

**Gresham Primary School  
Limpsfield Road  
Sanderstead  
Surrey  
CR2 9EA**



**Fire Policy  
April 2024**

## **Fire Policy**

### **1.1 Purpose**

To provide an unambiguous statement of Fire Policy applicable to Gresham Primary School.

### **1.2 Policy Aims**

Gresham Primary School Governors are committed to providing and maintaining a safe and healthy work place and to provide suitable resources, information, training and supervision on health and safety to all members of staff, pupils, contractors and visitors. Gresham Primary School is committed to complying with the appropriate Statutory Fire Safety Legislation, Regulatory Reform (Fire Safety) Order 2005.

This fire policy aims to ensure that if possible, outbreaks of fire do not occur and that if they do, they are rapidly detected, effectively contained and quickly extinguished to minimise the impact of such occurrences on life safety, the delivery of education, the environment and property.

### **1.3 Policy Application**

This policy applies to all parts of Gresham Primary School. Gresham Primary School has a duty of care to staff, pupils, visitors and/or other individuals.

## **2 Statement of Policy**

The Headteacher, Ms Karen Steele is ultimately responsible for Fire Safety, including documentation throughout the school and will be the “Responsible Person” for the purposes of the Regulatory Reform (Fire Safety) Order 2005. It is her duty, as far as is reasonably practicable, to ensure that the school complies fully with current Fire Safety legislation.

Gresham Primary School shall ensure that its duty of care towards all occupants of premises under its control meets the Health and Safety at Work Act Etc.1974, Workplace Regulations 1992 and the Management of Health and Safety Regulations 1999 as far as these statutes relate to fire safety.

## **3 Roles and Responsibilities**

This policy defines the overall devolved responsibilities for fire safety within Gresham Primary School. It identifies the links between senior management responsibilities and department level responsibilities and their corresponding lines of communication between staff members.

### **Responsibilities of Governing Board**

The Governing Board in consultation with the Headteacher will:

- Ensure personal and whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school, including but not limited to, fire safety.
- Ensure there is a detailed and enforceable policy for fire safety, and that the policy is implemented by all.
- Help to put in place measures to identify risks relating to accidents and injuries, suggesting reasonable adjustments to prevent them occurring.

The governing board will provide:

- A safe place for all users of the site, including staff, pupils and visitors.
- Safe means of entry and exit for all site users.
- Equipment, grounds and systems of work which are safe.
- Safe arrangements for the handling, storage and transportation of any articles and substances.
- Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Supervision, training and instruction, so that all staff can perform their duties in a healthy and safe manner.
- Where necessary, protective equipment and clothing, along with any necessary guidance and instruction.
- Adequate funds to ensure the training of the Fire safety Managers and all other staff.

### **Responsibilities of Headteacher**

The Headteacher will:

- Oversee the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Take reasonably practicable steps to ensure the Fire Policy is implemented by all members of staff across the school.
- Employ or designate a Fire Safety Managers to be responsible for the day-to-day implementation of the Fire Policy. This person will also be the designated contact with the Local Authority and health and safety Executive where necessary.
- Take steps to ensure all members of staff, pupils and visitors are familiar with the Fire Policy.
- Work with the Fire Safety Managers to review and update this policy accordingly, every year.
- Identify risks relating to accidents and injuries and make reasonable adjustments and suggestions to prevent them occurring.
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### **Responsibilities of Fire Safety Managers (SBM and Caretaker)**

The Fire Safety Managers will:

- Take responsibility for the school's fire safety matters, in collaboration with the Headteacher.
- Coordinate the implementation of all fire safety measures, ensure staff and pupil training takes place, and monitor the standard of the school's fire detection and protection equipment.
- Sporadically throughout the school year, but at least once per half-term, undertake a whole-school fire evacuation drill – to ensure the school's staff members, pupils and visitors know what to do in the event of a real fire.
- Review relevant and updated legislation to ensure the school is working within the parameters of the law and as safely as possible.
- Ensure new and existing staff members undertake training sessions at least once per year, in accordance with the school's Fire Policy.

- Communicate relevant correspondence regarding fire safety to all members of staff and, where necessary, the governing board.
- Review and, if necessary, update the school's Fire Policy and other relevant procedures once per year.
- Conduct risk assessments and ensure necessary procedures are in place to mitigate the risks of fires.
- Draw up a plan of the school, which includes fire exits, exit routes, fire compartmentation, locations of all fire equipment and signage.
- Create personal emergency evacuation plans (PEEPs) for staff/pupils who will require assistance during fire evacuation. Also identify at point of entry whether visitors may require assistance.
- Contact the emergency services in the event of a fire.
- Ensure there are sufficient numbers of staff trained in the use of fire extinguishers (Fire wardens).
- Work with the Headteacher to nominate a temporary Fire Safety Managers in their absence.
- Take steps to ensure the appropriate precautions, including the communication of this strategy, are put in place where events are organised outside of normal school hours, or by third party organisations.
- Review activities to ensure specific restrictions on events, such as setting capacities and limiting the types of activity.

### **Responsibilities of Staff Members**

Staff members will:

- Take reasonable care of their health and safety.
- Cooperate with their colleagues, the Fire Safety Managers and Headteacher on all fire safety matters.
- Complete fire safety training as requested.
- Carry out their work in accordance with fire safety training and instructions.
- Ensure they sign in on arrival and sign out when they leave site.
- Inform the Fire Safety Managers of any work situation representing serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with all their responsibilities as set out in the Fire Policy and procedures, and aspects of their work relating to potential fire hazards.
- Avoid any conduct which puts themselves or others at risk.
- Follow, and help to carry out, relevant risk assessments to ensure the safety of themselves and other staff members, pupils and visitors.
- Ensure that all staff, pupils and visitors are applying fire safety regulations and adhering to all rules, routines and procedures in place.
- Ensure all equipment is in good working order and safe to use, including adequate fire safety guards. Staff will also not entertain all improper use of such equipment.
- Use the correct equipment and tools for their work and any protective clothing supplied.
- Ensure classrooms and working environments are tidy and exits are kept unobstructed.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.

- Report any defects in equipment or facilities to the designated Fire Safety Managers and/or the designated health and safety officer.
- Take an interest in fire safety matters and suggest any changes they think are appropriate.
- Make suggestions as to how the school can reduce the risk of fires.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.
- Ensure waste paper bins and recycling boxes in their classrooms are emptied to mitigate the risk of fire.

### **Responsibilities of Pupils**

Pupils will:

- Exercise personal responsibility for the safety of themselves and others.
- Respond to the instruction given by staff members in an emergency, e.g. evacuation procedures.
- Observe all health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils' health and safety.
- Report any defects in equipment or facilities they observe to their teacher as soon as possible.

### **Other School Users**

The following users should be made aware of relevant sections of the school Health & Safety Policy:

- Administration staff
- Contractors
- Voluntary Workers
- Parents
- Pupils
- Other users of the site (hirers)

### **5. Auditing the safety system**

A Safety Audit of the school will be carried out each term by the Governors with the School Office Manager/Finance. The outcome and actions taken will subsequently be reported to the full Governing Body.

### **6. Contractors on site**

Contractors on site are supervised by the Headteacher or Caretaker, who is aware of the school's responsibilities regarding contractors. Checks are made for competence and insurance.

Contractors provide risk assessments as necessary.

The following guidelines are adhered to:

- Before any work commences, it is advisable to hold a meeting onsite with the contractor to agree how potential problems can be avoided.
- When using local contractors, the school ensures that they satisfy the following requirements:
- Capability of carrying out the work in a competent manner either by qualification or experience

- Can supply the resources to satisfactorily complete the job without upfront payment
- Able to supply several satisfactory references which will be checked
- Is a member of the relevant trade association
- Has sufficient and up-to-date Public Liability Insurance, provides a copy of the certificate to be kept on file, expiration date will be checked for renewal
- Has an up-to-date and meaningful safety policy
- Has documented risk assessments
- Agreement to abide by the school's H & S policy and rules in writing
- Clear statement of what work will be done at what cost and by when in writing before the work commences so that understanding and agreement can be reached.

### **7. Control of Substances Hazardous to Health (COSHH)**

- The responsibility for carrying out COSHH assessments will rest with the Headteacher and the Caretaker depending on the substance concerned.
- COSHH data sheets will be kept in the Caretaker's office.
- Chemicals and cleaning chemicals are always stored in their own container with the original label and warnings showing clearly on the container.
- We never use food or drink containers to store chemicals.
- Any spillages are cleaned up at once.
- Children are taught to recognise the orange warning signs, which they may come across on household containers, and are warned of the dangers.
- There are suitable first aid arrangements available for treating chemical splashes.

### **8. Fire Safety**

The Fire Safety Risk Assessment under the auspices of the Regulatory Reform (Fire Safety) Order 2005 must be reviewed annually or by a triggered review i.e. change of conditions.

- All teachers and visitors are made aware of the school's fire evacuation procedures.
- Basic fire safety training is to be given to all staff and recorded. Staff are required to have refresher training at least annually.
- All teachers are responsible for the safe evacuation of their class. Certificated fire wardens will complete other checks as necessary.
- There will be an evacuation drill performed at least once per term, the outcome of which will be recorded in the Fire Log Book. The times of the practices will be carried out to cover various times of the school day and on occasions, one or more of the exits will be blocked off to simulate a real fire situation.
- Fire evacuation procedures are displayed in all rooms. All staff must ensure that they are familiar with them.
- The fire alarm system is maintained by an approved and competent person on a regular basis, this is to include the emergency lighting system. All faults on the systems must be reported to the contractors immediately.
- Fire signs must comply with the current standards.
- The fire assembly point must be known to all.

- The lightning conductor is to be checked by a competent person to verify that it is in a satisfactory condition.
- All escape routes and fire exits are to be kept clear from any obstruction at all times.
- Fire-fighting equipment is serviced annually, and the date noted in the Fire Log Book.
- Combustible items must not be stored in the boiler room. The boiler must be inspected regularly.
- Smoking is not permitted anywhere in the school building or on the school site.

Only those staff that have had appropriate training and are confident enough to operate a fire extinguisher should try to extinguish a small fire, but they must not put themselves in personal danger in by so doing.

The policy is overseen by the Governing Body who have the ultimate responsibility to approve the Fire Policy on behalf of Gresham Primary School.