

**Hill View School**  
**Fire Safety Policy**

**Status:** **Adopted by the Governing Body on 29<sup>th</sup> January 2009**

Reviewed by the H&S Officer January 2011, June 2011, Oct 2012, Sept 2013, Nov 2013, Nov 2014, Nov 2015, Nov 2016

**Responsible person:** **Headteacher**

### **General**

Hill View School recognises that its staff are its greatest asset and accepts its responsibilities and duties as an employer for providing a safe and healthy working environment.

The health & safety and security of our employees, employees of other organisations working with us, the general public and the pupils for whom we have supervisory responsibility is of paramount importance.

The Governing Body will take all reasonable steps to create and maintain a safe place of work and safe working practices in accordance with the Regulatory Reform (Fire Safety) Order 2005 and Health and Safety regulations. Resources will be provided to meet this commitment.

The Governing Body will pay particular attention to the provision and maintenance of:

- a) A safe place of work.
- b) Suitable and sufficient fire risk assessments.
- c) Good fire safety management by establishing fire prevention measures, fire precautions and fire safety procedures.
- d) Sufficient information, instruction, training and supervision of staff to ensure safe working practices.
- e) Suitable arrangements for the appointment and training of competent persons.

The policy will be supplemented by further guidance and developments in Fire Safety Regulations.

### **Fire Safety Arrangements**

On a day to day basis the Governing Body responsibility will be exercised by the Headteacher who is designated the Responsible Person for Fire Safety Duties.

**Buildings included:** Existing building including C and D Block, A Block, B Block, New Extension and the Bungalow (nursery).

The attached document "Fire Arrangements" gives details of:

- a) Fire Alarm Testing
- b) Emergency Lighting Testing
- c) Fire Fighting Equipment
- d) Fire Drill
- e) Evacuation Procedure Monitoring
- f) Personal Emergency Evacuation Plan
- g) Fire Logbook
- h) Staff Induction Training

### **Planning**

The Responsible Person will carry out fire risk assessments in order to remove or reduce risks and identify the general fire precautions required by the Regulatory Reform (Fire Safety) Order 2005. Appropriate methods of risk control will be used to minimise risks as far as reasonably practicable.

Priority will be given to reducing high risks.

### **Organisation**

Fire Safety will be guided by the Responsible Person who will ensure that a competent person conducts fire risk assessments.

The Responsible Person will decide upon the protective and preventative measures required as a result of the fire risk assessment.

The Responsible Person will appoint and train competent persons who will implement the protective and preventative measures at Hill View School.

The Governing Body recognises the principal of joint consultation with employees and in particular consultation will take place on:

- a) The introduction of new measures or alterations to premises which may substantially affect Fire Safety.
- b) Arrangements for appointing competent persons to assist the employer.
- c) Any Fire Safety information the employer is required to provide.
- d) The planning and organisation of Fire Safety training and introduction of any technology.

## **Control**

No policy can be successful without the full involvement and co-operation of all employees in ensuring the safety of themselves, their colleagues and others who may be affected by the School's activities.

To this end all employees are required to:

- a) Take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work.
- b) Co-operate with their employer and comply with any Fire Safety requirements which may be in force.
- c) Report to their line manager or other appropriate manager any fire hazard, injury, accident, incident, or dangerous occurrence, which they may encounter.
- d) Competent persons will be given appropriate training and time in order to meet their responsibilities.

Employees must not intentionally or recklessly interfere with or misuse anything provided in the interests of Fire Safety, or ignore instructions on safe working practices which might endanger themselves, their colleagues or others. All such breaches will be investigated so that any recurrence may be prevented.

Breaches of the Fire Safety policy may be dealt with as a disciplinary matter.

## **Monitoring**

We will ensure that issues arising from fire risk assessments, day to day monitoring, inspections and annual auditing are acted upon to ensure best practice and those protective and preventative measures remain effective.

Incidents will be investigated as we seek to learn from our own experiences.

Records will be kept to monitor and measure progress.

## **Review**

Remedial work required by the fire risk assessment will be prioritised and inspections and audits will be used to ensure work has been done,

Fire risk assessments will be reviewed annually or where alterations to buildings or to work practices may affect fire precautions.

The Responsible Person will inform the enforcing authority of changes to the premises or the way they are used.

A report on the implementation and development of Fire Safety Policy and practice, issues raised by Risk Assessment and any other pertinent Fire Safety matters may be submitted to the Governing Body if there are issues raised.

## Hill View School - Fire Arrangements

Reviewed June 2011, Reviewed Oct 2012, Reviewed Sept 2013, Reviewed Nov 2013, Reviewed Nov 2014,  
Reviewed Nov 2015, Reviewed Nov 2016

1. The fire alarm system will be
  - Tested and serviced at 6 monthly intervals by a competent person i.e. a fire alarm contractor.
  - All tests and servicing to be recorded in the fire logbook.
  - Existing building: the break call points will be tested weekly in rotation so that over a period of one month each one is tested.
  - New extension: the fire alarm panel will be tested monthly (it is not necessary to test individual break call points as, if they are faulty, this will show on the GENT panel).
2. The emergency lighting will be
  - Tested and serviced at 6 monthly and annual intervals by a competent person i.e. an electrician or other contractor.
  - All tests and servicing to be recorded in the fire logbook.
3. Fire fighting equipment will be
  - Tested and serviced annually by a competent person i.e. a contractor and recorded in the fire logbook
4. A fire drill will be conducted once every 3 months and all persons in the building evacuated to the assembly point (playground). The fire drill is to be observed, a questionnaire completed and recorded in the fire logbook.
5. The evacuation procedure will be monitored by the Headteacher and all staff should report any shortcomings to her. Deficiencies will be addressed via a staff meeting.
6. If any member of the school community requires a Personal Emergency Evacuation Plan it is to be written by the Headteacher who may delegate this to the H&S Officer. A copy will be given to the relevant persons (ie: teachers in the case of a pupil) and also kept in the fire logbook. Where a child has a temporary injury resulting in their immobility ie: if they have a leg in plaster and is required to use crutches or a wheelchair, the teacher should take responsibility for that pupil and ensure they are evacuated safely.
7. Maintenance, testing, training and evacuation, records held in the Fire Logbook must be regularly checked via an annual Fire Risk Audit and deficiencies reported to the Headteacher for remedial action. The Fire Risk Assessment will be reviewed annually or when there are any material changes to the premises. The Headteacher will investigate any fire or near miss and staff informed of any learning outcomes.
8. Staff induction training will be given by the H&S Officer to all new starters. Regular fire safety refresher training sessions will be conducted for staff and recorded in the fire logbook. This will consist of the 3 monthly fire drills that all staff on site take part in and 3 yearly Fire Safety Awareness training for all Teachers and other staff able to attend. The staff handbook detailing the fire procedures is available to all staff.