any case at intervals not exceeding 12-months.
10. Appoint and train competent persons within the organisation (where necessary).
11. Monitor the effectiveness of the above arrangements by carrying out periodic management checks.

## RESPONSIBLE PERSON

The person responsible for ensuring that the Fire Safety Policy Statement is implemented and that responsibilities are allocated, accepted and fulfilled at all levels is:

Name: Mark Carr  
Position Head of school

Signed .....Date.....

## **STAFF RESPONSIBILITIES**

All Holly Hill staff have accountability for ensuring that they are familiar with and understand the content of this Fire Safety Policy and our emergency and evacuation procedures.

Problems relating to fire safety must be reported to SLT at the earliest opportunity, so that corrective action may be taken.

Every employee has a duty to take care of their own safety and that of others who may be affected by their work activities, under both health and safety and fire safety legislation.

## **MANAGEMENT RESPONSIBILITIES**

The Head Teacher and Bursar will assume day-to-day responsibility for fire safety within Holly Hill Church School and will assume the role of 'Responsible Person' as defined within the Regulatory Reform (Fire Safety) Order 2005. The primary duties of the Head Teacher and Bursar are:

1. To monitor the efficiency of the Fire Safety Policy and arrangements and revise and amend them as necessary.
2. To organise the initial induction and periodic continuation fire safety training for staff.
3. To organise a building fire drill at periodic intervals.
4. To organise and monitor the contracts for the testing and maintenance of the fire safety systems in the building by external competent contractors.
5. To ensure the investigation of any fire incident by a competent person and the carrying out of any subsequent recommendations.

## **DUTIES OF FIRE WARDENS**

Fire Marshalls are Jackie Ingleby and Michelle Evans

**The Head Teacher (Deputy Head Teacher if unavailable) and Bursar are fire wardens (sweeping the building).**

The duty of the Fire Wardens in the case of fire are to:

- ☐ Check their designated area to ensure all rooms, including toilets, have been vacated and to close doors as they exit the premises. Staff should not put themselves unnecessarily at risk to do this.
- ☐ Report to the Head Teacher or deputy or nominated Manager/Supervisor where applicable, at the designated assembly point, that their area is cleared, or they believe persons to still be in the building. They should also report any rooms that have not been checked.
- ☐ Prevent persons from re-entering the building until the Fire Service Incident Commander or Head Teacher or deputy has given permission.

## **FIRE SAFETY MANAGEMENT FOLDER**

A Logbook will be located and maintained at our premises. The following information must be recorded and available for inspection when required:

1. **Fire Policy:** This Document

2. **Who manages fire risk at our school?**

- ☐ Responsible Person(s) (Mark Carr) Michelle Evans (Bursar))
- ☐ Fire Marshals (Jackie Ingleby and Michelle Evans)
- ☐ Fire Extinguisher Maintenance (Saracen Fire Protection from April 21)
- ☐ Fire Alarm maintenance (Saracen Fire Protection from April 21)
- ☐ Emergency Lighting (Saracen Fire Protection from April 21)
- ☐ Students/Staff who require personal emergency evacuation plans (PEEP's)
- ☐ Person in charge of School Emergency Evacuation (Mark Carr)
- ☐ Other named individuals who assist with School Evacuation Plan (all Teachers and TA's).

3. **How we deliver our fire duties:**

- ☐ Fire Risk Assessment
- ☐ Fire Evacuation Plan
- ☐ Personal Emergency Evacuation Plan(s) (PEEPS)
- ☐ Staff Fire Training Records (Awareness completed all staff September 2021, every 2 years)
- ☐ Fire Marshal Training Records (training suggested every 3 years)

**Daily Checks by BSS (ticklist kept in office)**

**Escape Routes:**

- ☐ Can all the fire exits be opened immediately and easily?
- ☐ Are fire doors and escape routes clear of obstructions?

**Fire Warning Systems:**

- ☐ Is the indicator panel showing 'supply healthy', and no errors?

**Escape Lighting:**

- ☐ Are exit signs in good condition and undamaged?
- ☐ Is emergency lighting and sign lighting working correctly?

**Firefighting equipment:**

- ☐ Are all fire extinguishers in place?
- ☐ Are fire extinguishers clearly visible?

### **Weekly Checks:**

#### **Escape Routes:**

- ☐ Do all emergency fastening devices to fire exits (push bar and pads, etc.) work correctly?

#### **Fire Warning systems:**

- ☐ Did the alarm system work correctly when tested on Tuesday weekly?

#### **Firefighting equipment:**

- ☐ Is all equipment in good condition?

### **Monthly Checks:**

#### **Escape Routes:**

- ☐ Are fire door seals and self-closing devices in good condition?

#### **Escape Lighting:**

- ☐ Monthly flick test. Do all luminaires and exit signs function?

### **Termly Checks:**

#### **Automatic Door closing systems:**

- ☐ Did all doors close during Fire Drill?

### **Six-monthly check:**

#### **Fire Warning System:**

- ☐ Has the system been checked by a competent person?

### **Annual Checks:**

#### **Escape Routes:**

- ☐ Do all self-closing fire doors fit correctly?

#### **Escape Lighting:**

- ☐ Do all luminaires operate on test for their full rated duration?
- ☐ Has the system been checked by a competent person?

#### **Firefighting Equipment:**

- ☐ Has all firefighting equipment been checked by a competent person?

#### **Services:**

- ☐ Gas Installation
- ☐ Portable Appliance Test - annually
- ☐ 5 Yearly Test (records – Electrical Mains test)

## **4. Monitoring our Fire Safety:**

- ☐ Level 1 Checks – BCC Ticklists completed for weekly monitoring.
- ☐ Termly Fire Drills / Fire Drill outcomes (including any PEEP's findings)

## 5. Audit and Review of our Fire Safety arrangements:

- ❑ Current Fire Risk Assessment Review (FRA) accompanied by any previous reviews carried out on original FRA. Reviews carried out by **competent person** every 2 years. Completed 2021 as some or all of the following will apply:
  - Change in activities or the ways that they are organised.
  - Change of use to part of the premises e.g. offices now converted to other uses.
  - Alterations to the building either internal or external.
  - The introduction of substantial fittings and furniture changes.
  - The introduction of, increase or change of use of hazardous materials.
  - The failure of any fire precautions equipment such as automatic fire detection or sprinklers.
  - Significant changes to display materials.
  - Significant increase in the number of people within the building.
  - The presence of people in the building with some form of additional needs.
  - Following any fire incident (or near miss).
- ❑ Significant findings / Remedial Action Plan (RAP) – (Progress against items)
- ❑ Log of any fire incidents
- ❑ Log of Visits/Reports from the Fire and Rescue Service
- ❑ Log of any Fire Alarm actuations and subsequent investigations

## EMERGENCY ACTION PLAN

Copies of the Holly Hill Emergency Action Plan are available at various locations throughout our premises.

All members of staff should make themselves aware of the contents of the Emergency Action Plan. The Head Teacher and Bursar or nominated Manager/Supervisor will ensure that all contractors and visitors are made aware of the Emergency Action Plan. A copy of the Emergency Action Plan is included at Appendix A of this Policy.

## PROTECTIVE MEASURES

A Permit to Work system is operated within Holly Hill. It will be the responsibility of the Head Teacher and Bursar to ensure that a permit to work is in place prior to any hot work being carried out on our premises. Where contractors are performing hot work the permit must be completed and signed by a manager and a copy given to the contractor.

Holly Hill operates a no smoking policy that must be adhered to at all times. Failure to do so may result in disciplinary action being taken.

The potential for arson has been considered as part of the Fire Risk Assessment process. All staff should remain vigilant however and ensure that security measures within the building are implemented.

## MAINTENANCE OF FIRE SAFETY EQUIPMENT

The building fire detection and alarm system will be tested on a weekly basis. This will normally be completed at approximately the same time each week. The results will be recorded in both the BSS ticklist and SafeSmart. Where necessary, routine maintenance and testing will also be arranged via a competent person and records will be kept as necessary.

As emergency lighting is provided, a competent person will undertake all relevant tests in accordance with the requirements of BS 5266-1.

The Head Teacher and Bursar will ensure that visual inspections and an annual check are carried out on all fire extinguishers.

## **Appendix A: Emergency Action Plan**

All Holly Hill Methodist / CE Infant School staff are to make themselves familiar with the Emergency Action Plan and fully comply with it in the event of the fire alarm sounding or discovering a fire:

### **MAKE SURE THAT YOU KNOW:**

- **What to do in the event of a fire**
- **What to do on hearing the fire alarm activate**
- **Your nearest means of escape**
- **The nearest fire alarm call point**
- **The designated assembly point (Playground / area of front of school)**

Holly Hill staff are to ensure that all students' are told how to react to an emergency and what to do and where to go if there is an evacuation.

Holly Hill staff are responsible for ensuring any contractors they employ are aware of and comply with the procedure.

In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

If a fire is discovered, the alarm is to be raised immediately by breaking the nearest break-glass call point.

Holly Hill does not require anyone to attempt to extinguish a fire unless they have been trained and it is safe for them to do so. If a small fire occurs (e.g., a wastepaper bin) and the staff member finding the fire, feels competent that they are aware of the correct extinguisher to be used and knows how to use that extinguisher safely, they may tackle the fire.

The senior member of Holly Hill staff present in the building when a fire is discovered or the alarm sounds will call the Fire Service or give instruction for them to be called.

On hearing the evacuation alarm, evacuate your area immediately. Ensure each class medical bag is taken with inhalers and any medication. Do not wait to conclude discussions or telephone calls. Take personal belongings with you if they are immediately to hand but do not go back to collect them.

### **Leave the building by the nearest fire exit.**

- ❑ Switch off any equipment or electrical appliances which, if left unattended, may constitute a fire hazard.
- ❑ As you make your escape, close doors, particularly those designated as fire resisting doors.
- ❑ Report to the dedicated fire assembly point –Playground or open area at front of school.