



THE BEMROSE SCHOOL

FIRE SAFETY POLICY

MANAGER: M STRANGE

ADOPTED: OCTOBER 2015

Purpose

The purpose of the Fire Safety Policy (**The policy**) is to create a framework in which procedures and routines will operate. The Governing Body recognise their responsibility for ensuring the requirements of the Regulatory Reform (Fire Safety Order) 2005 (**The Order**) are met.

By implementing the policy the Governors, Executive Head Teacher, Senior Leadership Team and Premises Team Leader will work with all other stakeholders to develop strategies that ensure effective fire safety management, setting out the means by which the risk of the outbreak of fire will be reduced.

The Governors will seek to actively engage staff, pupils and all other interested parties in the process of fire safety management and where appropriate, monitor and review performance.

Introduction

The Bemrose School (**The School**) is situated on the outskirts of the City of Derby. The site and the buildings are owned by Bemrose Littleover Educational Partnership Trust (**The Trust**) The Governing Body being responsible to The Trust as its landlord for the repair, maintenance, safety and security of the premises.

In January 2015 The School increased in size when the Primary Phase building opened. This building; offering primary education to pupils from age three to eleven, was constructed by Willmott Dixon during the summer of 2014 and conforms to the building regulations in force at that time.

The Secondary Phase of the school consists of four buildings. The original building, circa 1930, is enclosed by a ring of ancillary buildings; including a sports hall, dining and technical block, all of which have been added as the school has developed and expanded.

The most recent addition, to the secondary phase, was an extension to the original building consisting of a community area and maths rooms, which was completed in 2003.

Methods of construction and inherent levels of fire protection in the fabric and structure of these buildings vary according to the building regulations and construction methods that pertained at the time of their construction.

When in full occupation the school (Primary and Secondary Phases) can provide accommodation for approximately twelve hundred students and a staff of approximately one hundred and eighty.

The school, its site and facilities are available to community groups, sports clubs and the general public through the school letting policy.

In the school's history there have been no incidents of arson or serious vandalism.

Links to other policies

Emergency Policy

The emergency policy will form the basis of an action plan in the event of an evacuation in response to a serious fire. It will serve to facilitate the effective delivery of safeguarding, security, communication, repairs and reparations and bring about the re-opening of the school.

Premises ~ Action Plan

The Regulatory Reform (Fire Safety Order) 2005, requires the responsible person to ensure actions are taken which; by removing or reducing the risk, protect staff, students and all other users of the premises should a fire occur. Priorities for improvements, identified in the school's Fire Risk Assessment in respect of detection & warning, fire-fighting, escape routes, lighting, signage, notices and maintenance will form the basis for priority actions within the School's Premises Action Plan.

Disability Discrimination Act ~ Action Plan

Specific needs in relation to students' physical access and egress are highlighted in the school's Disability Discrimination Act Action Plan. Each individual student with specific needs will, if necessary, have an Individual Evacuation Plan.

Supporting Pupils with Medical Conditions

The potential for an increased level of risk for pupils with medical conditions in the event of an evacuation will be considered and will, if necessary, form part of any health and or evacuation planning of each pupil.

Special Educational Needs

Students with special educational needs which have been assessed as "likely to increase risk of injury in the event of an emergency evacuation of the building" will also have Individual Education Plans which include a risk assessment in respect of the student's individual needs in an evacuation.

The Policy

The policy will determine:

- who will hold the responsibility for fire safety in school at Governor and Senior Management level;
- the responsible person for the premises; who has overall control;
- the arrangement whereby those responsible for fire safety will, where necessary, nominate specific people to carry out particular tasks if there is a fire;
- arrangements to monitor and check that individuals responsible for fire safety are meeting the requirements of the fire safety law; and
- arrangements to give those persons hiring the premises relevant information.

The policy document also sets out in detail the means by which the governors will:

- Appoint one or more competent people to assess the requirement to carry out any preventative and protective measures required by the order.
- Provide employees with clear and relevant information on the risks to them identified by the Fire Risk Assessment, about measures taken to prevent fires and how these measures will protect them if a fire breaks out.
- Consult employees (or their elected representatives) before nominating people to carry out particular roles in connection with fire safety and proposals for improving the fire precautions.
- Inform non-employees, temporary staff and contractors working on site of the risks relevant to them and provide them with information about who are the nominated competent persons and the fire safety procedures for the premises.
- Co-operate and co-ordinate with those persons from outside organisations who are working in the school (e.g. agency providing temporary staff) providing them with clear and relevant information on the risks to their employees and the preventative and protective measures taken.
- Provide those temporary employees with appropriate instructions and relevant information about risks to them.

Section 1 – Responsible Persons (Governors & Senior Management Team)

- 1.1 The Chair of Governors will be responsible for and will ensure that the Fire Safety Policy is implemented on behalf of the Governing Body.
- 1.2 The Chair of Governors may nominate a governor or committee of governors to manage the implementation of the policy.

- 1.3 The Executive Head Teacher will be responsible at Senior Management level for the implementation of the Fire Safety Policy on behalf of the Governing Body.
- 1.4 The Executive Head Teacher may nominate one or more members of the Senior Management Team to manage the implementation of the policy.

Section 2 – Responsible Person (Premises)

- 2.1 The Premises Team Leader will have overall responsibility for the management of fire safety on a day to day basis on behalf of the Executive Head Teacher.
- 2.2 The Premises Team Leader may delegate tasks in respect of the management of fire safety to nominated members of the Premises Team.
- 2.3 The Chair of Governors, Executive Head Teacher, Premises Team Leader or their nominated representatives may nominate specific people to undertake particular tasks in the event of a fire or fire drill.

Section 3 – Nomination of Specific People

- 3.1 Where it is established by the Chair of Governors, Executive Head Teacher or Premises Team Leader that it is necessary to nominate a specific person to undertake specific tasks the following arrangements will apply:
 - 3.1.1 Consultation will take place with the elected representatives and those persons who may be nominated to the role. The consultation will seek to ensure that those persons nominated are;
 - 3.1.2 Suitably trained; training already completed will be reviewed, further development or training needs identified to ensure the nominated person can safely and effectively undertake the specified role.
 - 3.1.3 Provided with appropriate training. When development and training needs are identified, the nominated persons will not be allowed to undertake the specified duties until the required training has been delivered.
 - 3.1.4 Subject to the requirements of Sections 3.1.2 & 3.1.3 the post holder will then become the nominated person for the specified duties.
 - 3.1.5 Where the nominated person is currently in post the relevant job description will be reviewed in respect of the nominated role and revised if necessary to incorporate the additional task.
 - 3.1.6 On appointment to a post which incorporates a specific role in the event of an evacuation, the post holder will be informed in writing of the role they are required to undertake.
 - 3.1.7 The Chair of Governors, Executive Head Teacher, Premises Team Leader or their nominated representatives will review the tasks performed by nominated persons and will, subject to the findings of the review, make changes to the specified tasks.

Section 4 - Arrangements to monitor individuals responsible for Fire Safety

- 4.1.1 The Governing body will consult with DCC ~ Children's and Young Peoples Service Advisory Team, Derbyshire Fire Authority and others as appropriate on matters pertaining to fire safety to ensure awareness of changes to legislation, codes of practice and guidance.
- 4.1.2 The Governing body will periodically invite Derbyshire Fire Authority Fire Safety Officer to visit site to audit the arrangements made to monitor individuals responsible for fire safety.
- 4.1.3 A Fire Risk Assessment will be undertaken every four years, effective from May 2015 or at any time in the event of a fire or if, in the opinion of the Governing Body, the Executive Head Teacher or the school's advisors, there have been significant changes to the buildings, type of use, occupation levels or other factors affecting the level of risk.
- 4.1.4 The Governing Body and Executive Head Teacher will establish Key Performance Indicators (KPI) for the management of fire safety in the school.
- 4.1.5 KPI's will be reviewed half yearly or at any time in response to specific events or changes in circumstance.
- 4.1.6 Performance against KPI will be reported annually through the Executive Head Teacher to the Chair of Governors. The governors will, subject to the advice received and the finding of the review, either confirm the KPI or modify them as necessary.
- 4.1.7 The Premises Team leader will monitor the management of fire safety against the KPI's set by the governing body, using information in the Fire Risk Assessment documentation, Fire Logbook and maintenance records in respect of the fire safety equipment and systems.

Section 5 – Information for those wishing to hire the premises

- 5.1 At the point an enquiry is made regarding letting any part of the site the Lettings Officer will;
 - 5.1.1 Establish the nature of the letting in respect of;
 - Nature of the event.
 - Date, time & duration of the event.
 - Numbers expected to attend site.
 - If seating is required for an audience.
 - Contact details.
 - 5.1.2 Once it has been established that the school is able to take the booking the Lettings Officer will forward to the lessee a copy of the following information or guidance;
 - Fire safety Policy (Lettings)
 - Risk Assessment (Lettings)
 - Fire Evacuation procedures (Lettings)

Emergency Plan (Lettings)
Information request / acknowledgement form

- 5.1.3 On receipt of the completed information request and acknowledgement form the Lettings Officer will review the lessees' arrangements for ensuring the safety of those using the building and limit the risk of the outbreak of fire during the period of the let.
- 5.1.4 Once satisfied that the lessees' arrangements to effectively manage fire safety are suitable and sufficient the Letting Officer will confirm the booking in writing affirming the duties and responsibilities held by the lessee in respect of the Management of fire safety during the period of the let.

Section 6 – Appointment of Competent Persons

- 6.1 The Governors will seek to appoint one or more competent persons to carry out any of the preventative and protective measures needed to comply with the order.
- 6.2 The day to day management of fire safety will be the responsibility of the Premises Team Leader.
- 6.3 In circumstances where the Premises Team Leader is unable to meet the requirements of the order The Governors; where appropriate, will appoint a third party to undertake prevention or protection measures needed to comply with the act.
- 6.4 When it is necessary to appoint a third party as in Section 6.3 the governors will ensure the appointment is made according to Derby City Councils' Financial Management Regulations & Contract Procedure Rules.
- 6.5 Fire risk assessment for the site will be undertaken by an appointed third party contractor appointed in accordance with Section 6.4

Section 7 – Information for Employees – Risk of Fire - Training – Protective Measures

- 7.1 Information from the Fire Risk Assessment which relates to specific risks to staff will be communicated to staff in a number of ways to ensure they are aware of the risks to them and how they will be protected in the event of the outbreak of fire.

Communication may take the form of:

Consultation with staff representatives
One to One briefing
Small group briefing
Team briefing
Written or electronic format

- 7.2 Training to raise Fire Awareness will be given periodically to all employees. All new employees will, during their induction, be informed of the school procedures and routines in the event of a fire or emergency evacuation. All staff will be expected to complete an online fire Awareness Training course (as provided by the school)

within two weeks of their initial induction. Information informing staff of the specific risks of fire on the premises will be recorded, updated and maintained electronically within the school's ICT system.

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- 7.3 Where a specific risk has been identified in respect of a particular individual or group the Premises Team Leader will:
 - 7.3.1 Inform, in writing, those people subject to the increased risk giving clear and relevant information on the risks to them as identified by the Fire Risk Assessment.
 - 7.3.2 Confirm, in writing, the measures taken to prevent fires and how these measures will protect them if a fire breaks out.
 - 7.3.3 Review staff using areas of increased risk regularly and inform those persons using the areas for the first time of the increased risk giving clear and relevant information on the risks to them identified by the Fire Risk Assessment
 - 7.3.4 Following a review of any specific risks inform staff, in writing, of any changes to the level of risk and any additional measures taken to prevent fires and how these measures will protect them if a fire breaks out.

Section 8 – Consultation with Staff

- 8.1 The school's Health and Safety Committee and those responsible for the management of fire safety and the implementation of the policy will consult regularly with staff or their representatives regarding the nomination of specific persons as detailed in Section 3.
- 8.2 The Health & Safety Committee will as part of its overall responsibility for health & safety matters will consult with staff or their representatives on issues relating to the management of fire safety and proposals to improve fire precautions.
- 8.3 Fire safety will be an agenda item for discussion by the Health & Safety Committee at least twice a year, or at any time in the event of a fire or if, in the opinion of the Governing Body or the Executive Head Teacher, or staff representatives, there have been changes to the buildings, type of use, level of occupation or other significant events affecting Fire Safety.
- 8.4 Issues or concerns relating to the Fire Safety Policy, its implementation or management should be raised through the staff representative who will bring those issues to the attention of The Premises Team Leader.
- 8.5 Urgent fire safety matters should be brought to the attention of the Premises Team Leader immediately.

Performance indicators

1. Fire drills, minimum of two per year, at varying times
2. Annual update for staff
3. Fire safety to be discussed by the H&S committee and recorded in committee minutes