



St Martin's School

Fire Policy

Policy Aims and Objectives

- To ensure, so far as reasonably practicable, that all staff, pupils, contractors and visitors are protected from the risks of fire whilst on the premises.
- 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.

Legal Requirements

The Regulatory Reform (Fire Safety) Order 2005 (commonly referred to as the FSO) came into force on 1st October 2006.

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 which 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.

Managing Fire Safety

St Martin's has delegated day to day responsibility for managing fire safety to the Health and Safety officer, Mrs Shannon, who will:

1. Ensure that all means of escape have adequate emergency lighting and are properly maintained, free from obstruction, safe and effective for use at all times;
2. Provide and maintain in working order all fire fighting appliances and devices including:
 - a) fire detection and alarm systems;
 - b) emergency lighting systems;
 - c) fire fighting equipment;
 - d) notices and signage relating to fire procedures;
 - e) means of escape, including those for disabled users.
3. Arrange a fire safety risk assessment on 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;
4. 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;
5. Ensure that all staff, students, contractors, visitors and third-party hirers are made aware of and comply with the school's fire procedures;
6. Identify any special risks, e.g. the storage of hazardous materials, and put in place appropriate procedures to minimise the risks;
7. Liaise with third parties; the emergency services, and the school's insurers to ensure that best practice for fire prevention and procedures is in place;
8. Monitor and review this policy on a regular basis so as to ensure that any new risk or alteration to regulations is addressed.



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:

- The proprietor ensures that an appropriate policy is in place in the school and that arrangements are made for its effective implementation;
- The Headteacher has the ultimate responsibility for the implementation and management of this policy;
- The Health and Safety Officer is responsible for the effective implementation of this Policy and its role within the School's Health and Safety Policy;
- The FSO places duties on the '**Responsible Person**' which at St Martin's is our Health and Safety Officer. Certain day to day responsibilities can be delegated down to a 'duty holder' such as those locking up.
- 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.

Fire Safety Training

- All staff receive basic fire safety as part of their induction training that includes details of school specific arrangements and attend refresher sessions annually as part of our staff inset.
- Key staff including the health and safety officer and the office manager receive more detailed instructions including a fire warden course and practical training on the use of fire extinguishers to enable them to undertake the fire risk assessment and act as fire wardens in the event of an alarm. This is currently Mrs Doherty and Mrs Jacobs.
- Pupils are given instruction by their form teachers during the first week of the Autumn term on their actions to be taken in the event of a fire.
- Fire drills are planned each term to evaluate the effectiveness of the school's evacuation procedures. The findings of the drill are reported to staff during the staff meeting and a follow up email from the health and safety officer. Any conclusions and remedial actions are recorded and implemented and fire drills are repeated until we meet the criteria set out.

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 'Churches Fire' every 6 months. The alarm sounders are tested on a weekly basis by the health and safety officer;

The school emergency lighting is checked every 6 months by 'Churches Fire'.

Notices and Signage are updated as and when required and checked annually by the health and safety officer;

Fire fighting equipment is visually checked weekly by the health and safety officer and extinguishers are replenished or replaced annually by 'Churches Fire'.

A Fire Log Book which contains records of fire safety issues is maintained by the health and safety officer and located in the proprietor's office. These issues include:

- fire drills;
- hot work permits, etc;
- the storing of hazardous materials;
- the inspection and testing of:
 - fire detection and alarm systems;
 - emergency lighting systems;



- firefighting equipment;
- staff training records.

FIRE RISK ASSESSMENT

The school has carried out a comprehensive fire risk assessment for each of its buildings. These assessments are kept in the proprietor's office.

The fire risk assessment identifies who will be at risk if there is a fire, where people may be working and who else may be at risk, either in the premises or nearby, such as members of the public, visiting contractors, etc, and where these people are likely to be located.

The fire risk assessment is a working document that is continually reviewed and actioned. However it will be reviewed by an external auditor every year or when any changes are planned, such as:

- Any structural changes (alterations to the layout of the premises, erection of partitions, refurbishment etc) which may affect the spread of fire;
- Any change to the use of the premises which may affect the risk rating;
- Any change to work processes or work equipment which may introduce new fire hazards;
- Any significant change to the number of people using the premises to ensure that escape routes can accommodate the numbers safely.

Evacuation of Disabled Persons

Students and employees with a disability have been identified and information held in the staff files or SENDCO records. The SENDCO is responsible for writing Personal Emergency Evacuation Plans (PEEP) for any pupil/ employee that requires this.

On arrival, disabled visitors to the school should be asked to identify any special requirements in the case of an emergency evacuation. The person hosting the visitor should ensure the visitor's safety in the event of an emergency evacuation.

Written by: Mrs Shannon

Ratified by: Governing Body

Policy date: September 2024

Review date: September 2025