



FIRE SAFETY MANAGEMENT POLICY AND PROCEDURES

Author:	John McDonald
Linked SLT:	Peter Jordan
Linked governor:	Steven Larcombe
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POLICY

1. Introduction

1.1 The Regulatory Reform (Fire Safety Order) 2005 specifically requires a fire risk assessment to be carried out and to be suitably reviewed. This has been completed for the premises and is to be reviewed annually or when there is a significant change to the premises, whichever occurs first.

1.2 In addition the school has put in place this Fire Safety Management policy alongside procedures to deal with fire safety and prevention.

1.3 This Fire Safety Management policy sets out the objectives in respect of fire prevention and emphasises the school's commitment to fire safety.

2. Fire Safety Statement

2.1 The school's primary focus is for the safety of its pupils, employees and visitors; to that end the fire safety management of the school is based around "life safety". This means that the priority is to minimise the risk of death or serious injury. The secondary focus is to minimise the risk of serious damage to, or loss of, premises and assets. Individuals should take all reasonable steps not to put themselves at risk in carrying out any fire management responsibilities they may have.

2.2 The school aims to provide an environment which is safe and which promotes fire prevention at all times.

2.3 The School Governors and Headteacher are ultimately the recognised responsible people for managing the fire risk within the school. In practice responsibility for fire safety is delegated to the Headteacher who manages the school. The Headteacher passes responsibility for fire safety on a day to day basis to the Senior Deputy Headteacher. He has specific areas of responsibility and has delegated defined duties to staff. Please see Fire Management Lines of Communication chart for details.

3. Fire Management System

3.1 There should be clear fire management procedures in place to ensure that the school suitably manages the fire risk. The procedures seek to ensure that the impact of any changes to the premises are anticipated and proactively identified. The Senior Leadership Team of the school should identify any alternative protection and management measures that will be required as a result of any changes to the premises and ensure that they are implemented.

3.2 The staffing level provided should be appropriate to the fire safety requirements of a secondary school and include sufficient trained personnel to ensure that all occupants are assisted or supported to make their way out of the building effectively in an emergency.

3.3 The training should ensure that there are sufficient numbers of staff trained in all aspects of fire prevention, fire protection and evacuation procedures, and that they are able to use the appropriate extinguishing equipment (and media), so as to provide full coverage of the building, with provision for contingencies, sickness or holiday absences.

3.4 During school hours, the Senior Deputy Headteacher has overall responsibility for fire safety and should ensure that all staff, pupils and visitors safely evacuate the school during fire drills and alarms. Out of school hours, it is the responsibility of the premises staff to ensure that all staff, pupils and visitors evacuate the school during fire drills and alarms. It is the secondary responsibility of the leader of any group to whom any part of the premises has been let to ensure that all members of their group safely evacuate the school during fire drills and alarms.

3.5 The procedures that follow apply to all school sites as follows:

- 64 Marylebone High Street
- 14 Blandford Street
- St Marylebone Parish Church

In respect of St Marylebone Parish Church, fire safety procedures published by St Marylebone Parish Church apply to School users of the Church, in addition to those set out below.

4. Planning

4.1 The most recent fire risk review took place in March 2021 and the next is planned for March 2022. These reviews are carried out by external consultants, Judicium, who also prepare a fire risk assessment based on the results of those reviews. The fire risk will continue to be reviewed annually, or when there is a significant change to premises whichever occurs first, and the fire risk assessment updated accordingly.

4.2 Corrective actions will be carried out as required following each risk review with priority given to the highest risks. Where budget constraints delay implementation, risk management strategies will be put in place to reduce the risk.

5. Organisation

5.1 The Senior Deputy Headteacher is responsible for ensuring that appropriate policies and systems are put in place and reviewed regularly including the school evacuation plan.

5.2 The Senior Deputy Headteacher is responsible for staff fire training and conducting practice fire drills. He is responsible for controlling the assembly point and liaising with the fire service.

5.3 The Director of Finance & Administration is responsible for ensuring, as far as reasonably practicable, and if agreed by the Senior Deputy Headteacher, that control measures identified in the fire risk assessment are put in place.

5.4 The Premises Manager and his staff have been assigned tasks such as maintenance and testing of fire safety systems. Some of these duties are contracted to suitably qualified engineers appointed by both the Premises Manager and Director of Finance & Administration.

5.5 Teachers are responsible for evacuating their class from the school and ensuring that their particular classrooms are kept free of hazards which may block escape routes.

6. Fire Management Responsibilities

6.1 If the fire alarm sounds or an announcement is made to evacuate the building, everyone is expected to follow evacuation procedures without exception and leave the building. No one should re-enter the building until the evacuation procedure is complete and the Headteacher, Senior Deputy Headteacher or Deputy Headteacher announce that it is safe to do so.

6.2 The school communications system is able to ensure that all of those involved, or potentially involved, in an incident are informed rapidly and effectively, of relevant information. It is able to act as a backup communication device in the event of the fire alarm systems failing.

6.3 The following are the defined responsibilities for those working within the school who have been assigned specific duties:

(i) Senior Deputy Headteacher

The Senior Deputy Headteacher is empowered to ensure that legislative requirements are met and to initiate testing, initiate maintenance or repair. Such powers are supported by the necessary resources, including funds.

The Senior Deputy Headteacher is responsible for ensuring:

Policies and Planning

- this fire safety management policy is reviewed annually;
- the school emergency plan and evacuation procedures are regularly reviewed;
- all pupils, employees and unescorted visitors who use the building are made aware of the fire safety precautions and the fire evacuation procedures;
- there is provision of fire awareness training to all staff;
- there is provision of fire warden training for designated staff;
- there is preparation, working alongside the SENCO, of specific personal emergency evacuation plans for staff and/or pupils with special needs and or disability;
- any fire prevention officer's recommendations and or enforcement notices are complied with;
- all of the area and classroom information from Teachers and Non Teaching Staff is collected;

Fire Drills

- an emergency fire drill is undertaken every term (three times a year);
- the assembly point is controlled;
- no one re-enters the building until it is deemed safe to do so;
- escape times and general observations for improvement are noted during a practice and recorded on a shared google document;
- information is collated from the Heads of Year, particularly in respect of any pupils unaccounted for at the assembly point, with further investigation as appropriate;
- the occupancy status of physical areas, as notified by fire wardens, is reviewed with any anomalies being investigated as appropriate.

Fire and Rescue Service

- the fire and rescue service is called if appropriate to ensure that they have been notified of the alarm;
- there is liaison with the fire and rescue service to ensure that all relevant information is communicated effectively including unauthorised pupil absences.

(ii) The Director of Finance & Administration

The Director of Finance & Administration is responsible for ensuring the fire risk assessment is completed annually. The Director of Finance & Administration will assist the Senior Deputy Headteacher in ensuring legislative requirements are met and that records and files of certificates are kept.

The Director of Finance & Administration is responsible for ensuring:

Planning and Testing

- a fire risk assessment is completed and reviewed annually;
- appropriate staff are notified of the significant findings of the fire risk assessment;
- recommended actions derived from the fire risk assessment are completed;
- monthly walks are completed with the Senior Deputy Headteacher of selected areas of the school and Fire Safety Checklists are completed and filed;
- electrical equipment is suitably maintained and fixed electrical wiring is inspected at least every five years in line with the school's planned preventative maintenance regime;
- emergency lighting is inspected once a year by appointed contractors. Issued certificates should then be filed accordingly;
- gas safety certificates, issued by contractors appointed by the Premises Manager, are filed;
- fire system and equipment maintenance certificates, issued by contractors appointed by the Premises Manager, are filed;
- the school fire records folder is complete and up to date.

(iii) Premises Manager and Premises Staff

The Premises Manager is responsible for controlling work, maintaining safety systems and maintenance. The maintenance procedures ensure that there is dynamic monitoring of the fire safety systems, and the equipment is kept fully functional at all times when the building is in use.

The Premises Manager and Premises Staff are responsible for ensuring:

Planning and Testing

- the formal maintenance and regular testing of the fire alarm systems. This should be recorded weekly in the fire log books;
- all fire fighting systems and equipment are maintained and inspected by appropriate contractors. Certificates issued should be passed to the Director of Finance & Administration;
- the formal maintenance and regular testing of the emergency lighting system. This should be recorded weekly in the fire log books;
- the maintenance of exit/escape routes and signage;
- the completion and upkeep of the school fire log books;
- supervision of contractors undertaking hot work and cold work;
- fire compartmentation is sound and that any fire engineering solutions are suitably maintained;
- access can be gained at all times to the electric and gas shut off devices;
- fire critical plant such as gas boilers are annually serviced in line with the school's planned preventative maintenance regime;
- fire fighter equipment is maintained and accessible i.e. fire hydrants and dry risers;
- the provision of suitable fire safety systems i.e. fire alarm, automatic detection and emergency lighting;
- the provision of suitable fire safety equipment such as fire doors, fire signs and fire fighting equipment;
- any hazards (which cannot be dealt with) are reported promptly to the Senior Deputy Headteacher;

Fire and Rescue Service

- fire and rescue service are met with the fire and rescue service building plan appropriate for the building for which they have been called to site.

(iv) Data Team

The Data team are responsible for ensuring:

- that classroom registers are always available and are taken to the assembly point in the event of an evacuation.

(v) Reception

The Reception team are responsible for ensuring:

- that visitors and contractors are signed in and out of the building and the sign in/ out sheets are taken to the assembly point in the event of an evacuation;
- that late pupils are signed in and those pupils leaving the premises during the school day are signed out of the building and the sign in/ out sheets are taken to the assembly point in the event of an evacuation.

(vi) Teachers

The Teachers are responsible for ensuring:

Planning

- that their particular classrooms are kept free of hazards which may block escape routes;
- that their particular classrooms only use safety extension leads as issued by the Premises Manager and that wires within their classrooms are kept free from tangles;
- that any hazards (which cannot be dealt with) are reported to the Premises Manager;
- that new pupils in their registration group are suitably trained in evacuation procedures;
- that an attendance register is taken twice daily;
- attendance at any fire safety training provided by the school.

Fire Drills:

- that their class safely evacuates the school;
- that they take a register and report any unauthorised absences to their Heads of Year;
- that they control their class at the assembly point, and that no pupils re-enter the building until the Headteacher, Senior Deputy Headteacher or Deputy Headteacher announces that the school is safe;
- that pupils in their teaching group with temporary mobility impairments are identified and assisted in safely evacuating the building during a fire drill.

(vii) Heads of Year

The Heads of Year are responsible for ensuring:

- that during a fire drill any unauthorised absences are reported to the Senior Deputy Headteacher, Deputy Head Teacher or Head Fire Wardens.

(viii) Head Fire Wardens

The Head Fire Wardens are responsible for ensuring:

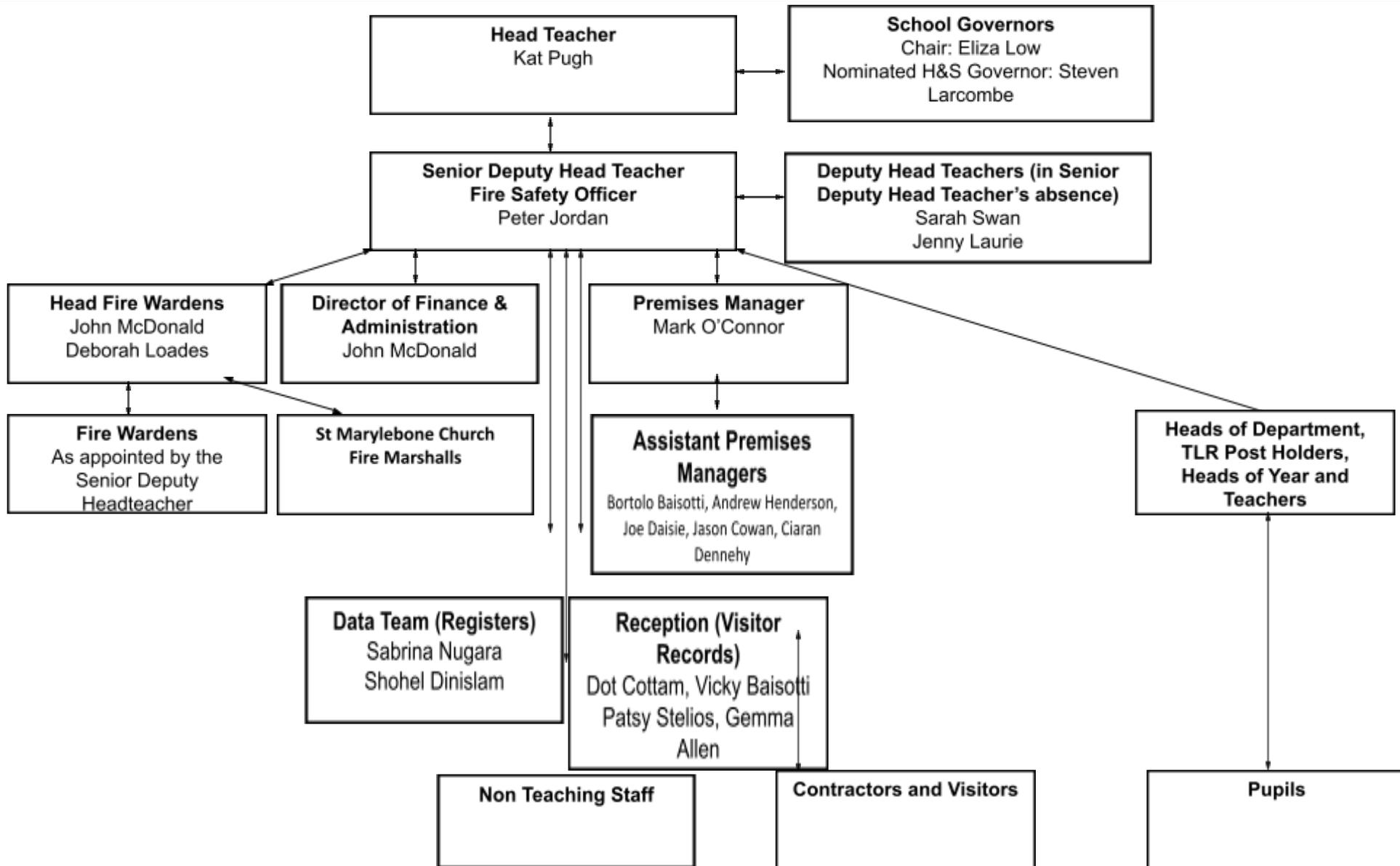
- that information is collated from the Fire Wardens at the assembly point and noting the occupancy status of their area.

(ix) Fire Wardens

The Fire Wardens (given responsibility) are responsible for ensuring:

- that their designated areas are clear before leaving the building;
- that all fire doors (not on automatic closers) are closed before leaving their area;
- that an active day to day role in fire prevention and hazard spotting is taken;
- that fire safety issues such as missing fire extinguishers are reported;
- that fire escape routes/stairs and fire exits are not blocked;
- that any hazards (which cannot be dealt with) are reported to the Premises Manager;
- that they report to the Head Fire Warden(s) at the assembly point during a fire drill to notify them of the occupancy status of their area;
- that they assist the Senior Deputy Headteacher in securing the building and that they ensure that no one re-enters the premises until it is deemed safe to do so.

7. Fire Management Lines of Communication at The St Marylebone CE School



8. Policy Review

8.1 This document has been adopted by the Finance & Premises Committee and is approved annually by the Board of Governors unless a significant change requires agreement outside of this timescale. In the meantime it is reviewed as necessary by the Senior Deputy Headteacher, and any resultant changes other than minor clarifications or amendments, will be brought to the attention of the Board of Governors.

9. Policies and other School documents to which this policy relates

- Health & Safety Policy & Procedures
- Emergency Plan
- School Evacuation Plan

9.1 This policy is available on request and will appear on the School's website:
www.stmaryleboneschool.com

10. Member of Staff Acknowledgment

10.1 All members of staff with fire safety responsibilities should be issued with a copy of the policy and are required to complete the staff acknowledgement slip.

I have read the school Fire Safety Management policy and agree to follow the procedures outlined in the policy.

Employee's Position:

Employee's Name:

Employee's Signature:

Date of Signature: