**Fire Policy**

**Blakehill Primary School**



**Together We Can**




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| **Headteacher** | **Chair of Governors** | **Review Dates** |
|  |  | Last Review: March 2024 |
| Lisa Keighley | Philip Cavalier-Lumley | Next Review: March 2025 |

**1. Policy**

The Governing Body will ensure, so far as is reasonably practicable, that all staff, pupils, visitors and contractors are protected from the risks of fire whilst on the premises.

The Governing body will, also, undertake all necessary and practicable action to prevent the risk of fire in the first instance, and the consequential loss should such an event occur.

**Legal Requirements**

The Regulatory Reform (Fire Safety) Order 2005 (RRO) came into effect on 1st October 2006 and replaces all previous fire safety legislation (e.g. The Fire Precautions Act 1971, the Fire Precautions (Workplace) Regulations 1997, etc.).

The purpose of the legislation is to place 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 injury or death, in the case of a fire.

This Policy explains how the school aims to comply with the RRO to ensure that, where possible, fire is prevented and that any fire risks are adequately controlled.

**2. Purpose**

The fire safety policy, procedures and risk assessments at Blakehill Primary School are designed to help our community to respond calmly and effectively in the event that fire breaks out in our building.

Our policy aims and objectives are to:

* safeguard all persons from injury or death in the event of a fire by the effective management of fire safety
* minimise the potential for fire to disrupt school provision, damage buildings and

 resources, or harm the environment.

* To ensure compliance with all relevant legislation
* To ensure effective liaison with the school’s insurers, the Local Authority and Teaching Trade
* Union Safety Representatives and Fire and Rescue Services, where appropriate
* To undertake suitable and sufficient fire safety risk assessments of the premises and activities within the premises
* To identify and implement, reasonably practicable control measures, to control risks from fire
* To conduct regular fire evacuation drills, testing of the fire alarm system and, servicing of all equipment provided for fire safety
* To conduct regular, and on-going fire safety inspections.

**3. Scope**

All staff, children and visitors to Blakehill Primary School.

**4. Principles**

Our school undertakes risk assessments to identify the general fire precautions needed to safeguard the safety of occupants in case of fire, including their safe means of escape.

We do this by:

* ensuring procedures are in place to reduce the likelihood of fire
* maintaining fire detection and alarm systems
* ensuring staff and pupils are familiar with emergency evacuation procedures
* ensuring evacuation plans and procedures and fire risk assessments are kept up to date
* ensuring that fire precautions remain current and adequate.

**5. Responsibilities**

**Governing Body**

* responsibility for ensuring policies are made available to parents
* responsibility for the effective implementation, monitoring and evaluation of this policy.

**School Business Manager**

The school has delegated the day to day responsibility for the management of fire safety to the School Business Manager. The Business Manager will be assisted in this duty by the Site Manager.

**The Business Manager will:**

* Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times
* Provide and maintain in working order all fire-fighting appliances / equipment and devices including:
* Fire detection and alarm system
* Emergency lighting
* Fire-fighting equipment
* Signage and notices relating to fire procedures
* Maintain a Fire Register to record alarm tests, faults, servicing and evacuations, etc.
* Conduct a Fire Safety Risk Assessment to ensure that the school’s facilities are compliant
* Ensure that appropriate instruction and training for all school staff is provided on the

action to be taken to protect persons and property, including regular fire evacuation drills

* Ensure that all employees, pupils, visitors, contractors and third-party users / hirers are made aware of, and comply with, the school’s fire safety procedures
* Identify any special risks (e.g. flammable / hazardous materials) and instigate appropriate procedures to minimise these risks
* Liaise with third parties (e.g. the school’s insurers, the Local Authority, Teaching Trade Union Safety Representatives and Fire and Rescue Services) to ensure that best practice for fire prevention and procedures is in place
* Monitor and review this policy, the fire safety risk assessments and the fire register on a regular basis to ensure that any new risk or alteration to regulations is addressed.

**6. Procedures**

**Monitoring**

The school utilises the services of various internal / external staff / contractors to achieve effective monitoring of its duties:

* The fire detection and alarm system is serviced and maintained twice yearly by Bradford Council Facility Services. The fire alarm sounders are tested weekly by the school site staff
* The emergency lighting is checked by full drain test annually by Bradford Council Facilities Services. They are checked monthly, for operation by the school site staff
* Notices and signage are updated as and when required, after advice by Bradford Council

Facilities Services, Trade Union Representatives or The Fire and Rescue Service

* Fire-fighting equipment is checked weekly by the school site staff. Extinguishers are

serviced and replaced, if needed, annually by JLA Fire and Security LTD.

* A Fire Safety Register is maintained by the Site Manager. It contains details and records of:
* Fire alarm system tests
* Planned evacuations
* Un-planned evacuations and reasons of
* Service records
* Details of fire-fighting equipment and appliances
* Emergency lighting details and checks
* Hot Work permits
* Representatives of teacher trade unions visit the school regularly to monitor health and safety, including fire safety

**Fire Risk Assessment**

The school is responsible for completing fire risk assessments for the premises. Normally these assessments are to be reviewed annually, as soon as is practicable in the autumn term.

As a risk assessment is a ‘live’ document, if any changes to the school are planned or made the risk assessment will be reviewed and amended as soon as possible. These changes may include:

* Structural changes to the layout of the school
* Change of use to all or part of the premises
* Change to how the school operates
* Any significant change in the numbers of persons using the premises
* Any introduction of work processes or equipment which may introduce new fire hazards.

**Fire Safety Training**

* At induction, all employees will be given basic instruction, in how to proceed in the event

of a fire

* Pupils will be given instruction by their class teacher during the first week of the autumn term, on the action to be taken in the event of a fire
* Visitors and contractors will be given instruction by the person organising their on-site attendance
* Termly fire evacuation drills will be conducted to evaluate the effectiveness of the school’s evacuation procedures. The findings of any drill (planned or otherwise) will be recorded in the Fire Safety Register. Any conclusions and remedial action needed will be implemented.

**7. Monitoring and Review**

This policy will be reviewed every year or earlier if deemed necessary to ensure it stays relevant and reflects the needs of both staff and children.

**8. Distribution**

This policy will be available on the school website and from the School Business Manager.

**9. Contacts**

Please contact a member of the Governing body or the Headteacher if you require support or guidance on this policy.

**10. Cross Referencing**

This policy should be cross-referenced with the following other school policies and procedures:

*Fire Safety and Evacuation Plan*

*Fire Evacuation Procedures Early Years and Key Stage One*

*Fire Evacuation Procedures Key Stage Two*

*Fire Evacuation Procedures Midday*

**11. Appendices**

None