

**1 POLICY STATEMENT**

The Departmental Director understands and accepts the legal obligations in respect of fire safety and in accordance with Corporate Policy and Departmental Guidance (as appropriate) will provide as far as is reasonably practicable an environment safe from fire for staff, clients and others who may be in or near the building. In this respect suitable, sufficient and risk appropriate "Fire Precautions" and "Management Systems" will be provided and maintained to facilitate safe evacuation from the premises and mitigate the effects of fire should this occur.

**2 MANAGEMENT**

The Headteacher acting on behalf of the Governing Body is the "Responsible Manager"<sup>1</sup> for the purposes of the bringing into effect in these premises the requirements of the Fire Safety Order and any other fire safety related requirements that may have effect now or in the future.

The general management of this is delegated to the Finance Office who is also the Fire Safety Coordinator.

**3 SITE FIRE SAFETY SPECIFICATION**

The workplace has a total of 1 building put to teaching use and presented as follows:

**Buildings**

One multi storey with single staircase

**Fire Alarm**

The building has an electrical fire alarm with manual call points.  
There is also automatic fire detection connected to the fire alarm throughout.  
The fire alarm is connected to a Central Call Station.

**Emergency Escape Lighting**

Emergency lighting is provided to all escape routes, basements and areas not having windows used during the hours of darkness.

**Portable Fire Fighting Equipment**

21 x Fire extinguishers of various types are strategically located throughout the building.  
NB: The location of the above facilities are indicated on the attached diagram or listed in the records section of the manual.

**4 RISK ASSESSMENT**

The Responsible Manager and the Fire Safety Coordinator will complete the fire risk assessments. This will be monitored and reviewed when changes occur or annually whichever is sooner. The risk assessment will be kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

<sup>1</sup> As defined in relevant legislation

**5 EMERGENCY PLAN**

An emergency plan will be produced by the Responsible Manager and the Fire Safety Coordinator indicating the arrangements for the safe evacuation of anyone in the premises. This will be reviewed when changes occur or every 12 months whichever is sooner. This process will be monitored by the Responsible Manager and the plan will be kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

**6 FIRE SAFETY TRAINING**

Staff will receive fire safety training as part of their 'first day induction' and at regular periods thereafter. A training programme for this will be produced by the Responsible Manager and records kept regarding who gave the training, the subjects covered and who attended. The programme and records will be kept in the relevant section of the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

**7 FIRE DRILLS**

The Responsible Manager and Fire Safety Coordinator will arrange for a **monitored** fire evacuation drill to take place termly in school. The outcomes from these drills will be made known to staff together with any actions that may be necessary. Records of when drills occur, the findings and actions will be maintained and kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors. These arrangements will be monitored by the Responsible Manager.

**8 FIRE PRECAUTIONS**

All fire resisting doors will be maintained self-closing or locked shut as appropriate.

If fire doors are required to be maintained in the open position, they will not be left unattended other than for short periods of time and for specific reasons.

Staircases and fire escape routes will be maintained clear of combustible materials and unobstructed at all times.

Whilst the building is occupied, fire exit doors will be maintained unobstructed and immediately available to enable people to exit, without using a key, pass card or code.

In some cases, following risk assessment, secure doors have been provided. In such cases appropriate provisions for the automatic release of securing devices have been made and will be maintained and tested as appropriate.

Internal refuse containers will be emptied when necessary and at the end of each day to ensure no undue build-up of flammable materials occurs within the premises. External refuse containers will be located to minimise the risk to premises should they be set alight.

Smoking is not permitted on the premises.

Combustible materials will be kept at a safe distance from means of ignition at all times when stored and used.

**9 MAINTENANCE ARRANGEMENTS**

The fire alarm will be tested weekly by the Caretaker and serviced<sup>2</sup> by competent contractors managed by Property, Business and Regulatory Services and monitored by site staff. These arrangements will be monitored by the Responsible Manager and reviewed termly. Records will be maintained and kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

The escape lighting will, where possible, be tested monthly by the Caretaker and serviced by competent contractors<sup>3</sup> managed by PBRs and monitored by the Responsible Manager and reviewed termly. Records will be maintained and kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

The fire-fighting equipment will be checked monthly by the Fire Safety Coordinator and serviced by competent contractor annually. This will be monitored by the Responsible Manager and reviewed termly. Records will be maintained and kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

The Caretaker will check fire-resisting doors and final exits quarterly to ensure they are in good order and working correctly. This will be monitored by the Responsible Manager. Any repairs and/or maintenance will be undertaken by a suitably competent/skilled person. Records of the checks, findings and necessary actions will be maintained and kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

**10 MONITORING AND REVIEWS**

Records will be held which will include:

- Details of repairs/replacements to fire equipment and fire related building defects;
- The reporting and decision process up and down the management chain.

**11 RECORDS**

All current records will be kept in the Fire Safety Manual and be available for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors. Other associated records together with previous manual records will be kept separately for a period of at least seven years.

Signed:	Position: Headteacher	Date: July 2017
Countersigned:	Position: Chair of Governors	Date: July 2017
To be signed by Head Teacher, Unit Manager etc, and countersigned by Chair of Governors, Line Manager or other supervisory equivalent.		

<sup>2</sup> In accordance with the current edition of BS 5839.

<sup>3</sup> In accordance with the current edition of BS 4266.

**Appendix A – Emergency Evacuation Plan in the event of a fire****All staff**

- If you discover fire raise the alarm immediately using nearest call point.
- On hearing alarm, leave building immediately using the nearest exit.
- Do not stop to collect personal belongings
- Close all doors and windows behind you
- Proceed to assembly point in upper playground (quiet area) for roll call
- Do not re-enter building until told it is safe to do so by Fire Brigade or Headteacher.
- Walkie talkies should always be taken to village hall or dining hall to enable contact with main building in case of fire.

**Finance Officer – Fire Co-ordinator**

- Ring fire brigade stating address of school.
- Take registers, visitors book and pupil signing out book to assembly point and hand to teachers.
- Check toilet and food technology room in lower corridor and take occupants to assembly point in playground.

**Teachers – Fire Marshalls for their class**

- Ensure children evacuate calmly to designated assembly point in playground
- Take register (if it is still in class)
- Call register and report outcome to Headteacher

**Support staff – Willow and Oak Class**

- Check toilets, work area, library and ICT suite on upper level and take occupants to assembly point in playground through nearest exit.

**Support staff – Beech and Chestnut Class**

- Check infant toilets and study area and take any occupants to assembly point in playground through nearest exit.

**Lunchtime Supervisors/Kitchen staff**

- Ensure children evacuate calmly if inside the building during wet play
- Proceed to assembly point in playground
- Await instructions from senior member of staff on site.
- If in playground, stay with children who should line up in classes.
- If in dining hall and fire is in dining hall, evacuate the building and cross the road to the assembly point in the playground.
- If in dining hall and fire is in school building, assemble the children outside the village hall.
- Use walkie talkies to contact other members of staff on other side of road.

**Students/helpers/visitors/contractors**

- Leave building by nearest exit following instructions given to you.
- Proceed to assembly point in playground.

**Headteacher (or in his absence, Senior Teacher) – Responsible Manager**

- Carry out a full check of the building
- Proceed to assembly point in playground
- Confirm finance officer has called fire brigade
- Account for all children, staff and other persons.
- Liaise with fire brigade.
- Assume responsibilities of Finance Officer in her absence.