



Glen Hills Primary School

Fire Safety Policy

Introduction

It is the overall aim of Glen Hills to minimise the risk of fire to staff and employees. This will be achieved by ensuring precautions are taken to avoid fires occurring, and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place. This policy has been developed to help Glen Hills comply with its legal obligations to staff and visitors under the Regulatory Reform (Fire Safety) Order 2005, and forms part of the general health and safety policy.

Policy Statement

Glen Hills is committed to providing a safe environment for both staff and pupils. Glen Hills will take all steps reasonably practicable, to secure the safety of its staff, students and other persons from fire, by taking general fire precautions to make its premises safe and complying with all related legislation.

Organisation of fire safety

The responsible person or 'duty holder' for fire safety at Glen Hills is the Executive Headteacher, or in their absence, the Head of School.

The Executive Head / Head of School is responsible for organising fire safety training.

The Site Manager, together with the Executive Head / Head of School and Business Manager, is responsible for undertaking and reviewing fire risk assessments.

The Executive Head / Head of School is responsible for organising and reviewing fire drills and recording associated information.

The Site Manager is responsible for checking all fire detection and protection systems are maintained

The Site Manager will be responsible for undertaking regular informal inspections of the premises to ensure that fire escapes escape routes and fire exit doors/ passageways are unobstructed and doors operate correctly.

Staff with specific responsibilities in the event of an emergency are detailed within the Fire and Emergency Plan.

All members of staff are responsible for ensuring that fire escapes are unobstructed and have a responsibility to take care of themselves and others. They must co-operate with the Duty Holder and inform them of situations that present serious and immediate danger, or a shortcoming of protection arrangements.

Fire Safety Arrangements

The Glen Hills's fire safety management system consists of:

- Minimising the risk from fire thorough risk assessments
- Ensuring adequate fire safety training has taken place
- Producing an emergency plan and displaying fire notices
- Conducting fire drills
- Checking the adequacy of fire fighting apparatus/fire detection systems. Ensuring they are maintained and records kept
- Making frequent informal checks
- Ensuring Fire Safety Log Book is kept up to date and accessible

Fire Risk Assessments

The Site Manager will make a suitable and sufficient risk assessment to identify the general fire precautions required and record significant findings. The risk assessment will be completed annually, or sooner if there are significant changes to the premises or work practices that could impact upon fire safety and the means of escape. It will also be reviewed following a fire or other emergency incident, or after an unacceptable fire drill. An action plan will be produced, arising from the significant findings of the assessment. It will be signed by the Responsible Person and the Chair of Governors. Reasonable targets will be set, for completion of individual actions, together with acknowledgement of who is responsible for the completion of actions.

Information, Instruction and Training

Appropriate instruction and training relating to fire safety including safe evacuation, emergency procedures and use of evac-chairs will be provided to staff (including agency, temporary, work placements and work experience). Information and instructions will be provided to pupils, visitors and contractors.

Emergency Evacuation Plan and Fire Action Notices

An emergency action plan has been developed which details actions to be taken in the event of a fire. All staff with should be familiar with this plan and their responsibilities. In addition fire notices are displayed in various locations around Glen Hills to instruct pupils, visitors and contractors on actions to be taken in the event of a fire.

Fire Drills

Regular fire drills will be undertaken at least once a term; drills will include before and after school activities and lunch/break periods. Where there is a planned test of the fire alarm system or a planned drill, appropriate arrangements are in place to ensure that the fire service do not respond unnecessarily. Following either a planned or unplanned evacuation of the building, a de-brief session will be held to review the effectiveness of the evacuation and consider where any review of the fire and emergency plan is required.

All activations of the fire alarm system will be recorded.

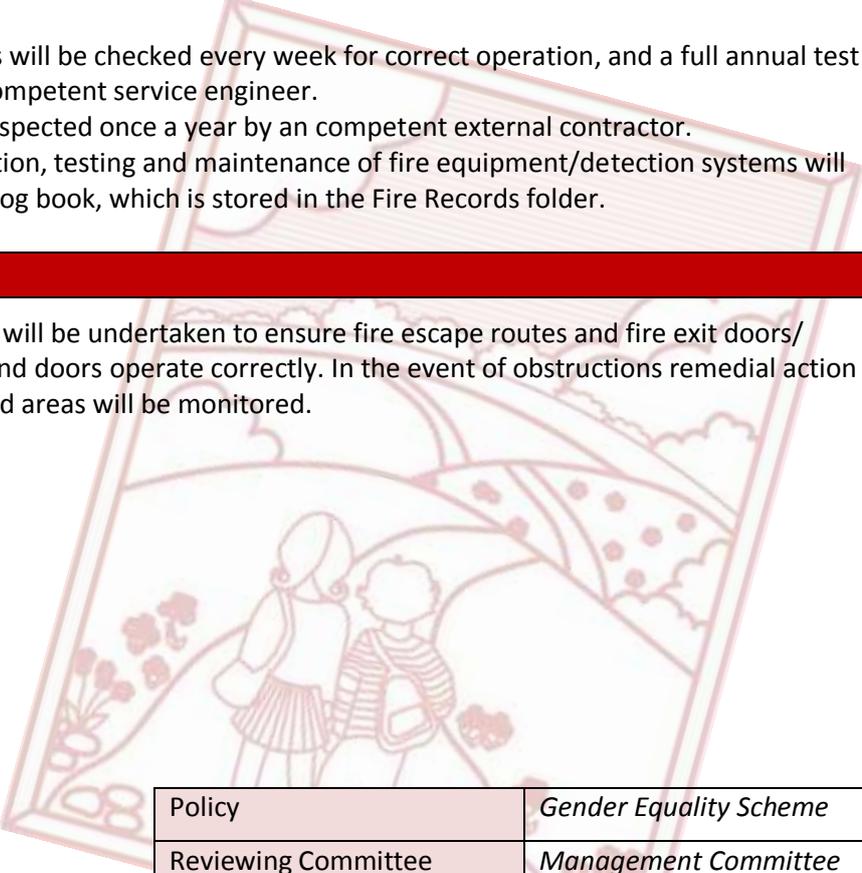
The fire service will be informed of **all** incidents of fire, even if small and extinguished.

Maintenance of fire fighting equipment and fire detection systems

- Fire fighting equipment and detection systems will be tested at regular intervals.
- Fire extinguishers will be checked weekly for correct apparent function and be subject to a full annual check and test by a competent service engineer.
- Emergency lighting will be checked every month for state of repair and apparent function. In addition it will be subject to a full test by a competent service engineer.
- Sprinklers will be checked monthly in-house according to the manufacturers recommendations, and will be subject to a full annual check and test by a competent service engineer.
- Fire warning systems will be checked every week for correct operation, and a full annual test of the system by a competent service engineer.
- Evac-chairs will be inspected once a year by an competent external contractor.
- All records of inspection, testing and maintenance of fire equipment/detection systems will be retained in a fire log book, which is stored in the Fire Records folder.

Inspections

Regular informal inspections will be undertaken to ensure fire escape routes and fire exit doors/ corridors are unobstructed and doors operate correctly. In the event of obstructions remedial action will be taken immediately and areas will be monitored.



Policy	<i>Gender Equality Scheme</i>
Reviewing Committee	<i>Management Committee</i>
Last Reviewed	<i>May 2015</i>
Ratified by Governing Body	<i>June 2015</i>