

# FIRE SAFETY POLICY

**POLICY AGREED: SUMMER TERM 2024 BY THE FULL GOVERNING BOARD**

**POLICY TO BE REVIEWED: SUMMER TERM 2027**

**Purpose**

The purpose of this policy is to describe how Dee Banks School will discharge its duty under the Regulatory Reform (fire Safety) Order 2005/Fire Safety (Employees’ Capabilities) (England) Regulation 2010.

With regard to undertaking Fire risk assessments, to ensure that their buildings are safe to work in, are assessed at least annually for fire risk, and are properly managed to the highest standards.

**The Scope of this policy statement affects all employees of Dee Banks School.**

**Risks**

Potential prosecution if Dee Banks School fail to follow the requirements of the above regulations.

**Aims of the Policy**

This policy sets out who is responsible for the implementing effective controls to reduce the likelihood of fire occurring and to ensure the safe evacuation is available to a place of safety for everyone in the event of a fire.

**Introduction**

Dee Banks School recognises that fire is one single, major hazard that would have serious consequences for Dee Banks School; should it occur. The overall purpose of this Fire Safety Policy referred to as “The Fire Safety Policy” is to ensure that there is a clearly defined procedure for fire safety related matters.

Under the requirements of The Regulatory Reform (Fire Safety) Order (RRO) 2005 we are required to maintain the fire safety of our students, staff, visitors, contractors, and any other relative persons who may be affected by our work activities.

The Regulatory Reform (Fire Safety) Order 2005 require Dee Banks School to carry out formal Fire Risk Assessments of each building and any premises under Dee banks School control in order to identify any significant fire hazards and ensure control methods are suitable and sufficient.

All initial Fire Risk Assessments are to be carried out by a competent third-party person. Fire risk Assessments will be reviewed annually by a competent third party person. All Fire Risk Assessments will be reviewed a competent third party person whenever a serious incident occurs of when there are significant changes to the premises’ use, structural layout or activity.

The responsibility for initiating such reviews of all premise’s rests with the School Business Manager. Fire Risk Assessments specific to activities other than day to day business are the responsibility of the relevant responsible person for the premises.

Examples for where further Fire Risk Assessments are required:

* Example 1: A gathering is arranged for a parents and teachers with unusually high numbers of visitors to the premises.
* Example 2: A Barbeque or theatrical performance is arranged for staff, students and guests.
* Example 3: The fire alarm for the premises has been taken out of service due to defect.

The Fire Safety (employees’ Capabilities) (England) Regulations 2010 require Dee Banks School the employer, to take into account the capabilities of their workers as regards to health and safety when entrusting tasks to their employees, this is to include fire safety.

**Responsibility for Fire Safety**

**Overall**

The Headteacher on behalf of Dee Banks School, has overall responsibility to do all that is reasonably practicable to meet the requirements of The Regulatory Reform (Fire Safety) Order (RRO) 2005 .

However, the School Business Manager has been designated as the responsible person at Dee Banks School and as such will oversee this policy and all fire safety issues.

In the absence of the Headteacher, the Deputy Headteacher will take over all responsibilities of the Headteacher in relation to overall responsibility.

**Ownership**

For the purpose of clarity, the responsible person in relation to Fire Safety issues: is the Headteacher, with delegated responsibilities being given to the following persons within Dee Banks School.

* Deputy Headteacher
* School Business Manager
* Classroom Teacher
* Site Manager
* Kitchen Team Leader

**General**

All employees have a duty of care under Regulatory Reform (Fire Safety) Order (RRO) 2005, and The Health and Safety at Work etc. Act 1974 to take reasonable care to avoid injury to themselves or others by their work activities and to co-operate with their fellow employees and other in meeting the statutory requirements.

It is the duty of every employee to report to management any instances where proper procedures are not being fully implemented. For Example: fire doors wedged open; escape routes blocked by furniture; accumulation of rubbish, hazardous or flammable materials adjacent to escape routes; faulty electrical equipment and gas appliances; waste accumulation on premise etc.

All new staff will receive instruction on fire precautions and procedures during departmental orientation or induction. It is the duty of the School Business Manager

**The Responsible Person**

The Headteacher has overall responsibility within Dee Banks School, this includes the following areas.

* Responsibility for the achievement of the objectives of the Fire Safety Policy and for monitoring progress towards the achievement of those objectives, ensuring that they are revised updated and amended to meet changing conditions and legislation.
* Responsibility, through the School Business Manager, for the development of budgets and to ensure that adequate funds are ring fenced and available to meet Dee Banks School obligations in relation to fire safety for their premises ad areas of control.
* Responsible, through relevant staff for implementation of the policy and to ensure adequate guidance and training is given to all employees in respect of the roles, procedures and their own responsibilities.
* Will ensure fire safety for other persons with whom Dee Banks School deals or who may be affected by Dee Banks School activities, by identifying the areas of risk and acting to reduce them. Such responsibilities include students, employees, visitor’s and contractors.
* Ensure that all persons with supervisory roles are aware of their responsibilities within the Dee banks School Fire Safety Policy.
* Will ensure Dee Banks School has appropriate organisation and arrangements in place and that is provides sufficient resources necessary for Fire Safety commitments.
* Will ensure through effective communication, Dee Banks School premises are safe from fire.

**Deputy Headteacher**

In the Headteacher’s absence the Deputy Headteacher will have overall responsibility for Dee Banks School, including the areas highlighted above.

The Deputy Headteacher must enforce, monitor and review to ensure the required standards are applied to Dee Banks School in relation to fire safety procedures, requirements, and records in their control.

**School Business Manager**

The School Business Manager has responsibility for devising the policy and for liaising with Dee Banks School Employee’s to monitor its implementations. The School Business Manager will be responsible for the following:

* Engagement of a competent Fire Risk Assessors, to attend Dee Banks School and produce a suitable and sufficient Fire Risk Assessment for the activities and use of the Dee Banks School.
* Ensure that an effective Fire Evacuation plan is in place for the school, based on the findings of the Fire Risk Assessment.
* Act upon any significant findings of the Fire Risk Assessment and produce an action plan to assess the works and time scales for completion of the works
* Plan with the Site Manager all required preventative maintenance and annual testing of Fire related equipment. Ensure competent and equipment specific contractors are engaged to carry out the works. All contractors engaged are to be briefed ion all requirements of Dee Banks School when carrying out such works within Dee Banks School.
* Liaise with the Headteacher and enforcement agencies to make appointments to attend the premises in relation to audit and inspection. Inform the Headteacher of any Enforcement actions being taken by enforcement agencies. Advising the Headteacher of any matter found to be in breach of the statutory requirements, which cannot be dealt with by the School Business Manager or at supervisory level.
* Oversee the outcomes of any enforcing Authority legal notices in relation to works, using the competent contractor register held by Dee banks School for contractors to carry out the works highlighted as a result of the significant findings of the fire risk assessment or a legal notice serviced to Dee Banks School by enforcement agencies.
* Be appointed to all future building projects and advise on fire safety issues, ensuring compliance of any regulations, standards and legislative requirements.
* Liaise with local planning and building control/approved inspectors while building works are in progress ensuring fire safety works carried out are to the required standard.
* Liaise with school employees during/following substantial building works carried out at the premises. This is to ensure fire safety arrangements have not been compromised due to the works being carried out.
* Will enforce and monitor standards applied to Dee Banks School in relation to fire safety training, procedures and requirements.
* Ensuring the fire precautions and applied legislation are adhered to in relation to, daily checks, fire drills, fire alarm tests, and training are held as required.
* Will communicate to all employees any changes or amendments to Dee Banks School policies and procedures in relation to fire safety.

Ensuring contractors nominated are appointed by Dee Banks School conducts their work in accordance with:

* The terms of contract
* Health and safety at work Act
* Statutory regulations
* Dee Banks School fire safety policy conditions and they do not endanger students, employees, visitors and any other relevant persons.

Enforce, monitor, audit, and review to ensure the required standards are applied to Dee Banks School in relation to fire safety procedures, requirements, and records within their control.

**Classroom Teacher**

The Classroom Teacher has responsibility for the following:

* Be responsible for day to day fire safety precautions within their area of control.
* Request support and advice regarding any fire safety issues.
* An effective fire evacuation plan is in place in their control area based on the fire risk assessment and is practised.
* The fire evacuation procedure is practised through the use of unannounced fire drills on a regular basis.
* Where Peeps are required for individual students and employees, this assessment is carried out and placed within the fire log book for the school.

Daily checks:

* All escape routes are clear of combustibles and available for use.
* Fire exit doors are clear and open in the direction of escape.
* All firefighting equipment is in the appropriate position ad all anti tamper seals are intact, where fitted the pressure gauge needles are in the green and designate signage is in place. Ensure good housekeeping standards are maintained throughout the premises under their control.
* Report immediately all defects or damage to fire safety elements or equipment, to the Site Manager or School Business Manager.

Induction and training staff:

* Ensure all new starters are given instruction on the fire evacuation procedure.
* Arrange for new staff to attend a full fire safety training session
* Ensure periodic training is planned, ensuring all staff attend the required session/s.
* Ensure that all staff are familiar with the operation of firefighting equipment and the fire alarm sound
* Carry out sufficient fire drills taking account of rotas and absences.
* Ensure that all staff are aware and understand fire precautions and the actions to be taken in the event of an activation of the fire alarm or fire.
* Ensure that all staff are aware and understand the PEEP’s drawn up for individuals within their working area.

Once a (PEEP) has been carried out and individuals identified as requiring assistance in the event of a fire, the Teacher must ensure sufficient numbers of staff are available to evacuate those individuals identified in line with (PEEP’s) assessment.

When the School Business Manager is required to assess an employee with a Personal Emergency Evacuation plan (PEEP) due to a change in mobility, illness, injury, or pregnancy. The (PEEP) will be drawn up and arrangements put into place ensuring that the individual can safely evacuate the premises in case of fire or incident. At least two people must be appointed within the area to assist in the evacuation of the individual, appropriate training will be given to staff designated to assist in the evacuation of individuals.

Enforce, monitor, audit, and review to ensure the required standards are applied to Dee Banks School in relation to fire safety procedures, requirements, and records within their control.

**Site Manager**

The Site Manager is responsible for the detailed application of the Fire Safety Policy within their area of control. Oversee the requirements of the Fire Safety Policy and that it is enforced and understood by all staff in their area of control.

The Site Manager will liaise with the School Business Manager to:

* Ensure a suitable and sufficient Fire Risk Assessment has been undertaken for locations in their control and the Fire Risk Assessment is reviewed annually or following incident or changes to the premises.
* Act upon any significant findings of the Fire Risk assessment and produce an Action Plan to assess the works and time scales for completion of the significant findings within the Fire Risk Assessment of their area of work.
* Ensure that an effective Fire Evacuation Plan is in place, based on the findings of the fire risk assessment.
* To seek advice on any fire safety matters for which clarification or assistance is required.
* Bringing to the attention of the School Business Manager any breach of statutory duty, which cannot be dealt with effectively.
* Enforcing authorities making appointments to attend the premises in relation to Audit or inspection in relation to fire safety.
* In relation to the outcomes of any Enforcing Authority Legal Notices in relation to fire safety.
* Ensure that all staff within their control are trained and competent in their role in relation to fire safety.
* Ensure employees co-operate with Dee Banks School to enable them to carry out their responsibilities for fire safety.
* To plan all required preventative maintenance ad annual testing of fire related equipment. Ensure competent and equipment specific contractors carry out the works. All contractors engaged are to be briefed on all requirements of Dee Banks School when carrying out such works.

The Site Manager is responsible for:

* Ensuring the fire precautions and applied legislation are adhered to in relation to, daily checks, fire drills, fire alarm tests, and training are held as required.
* All escape routes are clear of combustibles and available for use at all times the school is open for use.
* Fire exit doors are clear and open in the direction of escape.
* The fire alarm is working and showing a healthy signal.
* All firefighting equipment is in the appropriate position and all anti-tamper seals are intact, where fitted, the pressure gauge needles are in the green area and designated signage is in place. Ensure food housekeeping standards are maintained throughout the premises under their control.
* Report immediately all defects or damages to fire safety elements or equipment, to the School Business Manager and engage a competent contractor to rectify the problem.
* Ensure all fire safety checks are recorded and documentation available for inspection when required.
* Ensure acceptable levels of good housekeeping are maintained in areas under their control.

When the Site Manager is required to assess an employee with a Personal Emergency Evacuation plan (PEEP) due to a change in mobility, illness, injury, or pregnancy. The (PEEP) will be drawn up and arrangements put into place ensuring that the individual can safely evacuate the premises in case of fire or incident. At least two people must be appointed within the area to assist in the evacuation of the individual, appropriate training will be given to staff designated to assist in the evacuation of individuals.

The Site Manager with ensure that all contractors on site will conduct their work in accordance with:

* The terms of contract
* Health and safety at work Act
* Statutory regulations
* Dee Banks School fire safety policy conditions and they do not endanger students, employees, visitors and any other relevant persons.

Enforce, monitor, audit, and review to ensure the required standards are applied to Dee Banks School in relation to fire safety procedures, requirements, and records within their control.

**All Employees**

All employees have direct duties and responsibilities in respect of fire and fire safety. They should ensure that a high standard of fire safety, including good housekeeping, is maintained throughout the site at all times.

All employees are required to:

* To take responsible care of themselves and others who may be affected by their acts or omission at work and to follow safe working practises.
* To co-operate with other employees in carrying out duties imposed on Dee Banks School and not to interfere with or misuse anything provided in the interest of fire safety.
* All personnel with specific responsibilities for fire safety must ensure that their duties in relation to fire safety, are adequately delegated in their absence.

A copy of this document and all associated codes of practises and Guidance notes will be kept readily available on the school network. Employees are directly responsible for ensuring that fire safety instructions are observed and that they participate in fire safety training.

Effective training of all staff without exception is of vital importance. All staff will have fire safety training on induction. Following the induction basic fire safety awareness training should take place regularly.

**Fire Risk Assessment**

Fire Risk Assessments are to be undertaken by a competent third-party person. They will be used to determine whether the level of fire safety provision is adequate, having regard to the design features of the workplaces, work activity/services and any other hazards involved. It is essential that the Site Manger is kept informed and if necessary, involved when the Fire Risk Assessment is carried out. The fire risk assessment should normally be based on the following steps:

1. Identification of the fire hazards
2. Identifying the persons at risk
3. Evaluation of the risks (Eliminate, Reduce or Control)
4. Recording of the significant findings
5. Monitor and review process

Once the fire risk assessment has been carried out it is important that the findings are recorded, and any required control measures implemented in the form of an action plan. A copy of the Fire Risk Assessment must be kept at the premises.

All Fire Risk Assessments will be reviewed by a competent third-party person whenever a serious incident occurs or when there are significant changes to the premises’ use, structural layout, or activity.

**Controlling Measures for Preventing Fires**

* Contractors

All contract specifications must include a clause specifying that compliance with Dee Banks School Fire Policy is a condition of the contract. Where a contractor takes over the complete site, they would be required to make suitable and sufficient fire safety arrangements.

Copies of the policy must be given to the main contractor responsible for the project.

The main contractor has a responsibility to provide this information to their own staff and to any sub-contractors under their control. Building contractors must ensure that any temporary fire evacuation signage required during the works are provided throughout the contract period ad clearly visible at all times.

Contractors will be responsible for risk assessments where escape routes from Dee Banks School are blocked or closed and travel distance to a place of ultimate safety are extended. The completed risk assessments must be submitted to Dee Banks School Site Manger and discussed with the third party assessor for approval.

Contractors will be required to adhere to a permit to work system for all operations, which may involve the temporary disconnection of the automatic fire alarm system in the school.

The permit required for all operations producing smoke or fumes or operations that produce dust. Contractor will be required to provide a safe system of work to comply with this arrangement and ensure that the fire alarm system is returned to its fully operational function on completion of works.

All contractors tendering for work at Dee Banks School will be required to give details and explain how they will replace or repair fire stopping materials disturbed, removed, or required during their work process.

* Fire Drills

Fire drills are to be conducted at least twice per year, ensuring persons on different rotas and who are absent are included in at least two further fire drills.

Participation in fire drills is compulsory for all employees, visitors, and contractors if attending premises at the time of the drill. The results of the fire drills will be formally recorded and acted on as necessary.

These fire drills, y means of training and rehearsal, help ensure that in the event of a fire, those people who have responsibilities for evacuation act in a calm and orderly manner and carry out their duties accordingly.

* Arson

In the UK arson is one of the main causes of fire therefore, it is essential that all employees pay attention to the need to reduce the risk of possible arson attacks on any of Dee Banks School.

Employees must be encouraged to report any signs of suspicious behaviour on the part of the students, visitors, and their colleague, paying particular attention to isolated, infrequently visited part, such as storerooms, plant room areas etc.

* Deny the Arsonist Fuel

It is essential that combustible waste and materials are strictly controlled within the school and in open areas. Any combustibles must be well away from buildings and perimeter fencing.

Where contractors carrying out building works at Dee Banks School, they should be made aware of the risk of arson attacks and appropriate measures to be taken in relation to the security of the building.

* Making Dee Banks School as Arson Proof as Possible

It is essential that windows and doors are kept in good repair and any perimeter fencing, walls and gates are high enough and strong enough to deter entry. Entry points into premises should ideally be kept to a minimum and supervised.

Where possible, the movement of Dee Banks School visitors and contractors should be controlled by signing in and out of the premise and it is essential that all employees challenge people, who have not signed in or appear to be an unauthorised person who have made their way into the premises.

In Dee Banks School where intruder alarms are fitted, it is essential that they are maintained and kept in good working order and managers and staff are aware of the action to be taken when the alarms are activated.

**Reporting the Loss or Damage of Fire Safety Related Items**

It is essential that where any fire safety elements or equipment is missing or found to be faulty it is reported immediately by employees or contractors to the School Business Manager or Site Manager, who must address the problem treating it as a high priority.

**Schematic Plans**

Schematic plans are to be provided for Dee Banks School indicating detector head positions, emergency light positions, main fire panel, escape routes, fire extinguisher positions, refuges, evacuation assembly points and compartmentation zones.

In the event of any alterations to the premises, the schematic plans must be consulted to ensure that fire safety integrity of the particular building is not being breached.

The Site Manger will prepare and keep up to date a set of schematic plans for the school.

Two hard copy sets of plans must be available at the premises:

* One set for fire service use
* One set for general use by contractors or staff for training purposes

**Fire Service Access Points**

It is essential that fire service access to the school is maintained clear at all material times.

**The Duty Fire Marshall for the Site**

The duty Fire Marshall/Headteacher/School Business Manager/Site Manager is to take full control of a fire incident and evacuation procedures. The duty Fire Marshall/ Headteacher/School Business Manager/Site Manager in charge must liaise with the officer in charge of the attending fire and rescue service. The person in charge will pass over all relevant information including class registers, PEEPS, Staff register and visitor log. The person in charge should make themselves available during the incident, to answer any questions the fire and rescue service may have in relation to the premises.

**Planned Preventive Maintenance**

The School Business Manager and Site Manager are responsible for ensuring that a robust planned preventative maintenance program is in place for all fire safety related elements and equipment, as part of the overall maintenance requirements. The PPM should be given a high priority. Dee bank school will ensure fire safety equipment is tested and maintained in line with all codes of practise.

* **Periodic Electrical Testing**: 5 year rolling program or in line with insurance company instructions
* **Gas Safe Certificates**: Annually
* **PAT Testing**: Annually
* **Fire Alarms**: Rolling annual contract
* **Emergency Lighting**: Rolling annual contract
* **Fire extinguishers**: Rolling annual contract
* **Cooker Hoods and Ducting**: In line with guidance on use of the cooker hood, but no longer than every 12 months
* **Fire Door Survey**: Annually
* **Fire Safety Training**: Annually
* **Policy Documents**: Annually or 2 yearly depending on document

**Building Works**

Copies of all design plans for building works within Dee Bank School premises should be forwarded for comment to the Headteacher and School Business Manager prior to the works commencing.

Plans may also be subject to the approval of the local fire authority and the local building control or approved inspector. Appropriate fire precautions are to be taken on site whilst building and engineering works are in progress. Contractors’ compliance with fire safety procedures are to be monitored by the Headteacher, Deputy Headteacher, School Business Manager and Site Manager.

**Hot Works Permits**

It shall be the responsibility of contractors or the Project Manager in respect of large projects to ensure that building, engineering, or maintenance works in any part of Dee Banks School which could produce flame, sparks, or hot air is controlled using a hot works permit, without which any such work must remain prohibited.