****St** Andrew’s School

A school with Quaker values

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**The St Andrew’s School Trust is a Registered Charity No. 1129232**

Fire Safety

Policy

Last reviewed date: Summer Term 2022

Adopted by Trustees date: 23rd May 2022

Next review date: Summer Term 2023

**Introduction**

St Andrew’s School will ensure, so far as reasonably practicable, that all staff, students, contractors and visitors are protected from the risks of fire whilst on the premises.

**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 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:

* Trustees ensure 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 site manager is responsible for the effective implementation of this policy and its role within the health and safety policy;
* The FSO places duties on the ‘**Responsible Person**’. The headteacher is deemed to be the ‘**Responsible Person’**.
* 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.

**Managing fire safety**

The school has delegated day to day responsibility for managing fire safety to the ‘duty holder’ i.e. the site manager.

The site manager will:

1. Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times; and that the means of escape have adequate emergency lighting;
2. Provide and maintain in working order all fire fighting appliances and devices including:
3. Fire detection and alarm systems;
4. Emergency lighting systems;
5. Fire fighting equipment;
6. Notices and signage relating to fire procedures;
7. Means of escape, taking into account the needs of any disabled users.
8. 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 risk assessments;
9. 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;
10. Ensure that all staff, students, contractors and visitors are made aware of and comply with the school’s fire procedures;
11. Identify any special risks, e.g. the storage of hazardous materials, and put in place appropriate procedures to minimise the risks;
12. 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;
13. Monitor and review this policy on a regular basis so as to ensure that any new risk or alteration to regulations is addressed.

**Monitoring**

The school utilises the services of various outside personnel to carry out effective monitoring of its duties.

The school fire and alarm system is maintained and checked by Sonata Security every six months. The alarm sounders are tested on a weekly basis by the site manager.

The school emergency lighting is checked weekly by the site manager.

Notices and signage are updated as and when required and checked annually by the site manager.

Fire fighting equipment is visually checked weekly by the site manager and extinguishers are replenished or replaced annually by Ace Fire.

Records of fire safety issues are maintained by the site manager and located in his office. These issues include:

* Fire drills;
* Hot work permit, etc;
* The storing of hazardous materials;
* The inspection and testing of:
  + Fire detection and alarm systems;
  + Emergency lighting systems;
  + Fire fighting equipment;
  + Staff training records

**Fire risk assessment**

The school has conducted a comprehensive fire risk assessment for each of its buildings. These assessments are kept in the site manager’s office.

The fire risk assessment will be reviewed and amended annually if it is either no longer valid or if any changes are planned, such as:

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

**Fire safety training**

All staff receive basic fire safety induction training during the induction meeting, and this is provided verbally. Fire evacuations throughout the year enable training to remain up to date and these take place half termly.

Key staff in the individual school buildings receive more detailed training in the form of fire marshal training which is undertaken with Norfolk Safety. A current list of trained staff can be found in the school office or in the site manager’s office.

Students are given instruction by their teacher or teaching assistant during the first week of the Autumn Term on their actions to be taken in the event of a fire.

Fire drills are planned half termly to evaluate the effectiveness of the school’s evacuation procedures. The findings of the drill are reported to staff through email or staff briefings and any conclusions and remedial actions are recorded and implemented.

**Evacuation procedures**

The evacuation procedures which are to be followed in the event of a fire alarm are clearly displayed around the school buildings along with a site map detailing nearest exit routes.

All visitors and contractors who are onsite receive instruction on where the muster points are and an overview of evacuation procedures. Muster points are as follows;

* Primary muster point – Astro turf area
* Secondary muster point – Rear of building by running track

The headteacher and assistant headteacher – administration will collect signing in sheets for students, staff and visitors on exiting the building so that a roll call can be performed.

Fire marshals will ensure that their allocated areas are clear before exiting the building themselves.

The headteacher (or in their absence the assistant head) will alert the appropriate emergency services.