

Initial Policy date	May 2018	Next scheduled review	February 2023
Governor approved	26 January 2022	Key person/people	Business Manager
Model Policy		Model localised	Yes
Pupil leadership team review		<del>Y</del> / <del>N</del> / N/A	

## FIRE SAFETY MANAGEMENT PLAN

### 1. Policy Statement

The Departmental Director understands and accepts the legal obligations in respect of fire safety and in accordance with Corporate Policy and Departmental Guidance (as appropriate) will provide as far as is reasonably practicable an environment safe from fire for staff, clients and others who may be in or near the building. In this respect suitable, sufficient and risk appropriate "Fire Precautions" and "Management Systems" will be provided and maintained to facilitate safe evacuation from the premises and mitigate the effects of fire should this occur.

### 2. Management

The Head Teacher acting on behalf of The Departmental Director is the 'Responsible Manager'<sup>1</sup> for the purposes of the bringing into effect in these premises the requirements of the Fire Safety Order and any other fire safety related requirements that may have effect now or in the future. The general management of this responsibility is delegated to the Site & Facilities Manager who will be assisted by the Fire Safety Co-ordinator (in this instance the Business Manager).

### 3. Site Fire Safety Specification

The workplace has a total of 8 buildings put to Office, classroom and sports use and presented as follows:

- 3 buildings are multi storey with multiple staircases (Main Building two storey building, ROSLA two storey building, Humanities/DT two storey building,
- 4 buildings are single storey (MFL, Sports Hall, Arts Block, and English Portacabins the Music/DT Portacabins are in out of use and being removed).
- The buildings have a common electrical fire alarm with manual call points, which are linked to the main fire alarm panel for the Whole School, therefore all buildings on the premises are linked to one fire alarm system.
- There is also automatic fire detection connected to the fire alarm throughout.
- The fire alarm is connected to a Central Call Station (manned 24hours).

### Emergency Escape Lighting

Emergency lighting is provided to all escape routes, basements and areas not having windows used during the hours of darkness. The locations of the above facilities are listed in the monthly Emergency Lights checks manual.

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<sup>1</sup> As defined in relevant legislation

### **Portable Fire Fighting Equipment**

Seventy Two fire extinguishers of various types are located throughout the premises, in accordance with Fire Safety Order (2005). The locations of the above are listed in the monthly Fire Extinguisher checks manual.

Seventy-Two Fire extinguishers of various types are strategically located throughout the premises. The locations of the above are listed in the monthly Fire Extinguisher checks manual.

### **4. Risk Assessment**

The Fire Safety Coordinator / Site manager will complete the fire risk assessments. This will be monitored by the responsible Manager (headteacher). and reviewed when changes occur or annually whichever is sooner. The risk assessment will be kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

### **5. Emergency Plan**

An emergency plan will be produced by the Fire Safety Co-ordinator / Site Manager indicating the arrangements for the safe evacuation of anyone in the premises. This will be reviewed when changes occur or annually whichever is sooner. This process will be monitored by Head Teacher and the plan will be kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

### **6. Fire Safety Training**

Staff will receive fire safety training as part of their Induction and at regular periods thereafter. A training programme for this will be produced by the Site & Facilities Manager and records kept regarding who gave the training, the subjects covered and who attended. The programme and records will be kept in the relevant section of the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service Auditors/Inspectors. All Staff complete a fire safety e-learning module at the start of the new School year and also receive a separate brief on the fire procedures for the premises.

### **7. Fire Drills**

The Head Teacher will arrange for a **monitored** fire evacuation drill to take place every term. The outcomes from these drills will be made known to staff together with any actions that may be necessary. Records of when drills occur, the findings and actions will be maintained and kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service Auditors/Inspectors. These arrangements will be monitored by the Responsible Manager.

### **8. Fire Precautions**

All fire resisting doors will be maintained self-closing or locked shut as appropriate.

If fire doors are required to be maintained in the open position, they will not be left unattended other than for short periods of time and for specific reasons.

If fire doors are required to be maintained in the open position, other than for short periods of time for specific reasons, this will be achieved by means of suitable hold open devices that will automatically release the door on operation of the fire alarm.

Staircases and fire escape routes will be maintained clear of combustible materials and unobstructed at all times.

Whilst the building is occupied, fire exit doors will be maintained unobstructed and immediately available to enable people to exit, without using a key, pass card or code. In some cases, following risk assessment, secure doors have been provided. In such cases appropriate

provisions for the automatic release of securing devices have been made and will be maintained and tested as appropriate.

Internal refuse containers will be emptied when necessary and at the end of each day to ensure no undue build-up of flammable materials occurs within the premises. External refuse containers will be located to minimise the risk to premises should they be set alight.

Smoking is not permitted on the premises.

Combustible materials will be kept at a safe distance from means of ignition at all times when stored and used.

The storage of flammable materials will be in accordance with health and safety guidance and when used only the minimum necessary will be freely available for that use.

## **9. Maintenance Arrangements**

The fire alarm will be tested weekly by the Site Manager or Assistant and serviced<sup>2</sup> by competent contractors managed by Property, Business and Regulatory Services and monitored by site staff. These arrangements will be monitored by Site & Facilities Manager and reviewed by the Health & Safety Committee. Records will be maintained and kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

The escape lighting will, where possible, be tested monthly by Site Manager and serviced by competent contractors<sup>3</sup> managed by PBRs and monitored by Site & Facilities Manager and reviewed by the Health & Safety Committee. Records will be maintained and kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

The fire-fighting equipment will be checked monthly by the Site Manager and serviced by competent contractor annually. This will be monitored by the Site Manager and reviewed by the Health & Safety Committee. Records will be maintained and kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

The Site Manager will check fire-resisting doors and final exits quarterly to ensure they are in good order and working correctly. This will be monitored by The Site Manager Any repairs and/or maintenance will be undertaken by a suitably competent/skilled person. Records of the checks, findings and necessary actions will be maintained and kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

## **10. Monitoring and Reviews**

Records will be held which will include:

- Details of repairs/replacements to fire equipment and fire related building defects.
- The reporting and decision process up and down the management chain.

## **11. Records**

All current records will be kept in the Fire Safety Manual and be available for audit by Hampshire County Council/Hampshire Fire Rescue Service Audit/Inspectors. Other

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<sup>2</sup> In accordance with the current edition of BS 5839

<sup>3</sup> In accordance with the current edition of BS 4266.

associated records together with previous manual records will be kept separately for a period of at least seven years.

<i>Signed:</i>	<i>Position:</i>	<i>Date:</i>
	Gordon Jones, Site Manager	
	Steve Gibbs Headteacher	
	Chair of Governors	

To be signed by Headteacher and countersigned by Chair of Governors.