

Fire Safety Policy

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Approved by: College of Management
Council of Trustees

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Introduction

Fire safety refers to measures which we take to:

- prevent or reduce the likelihood of a fire starting that could result in death, injury or property damage
- alert occupants and inhabitants of a building if a fire starts
- enable those that are threatened by a fire to survive
- reduce the damage caused by a fire.

Fire safety measures include those that are planned during the construction of a building or are implemented in structures that are already standing. The term includes the actions that occupants of the building have been trained to take in the event of, or to prevent, a fire.

Threats to fire safety are referred to as fire hazards. Fire hazards may include situations that increase the likelihood of a fire starting or those that may impede escape once a fire has started.

Responsibility

It is the responsibility of the school's Fire Officer to carry through this policy. Fire Marshals are appointed for individual buildings and/or zones to support the Fire Officer.

Aims

The aim of this policy is to ensure, so far as is reasonably practicable, the health, safety and welfare of our pupils, parents, visitors, contractors, tenants, employees and all others affected by our operations, by putting in place suitable arrangements and measures, to reduce the risk of fire and in the event of a fire starting, and to comply with all relevant legislation.

Employer and Landlord Responsibilities

To ensure that all our activities are undertaken safely and that the risks from fire are clearly understood throughout the school, we will:

- carry out and record fire risk assessments for our operations;
- provide tenants, visitors, contractors, employees, pupils, parents and others with adequate information, instruction and training;
- provide adequate resources to ensure fire safety; and
- review this policy at least annually or more frequently if significant changes occur.

Procedure

To fulfil our responsibilities as outlined above, we will:

- seek the guidance of competent consultants and contractors to support our fire safety efforts
- carry out and record fire risk assessments for our operations, in accordance with the Government's Fire Risk Assessment Guidance
- adopt a smoke free policy
- prepare fire evacuation procedures taking into consideration pupils, staff and any disabled people
- provide appropriate fire safety information and training for employees and others who may be affected
- carry out periodic (termly) fire drills
- maintain the fire safety measures identified by our fire risk assessments; and
- record information and maintain records.

Procedure in the Event of a Fire

- The procedures in the event of a fire are detailed in the separate Fire Evacuation Procedures.
- It is the duty of all staff to study and make themselves familiar with the school's fire evacuation procedures.
- In the event of a fire, safety and preservation of life will override all other considerations.

Compliance

- Health and Safety at Work etc. Act 1974
<http://www.legislation.gov.uk/ukpga/1974/37/contents>

- Management of Health and Safety at Work Regulations 1999
http://www.legislation.gov.uk/uksi/1999/3242/pdfs/uksi_19993242_en.pdf
- Independent school standards, December 2014
https://www.legislation.gov.uk/uksi/2014/3283/pdfs/uksi_20143283_en.pdf
- Statutory framework for the early years foundation stage, March 2017
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/596629/EYFS_STATUTORY_FRAMEWORK_2017.pdf
- The Regulatory Reform (Fire Safety) Order 2005
http://www.legislation.gov.uk/uksi/2005/1541/pdfs/uksi_20051541_en.pdf
- The Equality Act 2010
https://www.legislation.gov.uk/ukpga/2010/15/pdfs/ukpga_20100015_en.pdf

Further information, advice and guidance

- NatWest Mentor 24/7 Advice Line on 0800 634 7000 Option 2
- Health and Safety Executive (HSE)
- The Institution of Fire Engineers (IFE)
- Government's Fire Risk Assessment Guides (educational premises)
<https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises>

References:

- Fire Evacuation Procedures
- Health & Safety Policy
- Risk Assessment Policy