

# Fairisle Infant and Nursery School



## **FIRE SAFETY POLICY AND ARRANGEMENTS POLICY**

Date policy reviewed: November 2022

To be reviewed again: November 2023

### **SIGNATURE STAMP**

These are confirmed as a true and accurate record of the meeting that took place on:

*7/12/22 POLICY*

**Signed:**

**Rick Allan**  
**Chair of Governors**

A handwritten signature in black ink, appearing to be 'Rick Allan', is written over a faint circular stamp or watermark.

**Approved Date:** *7/12/22*

## **1. Introduction**

This document sets out the policy regarding fire safety and details how Fairisle Infant and Nursery School will comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005 and other relevant associated 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.

Fire is a potential hazard in all premises owned or occupied by the School. This policy is based primarily on the avoidance of fire. However, in the event of fire occurring, a means of rapid detection and containment and control will be employed. This will be supported by reliable and tested procedures for evacuating all persons to a place of ultimate safety.

## **2. Fairisle Infant and Nursery School Policy Statement**

It is School policy to protect all persons from the hazards of fire by ensuring safe premises and systems of work as far as are reasonably practicable. Fairisle Infant and Nursery School will operate in accordance with statutory legislation, relevant British Standards and Approved Codes of Practice and Guidance Notes. This policy will apply to all School buildings. Specifically, Fairisle Infant and Nursery School will:

1. Carry out meaningful fire risk assessments and record any significant findings.
2. Formulate a 'Remedial Action Plan' for any significant findings and implement control measures within reasonable timescales.
3. Provide appropriate information, instruction, training and supervision to all relevant persons, within the premises, with regard to fire safety.
4. Liaise with others, who may be affected by a fire in our premises, with regard to necessary precautions.
5. Ensure adequate fire procedures are formulated and displayed in a prominent position within the premises.
6. Carry out regular fire drills to ensure adequacy of the arrangements.
7. Provide and maintain all fire safety equipment, as deemed necessary through the risk assessment process.
8. Ensure all other relevant equipment is adequately maintained to limit the potential for fire.
9. Be proactive with regard to fire prevention and reactive by investigation of any/all fire related incidents, or near misses.
10. Maintain adequate fire safety records and ensure they are readily available for inspection by Enforcing Authorities.

11. Review the fire risk assessment, whenever it is considered to be no longer valid, following any fire related incident (or near miss) and in any case at intervals not exceeding 12-months.
12. Appoint and train competent persons within the organisation (where necessary).
13. Appoint competent external assistance (where necessary), in order to assist with the implementation and management of the fire safety arrangements.
14. Monitor the effectiveness of the above arrangements by carrying out periodic management checks and by inclusion of fire safety as an agenda item during any management meetings.

### **Nominated 'Responsible Person'**

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

Name: Miss J. Owens

Headteacher

### **3. Staff Responsibilities**

1. All staff have responsibility for ensuring that they are familiar with and understand the content of relevant fire safety policy documentation and associated procedures.
2. Problems relating to fire safety must be reported at the earliest opportunity, so that remedial action may be taken.
3. Every employee has a duty to take care of their own safety and that of others who may be affected by their work activities.

### **4. Management Responsibilities**

The Site Manager will assume day-to-day responsibility for fire safety within Fairisle Infant and Nursery School. The Headteacher will assume the role of 'Responsible Person' as defined in the Regulatory Reform (Fire Safety) Order 2005.

4.1 The primary duties of the Business Manager are:

1. To monitor the effectiveness of the fire safety policy and arrangements and revise and amend them as necessary;
2. To organise the induction and continuation fire safety training for staff (online);

The primary duties of the Site Manager are:

1. To organise a fire drill every term;
2. To organise and monitor the contracts for the testing and maintenance of the fire safety provisions in the building by external contractors;
3. To carry out interim fire safety audits and to act upon any deficiencies highlighted by those audits (Cross-reference with Appendix C);
4. To ensure the Fire risk assessment is completed by a SCC appointed fire risk assessor/company and the implementation of any subsequent recommendation.

## 4.2 Allocation of Responsibilities

Staff are responsible for the safety of themselves and the following:

1. To ensure that they are familiar with the fire procedure for the premises;
2. To attend fire safety training courses and any planned fire drills;
3. To the extent they are able - to monitor their areas for incipient fires/fire hazards and ensure that no potential fire hazards are introduced without approval from the Site Manager and adequate control measures are implemented beforehand;
4. To ensure the safe evacuation of all persons in a fire and that a roll call of staff is taken at the assembly point.

It is the legal duty of all staff when at work:

1. To take reasonable care of their own safety;
2. To take reasonable care of the safety of others who may be affected by what they do or fail to do;
3. To co-operate so the school can all comply with its legal duties;
4. To ensure they do not interfere with, or misuse anything provided in the interests of fire safety;
5. To inform the Responsible Person if we reasonably consider there is a serious or immediate danger to persons from fire;
6. To inform the Responsible Person if they become aware of any shortcomings in the arrangements for fire safety within the premises or any event that could have lead to a fire starting.

It is understood that under Article 32 of the Regulatory Reform (Fire Safety) Order 2005, where any failure of staff to exercise these duties places a person at risk of death or injury from fire, then that member of staff may be held legally accountable and may be prosecuted.

## 4.3 Duties of Fire Wardens

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

Check their designated area to ensure all rooms, including kitchen areas and toilets, have been vacated, and to close doors and windows as they exit the premises. They should not put themselves unnecessarily at risk to do this.

Report to the SLT/Lead Fire warden 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, Responsible Person or Site Manager has given permission.

## **5. Fire Risk Assessments**

Fire risk assessment to be completed by a SCC appointed fire risk assessor/company. The fire risk assessment should be reviewed on an ongoing basis (Normally at least 12 monthly), or as recommended by the SCC. All such reports should be discussed during programmed School health and safety meetings. Should any changes occur, with either the building in concern or activities undertaken therein, it is vital that the fire risk assessment is reviewed.

## **6. Liaison with Emergency Services**

Fairisle Infant and Nursery School has a legal duty to make arrangements to assist the Emergency Services in the event of a fire or other serious incident. The Site Manager or other designated Premises Manager will ensure that the following information is readily available:

- A copy of the Fairisle Infant and Nursery School Fire Safety Policy and Arrangements
- A copy of the relevant Fire Risk Assessment
- Outline details of the fire detection and alarm system
- Outline details of fire extinguishers
- The Emergency Evacuation plan - containing the location of building service isolation valves and/or switches

## **7. Fire Property Logbook**

A Fire Property Logbook will be located and maintained at the school. The following information must be recorded and available for inspection when required:

- Fire evacuation checklist
- Fire Risk Assessment (and any subsequent reviews)
- Emergency lighting test records
- Fire extinguisher test records
- Weekly fire alarm test records
- Fire alarm activation record
- Fairisle Infant and Nursery School Emergency Action Plan
- Records of fire evacuation drills

## **8. Arrangements for People with Additional Needs**

For those members of staff who have difficulty evacuating the premises unaided, or who have additional needs due to impaired hearing or eyesight, a personal emergency evacuation plan (PEEP) should be prepared and recorded. All of the necessary supporting documentation is available from the Site Manager.

It is initially, the responsibility of the line manager of the area in concern, to ensure that PEEPs are completed as required. The School will not permit individuals with disabilities to be put at inordinate risk. This includes allowing access to areas where insurmountable difficulties with egress in the event

of an emergency, would present an unacceptable risk to the safety of that individual or other building users.

Fairisle Infant and Nursery School current evacuation procedure outlines the action to be taken by staff and pupils in the event of emergency situations. However, it is appropriate to provide guidance on procedures that will enhance the safety of persons with additional needs. There are a vast range of individual mobility capabilities, from those of sight impaired persons to the very different needs of wheelchair users.

#### 8.1 Emergency Evacuation Procedures for Persons with Additional Needs

- Persons with additional needs requiring help should be assisted to a place of safety outside the building where this includes wheelchair users
- A helper or 'buddy' should remain with the wheelchair user
- Staff on duty should remain particularly vigilant and be aware of the presence of people with additional needs
- Persons with additional needs should be advised of the School evacuation procedures
- All staff must be aware of the evacuation procedures
- In assisting persons with visual or mobility impairments, it may be appropriate to avoid the main cluster of evacuees when exiting the building
- It must be ensured that the building fire alarm system is actuated and sounding
- It must be ensured that the emergency services have been called
- It is generally preferable that wheelchair users remain in their chairs to avoid causing injury to themselves or those providing assistance
- Care must be taken not to obstruct corridors or stairways as this could cause unwarranted injury to either persons requiring assistance or those assisting
- On evacuation of a building, a member of staff on the 'evacuation sweep' will find any individual who may not have heard or seen the fire alarm being activated

#### 8.2 Emergency Equipment

- Audible warning devices are sufficient within School buildings to warn visually impaired Visitors
- The provision of portable fire extinguishers
- The provision of fire blankets
- Break glass call points installed in accordance with the requirements of BS 5839-1
- Designated fire doors and exits checked on a daily basis

### 9. Emergency Action Plan

Copies of the Emergency Action Plan are available at various locations throughout the School premises. All members of school staff should make themselves aware of the contents of the Emergency Action Plan and the Site Manager or other designated Manager should ensure that all contractors and visitors are made aware of the Emergency Action Plan.

### 10. Protective Measures Provided for Fire Safety

### 10.1 Furniture and fittings

All furniture and fittings must conform to the Furniture and Furnishing (Fire) (Safety) Regulations 1988 (as amended 1993). All materials sent for laundering must be treated to maintain fire resistance to the appropriate standard where necessary.

### 10.2 Fire warning system

Automatic fire detection systems and break-glass call points will be installed in accordance with British Standard 5839 Part 1 where considered necessary.

### 10.3 Emergency lighting

Where appropriate, emergency lighting will be installed and maintained to the requirements of British Standard 5266 Pt 1.

### 10.4 Signs and notices

All signs and notices will comply with the Health and Safety (Safety Signs and Signals) Regulations 1996. Signs will be provided (where necessary) to indicate fire alarm call points, fire escape routes, fire exits and fire extinguishers. Fire action notices informing people of action to be taken in the event of fire and the assembly points will also be displayed.

### 10.5 Fire fighting equipment

Suitable and sufficient fire fighting equipment will be provided within all School premises. The Site Manager will be responsible for ensuring that all equipment is adequately maintained and tested.

### 10.6 Access for fire-fighting appliances

The Site Manager and the local Fire Authority will agree access routes for fire-fighting appliances where applicable. Nominated Managers/Supervisors will be responsible for ensuring that these routes are kept clear at all times.

### 10.7 Hot work.

A Permit to Work system is operated within the School. It will be the responsibility of the Site Manager to ensure that a permit to work is in place prior to any hot work being carried out on School premises.

Where contractors are performing hot work the permit must be completed and signed by a competent member of staff and a copy given to the contractor.

### 10.8 Smoking

Fairisle Infant and Nursery School operates a no smoking policy that must be adhered to at all times. Failure to do so may result in disciplinary action being taken.

### 10.9 Arson

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

## **11. Maintenance of Fire Safety and Fire Precautions Equipment**

### 11.1 Fire alarms

All fire alarms 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 the Fire Property Logbook. Routine maintenance and testing is carried out by SCC and record of their tests kept

### 11.2 Emergency lighting

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

### 11.3 Fire extinguishers

The Site Manager will ensure that visual inspections and an annual check are carried out.