



Spring Grove School

FIRE RISK POLICY

Spring Grove School and its Governors recognise that under the Regulatory Reform (Fire Safety) Order 2005 they have a legal duty to ensure, so far as is reasonably practicable, the safety and welfare of all their employees from fire risks and that they have certain duties towards pupils, the public and people who use the premises of the School from time to time.

Spring Grove School and its Governors accept these duties and it will continue to promote standards of health, safety and welfare that comply fully with the terms and requirements of the above Act, Regulations made under that Act and Approved Codes of Practice. It is considered by the Governors of Spring Grove School that Fire safety is a responsibility at least equal in importance to that of any other function of the School.

Spring Grove School Governors will take all such steps as are reasonably practicable to meet its fire safety objectives, which are:-

- the creation of an Organisational Structure and a positive culture which supports risk control at all levels within the School, particularly at Senior Management level;
- that the School will plan systematically identify and control fire risk as an effective approach to injury and loss prevention;
- to maintain safe and healthy working places and systems of work and to protect all employees, pupils and others including the public in so far as they come into contact with fire risks;
- to provide all employees and pupils with the information, instruction, training and supervision that they require to work safely and efficiently. Relevant information will be disseminated to staff as appropriate;
- to develop an understanding of risk control and fire safety awareness amongst all employees and pupils and, as a result of this, create individual responsibility at all levels and be responsive to internal and external change;
- to encourage full and effective two-way consultation on fire related matters by utilising the management structure of the School and the Health and Safety Committee;
- to ensure that this Policy is used as a practical working document and that its contents are publicised fully;

Responsibilities

The school fire safety policy forms part of the schools H&S policy and in common with that policy extends through the whole school with specific responsibilities as below:

- Governors ensure that an appropriate policy is in place in the school and that arrangements are made for its effective implementation;
- The Headmaster has ultimate responsibility for the implementation and management of this policy and will support the Bursar in this respect
- The Bursar is responsible for the effective implementation of this policy and its role within its H&S policy
- All employees have the responsibility to cooperate and to ensure that the workplace is safe from fire and its effects and must not do anything that will place themselves or other people at risk.

Managing Fire Safety

The School has delegated day to day responsibility for managing fire safety to the Bursar. The Bursar will:

- Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times; and that the means of escape have adequate emergency lighting.
- Provide and maintain in working order all fire fighting appliances and devices including
 - Fire detection and alarm systems
 - Emergency lighting systems
 - Fire fighting equipment
 - Notices and signage relating to fire procedures
 - Means of escape
- Appoint a reputable company to carry out a fire safety risk assessment to ensure the schools facilities are compliant on an annual basis.
- Provide appropriate instruction and training for all school staff on the action to be taken to protect people and property including regular fire evacuation drills for the school
- Ensure that all staff, students, contractors, visitors and third-party hirers are made aware of and comply with the school's fire procedures
- Identify and special risks, eg the storage of hazardous materials – to ensure these are locked away, COSHH documentation is available and only used by the appropriate staff.
- Liaise with third parties including the school's H&S advisor, emergency services and the school's insurers to ensure that best practice for fire prevention and procedures is in place.
- Monitor and review this policy on a regular basis so as to ensure that any new risk or alteration to regulations is addressed.

Monitoring

The school utilises the services of various outside personnel to carry out effective monitoring of its duties.

- The school fire detection and alarm system is maintained and checked by a competent person every six months. The fire alarm is tested on a weekly basis by the Clerk of Works/Assistant
- The school emergency lighting is checked by the Clerk of Works/Assistant and outcomes recorded. Any failures are reported and repaired immediately by a competent Electrician
- Notices and signage are updated as and when advised by our H&S Advisor.
- Fire fighting equipment is checked annually by a competent person and extinguishers are replenished and replaced.
- The school records are retained for:
 - Fire drills
 - Fire alarm testing
 - Emergency lighting
 - Staff training records

Fire Safety Training

- All staff receive basic fire safety induction training and attend annual refresher sessions
- Fire drills are carried out to evaluate the effectiveness of the school's evacuation procedures.
- The fire plan contains the evacuation procedures and is part of the induction process