



THE BEMROSE SCHOOL

FIRE SAFETY POLICY

MANAGER: M STRANGE

ADOPTED: OCTOBER 2020

Next Review Date 30/10/2021

LEGAL REQUIREMENTS

The policy sets out the approach that The Bemrose School has to assessing and securing fire safety on basis of legislation and guidance

- Fire Safety Order 2005 <https://www.legislation.gov.uk/ukxi/2005/1541/contents/made>
- Health & Safety at Work Act 1974 <https://www.hse.gov.uk/legislation/hswa.htm>
- Management of Health and safety Regulations 1999
<https://www.legislation.gov.uk/ukxi/1999/3242/contents/made>

The purpose of the legislation is to place a greater emphasis on fire prevention by ensuring that all persons responsible for premises comply with their statutory duties and implement the general fire precautions that are needed to protect all persons from death or injury in the case of fire.

This Policy explains how the school complies with the Regulatory Reform (Fire Safety) Order 2005 to ensure that, where possible, fire is prevented and that any fire risks are adequately controlled.

RESPONSIBILITIES

The School Fire Safety Policy forms part of the School's Health and Safety 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 Executive Headteacher has the ultimate responsibility for the implementation and management of this policy.
- The Premises Team Leader is responsible for the effective implementation of this Policy and its role within the School's Health and Safety 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.

POLICY OBJECTIVES

- To safeguard all persons from death or injury in the event of fire by the effective management of fire safety.
- To minimise the risk of fire and to limit fire spread.
- To minimise the potential for fire to disrupt services, damage buildings and equipment, or harm the environment.

By implementing the policy, the Governors, Executive Head Teacher, 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.

Introduction – School Buildings

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

When in full occupation the school (Primary and Secondary Phases) can provide accommodation for approximately fourteen hundred pupils and a staff of approximately two hundred and fifty.

The Secondary Phase of the school consist of five buildings including “Oak Tree” comprising of twenty-one classrooms spread over three floors completed in November 2018. The original building, circa 1930, is enclosed by a ring of ancillary buildings; including a sports hall, dining and technical blocks.

In January 2015 The Primary Phase building opened. This building was constructed by during the summer of 2014 and conforms to the building regulations in force at that time. The Primary phase building was subsequently extended to increase its size by four classrooms, additional “learning street” and ancillary rooms in April 2017

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. In June 2017 Derby City Council surveyors inspected the 2003 extension (Block J) the only area of the school which has exterior cladding applied to the structure at the time of its construction. The primary phase was included in the inspection. The cladding used and its application was found not to be of the type used on Grenfell Tower.

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

Principles

- The Chair of Governors will be responsible for and will ensure that the Fire Safety Policy is implemented on behalf of the Governing Body.
- On behalf of The Chair of Governors, the Resources Committee will manage the implementation of the policy.
- The Executive Head Teacher will be responsible at Management level for the implementation of the Fire Safety Policy on behalf of the Governing Body.
- 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.
- Those responsible for fire safety will, where necessary, nominate specific people to carry out particular tasks if there is a fire;

- There will be arrangements to monitor and check that individuals responsible for fire safety are meeting the requirements of the fire safety law and to monitor the performance of the policy
- Any persons hiring the premises will be given information and guidance in respect of Fire Safety and Evacuation during the period of any letting of the premises.
- All staff will be provided with clear and relevant information on the risks to them identified by the Fire Risk Assessment, the measures taken to prevent fires and how these measures will protect them if a fire breaks out.
- Staff (or their elected representatives) will be consulted with before nominating people to carry out particular roles in connection with fire safety and proposals for improving the fire precautions.
- We will provide information on who are the nominated competent persons and fire safety procedures for the premises to all visitors, contractors, temporary staff and provide and specific information to them as required including risks and preventative measures.
- All staff, pupils and all other interested parties will be engaged in the process of fire safety management and will monitor and review performance.

MANAGING FIRE SAFETY

The school has delegated day to day responsibility for managing fire safety to the 'duty holder' that is, the Health and Safety Officer. The Health and Safety Officer will:

- Ensure that all means of escape are properly maintained, always kept free from obstruction and available for safe and effective use.
- Ensure that the means of escape have adequate emergency lighting.
- Provide and maintain in working order all firefighting appliances and devices including fire detection and alarm systems; emergency lighting systems; firefighting equipment; notices and signage relating to fire procedures; means of escape, taking into account the needs of any disabled users.
- Carry out or arrange to have carried out a fire safety risk assessment on each of the school buildings to ensure that the school's facilities are compliant; and reduce the risk of fire incidences by carrying out appropriate task risk assessments.
- Provide appropriate instruction and training for all school staff on the action to be taken to protect people and property including regular fire evacuation practices for all 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 any special risks, for example the storage of hazardous materials, and put in place appropriate procedures to minimise the risks.
- Liaise with third parties; the emergency services, and the school's insurers to ensure that best practice for fire prevention and procedures are in place.
- Monitor and review this policy on a regular basis to ensure that any new risk or alteration to regulations is addressed.

Links to other policies

Fire Evacuation and Lockdown Procedures

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

Premises ~ Fire 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 Fire Action Plan. This plan will be produced in conjunction with Derby City Council's Principal Fire Surveyor's team through the Property Projects and Technical Services Department. Who will advise and assist the Premises Team Leader when dealing with matters arising from any Fire Risk Assessment.

Pupils with Additional needs

Those pupils with specific needs in relation to access and egress will be accessed in respect of their individual needs to ensure that these are fully identified and can be met in the event of an evacuation.

Supporting Pupils with Medical Conditions

Pupils with medical conditions may be at greater risk in the event of an evacuation. Those with specific medical needs will be identified and needs accessed so as to ensure that the school's evacuation plan and procedures recognises the health needs of each individual and that these can be met during or immediately following an evacuation.

Special Educational Needs

Students with SEND which have been assessed as "likely to increase their individual level of risk in the event of an evacuation" will have Individual Education Plans which include a risk assessment in respect of the student's individual needs in an evacuation.

Records

In each of the cases outlined above records of needs and special arrangements will be kept in the "Fire Box" in the administration Office. These records will be updated by those responsible for issuing the original documents to ensure, Leadership Team, Premises Team, First-aid practitioners and if necessary Fire & Rescue teams have access to them in the event of an evacuation

Performance Indicators

1. Incidents of Fire on site
2. Actions as a result of the Bi-Annual Fire Risk Assessment
3. Open Actions from the Health & Safety Committee with respect to fire safety

Section 1 – Responsible Persons (Governors & 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 On behalf of The Chair of Governors, the Resources Committee will manage the implementation of the policy.
- 1.3 The Executive Head Teacher will be responsible at 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 Leadership Team to manage the implementation of the policy in conjunction with the Health and Safety Committee.
- 1.5 All staff undergo induction training and basic fire prevention through the schools INSET.

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 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 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 either;
 - a) Suitably trained - Training already completed will be reviewed and further development or training needs identified through the Performance Management process to ensure the nominated person can safely and effectively continue to undertake the specified role; Or
 - b) Provided with appropriate training - The nominated persons will not be allowed to undertake the specified duties until the required training has been given
 - 3.1.2 Subject to the requirements of Sections 3.1.1 the post holder will then become the nominated person for the specified duties.
 - 3.1.3 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.

- 3.1.4 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 and offered training to ensure they are able to do so.
- 3.1.5 The 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.
- 3.1.6 All staff must take responsibility for pupils in their charge at the time of any fire emergency and ensure that fire evacuation procedures are followed. Staff must fully cooperate in any evacuation.

Section 4 - Arrangements to monitor 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 A Fire Risk Assessment will be undertaken every two years 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.
 - Last whole school FRA – June 2020 next FRA scheduled June 2022
- 4.1.3 The Resources Committee will review the performance and may request additional data or actions to be taken as a result of the data provided.
- 4.1.4 The Premises Team leader will monitor the management of fire safety and report to the Governing Body and Health & Safety Committee through their report to 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 – Fire Safety (Lettings) - Information for those wishing to hire the premises

5.1 Purpose

The Fire Safety (lettings) section of this policy is designed to inform lessees of the responsibilities placed upon them whilst using the premises, providing the framework in which Fire Safety Management procedures and routines will continue to operate during lettings.

5.2 – Responsible Persons (on behalf of the school)

5.2.1 The School Business manager will be responsible for the administration of Fire safety (Lettings) arrangements on behalf of the school and will;

- ensure the lessee nominates a specific person(s) to be responsible for the management of fire safety during a let on behalf of the lessee and provides all necessary documentation to the lessee.
- refuse to accept or cancel a booking without notice or recompense if the lessee fails to agree and or comply with the fire safety procedure required by the policy.
- Inform the lessee that, the person responsible for the management of fire safety during a let must cancel the let forfeiting any deposits' paid, if they are unable to comply with the requirements of this section.

5.3– Responsible Person (Premises)

5.3.1 The **Premises Team Leader** will have overall responsibility for Fire Safety (lettings) on a day to day basis.

5.3.2 The Premises Team Leader may delegate tasks in respect of the monitoring Fire Safety during lettings to nominated members of the Premises Team.

5.3.3 The Premises Team Leader or nominated representatives will support the lessee's nominate person for the duration of the let to further facilitate fire safety.

5.3.4 The Responsible Person (Premises) will suspend or cancel a let without notice or recompense if the lessee fails to comply with or ensure that the fire safety measure required during the period of the let are in place.

5.4 – Nomination of Specific People (Lessee)

5.4.1 The lessee to nominate a specific person/s responsible for the management of fire safety on behalf of the hirer during a let and that person will be recorded on the lettings agreement

5.4.2 That person/s will be responsible to ensure that fire safety measures are in place and mitigate the risk of the outbreak of fire whilst a let is in progress or immediately thereafter.

5.4.3 Subject to the numbers attending the premises during the period of the let the lessee's responsible person will be required to provide nominated Fire Marshal(s) to undertake specific roles in the event of a fire or evacuation during the period of the let or immediately thereafter.

Consultation will take place between the letting officer and the lessee to ensure that those persons nominated are;

5.4.4 Experienced and or qualified to safely and effectively undertake the specified role/s.

5.4.5 Provided with instructions, specific to the premise's fire alarm systems, fire risks and preventative measures, escape routes, firefighting equipment and actions to take in the event of a fire alarm during the period of a let or immediately thereafter.

5.4.6 Training of nominated persons will be the responsibility of the lessee.

5.5 - Monitor and review - Fire Safety(lettings)

5.5.1 Lessees will be informed of any changes as a result of any fire risk assessments, consultations with Derby City Council and changes to the Fire Safety Management procedures.

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
 - INSET training
 - One to One briefing
 - Small group briefing Team briefing
 - Written or electronic format
- 7.2 Training to raise Fire Awareness will be provided to all employees every two years on a rolling program following the commencement of their employment.
- 7.3 All new employees will, during their induction, be informed of the school procedures and routines in the event of a fire or emergency evacuation.
- 7.4 All new staff will be subsequently be required to complete an online fire Awareness Training course (as provided by the school) within three months of their initial induction.
- 7.5 Staff will record training in respect of Fire awareness on “Bluesky”
- 7.6 Where a specific risk has been identified in respect of a particular individual or group the Premises Team Leader will:
 - 7.6.1 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.

- 7.6.2 Confirm, in writing, the measures taken to prevent fires and how these measures will protect them if a fire breaks out.
- 7.6.3 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
- 7.6.4 Following a review of specific risks, inform staff, in writing, of any changes to the level of risk and any additional measures taken to prevent fires and those taken to 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 termly with staff or their representatives regarding the fire safety.
- 8.2 The Health & Safety Committee will, as part of its oversight of health & safety matters, 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 each termly meeting 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.