

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



**Fire Strategy  
April 2025**

## **Fire Safety Strategy**

This Fire Safety Management System is provided by CDH Risk Management Ltd. to assist Gresham Primary School meet the current fire legislation requirements of the Regulatory Reform (Fire Safety) Order 2005. Other legislation may apply and is not limited to:

- Department for Communities and Local Government (2006) 'Fire Safety Risk Assessment – Educational Premises'
- DfE (2015) 'Supporting Pupils at School with Medical Conditions'
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999 (as amended).

The overarching objective of UK fire safety legislation is to ensure that persons at risk from fire remain safe through the application of appropriate fire precautions, identified as necessary through the fire risk assessment process.

Although this may sound straightforward, implementation can require the application of suitable management arrangements. Government guidance notes that good management of fire safety "is essential to ensure that any fire safety matters that arise are always effectively addressed."

The British Standards Institution (BSI) published a specification for a fire safety management system. Based upon an international framework and the Plan-Do-Check-Act approach, this specification will enable the alignment and integration of fire safety management with other protective disciplines.

### **Legislative requirements**

Article 11 of the Regulatory Reform (Fire Safety) Order 2005 requires the responsible person to make and implement arrangements for planning, organising, controlling, monitoring and review of the preventative and protective measures required by the respective legislation.

These arrangements must be recorded where five or more persons are employed (whether in one location or spread over a number of locations) and will also relate to measures required by means of other legislative requirements, such as those for:

- the appointment of competent persons to assist (organisation and control)
- the need to review the fire risk assessment (monitoring).

Enforcement guidance to the Reform Order notes that the purpose of Article 11 is to "require effective management control of the fire safety arrangements in the premises" and must be "appropriate, having regard to the size of (an) undertaking and the nature of its activities".

The Chief Fire Officers Association guidance document on the application of the Reform Order states that "the important aspect of this article is that fire safety is managed and that the elements of the arrangements are being addressed." It also states that a basic requirement of the article is that "management can be seen to take an active role in promoting fire safety within the daily working routines of the business."

## **Management functions**

Best practice in the form of BS 9999: Code of Practice for Fire Safety in the Design, Management and Use of Buildings recognises the importance of nominating an individual to have overall responsibility for fire safety management. The British Standard notes that this person should have the necessary authority, powers of sanction and resources to enable them to undertake their functions. Who fulfils this function will vary, dependent upon the size, complexity and fire risk profile of the premises that the appointment is being made for?

However, it is recognised that in some organisations, responsibility for fire safety management may be split between various functions. To avoid any conflicts and confusion, the fire safety management structure should ensure clear demarcation of roles, responsibilities, authorities, accountabilities and resource allocation.

BS 9999 provides a comprehensive list of proposed responsibilities of the fire safety manager that encompasses the entire life cycle of the building. These include:

- developing and implementing a fire strategy appropriate for the particular risk,
- training of staff and maintaining training records,
- inspection, maintenance and testing of potential hazards,
- routine maintenance and testing of fire safety equipment.

In addition to proposed responsibilities, BS 9999 refers to “management levels” for fire safety, based upon different combinations of fire growth rate and occupancy risk profile.

The nominated person responsible for fire safety must consider a number of factors including:

- planning for changes in risk profile of the premise during its lifecycle,
- resources and authority so as to ensure legislative requirements are met,
- staffing level and training for example to manage fire evacuation,
- work control (e.g. repairs to structure) through the use of permit schemes,
- maintenance and testing of fire safety systems,
- contingency planning to prepare and respond to a range of unwanted events.

## **Management system**

PAS 7: Fire Risk Management Systems — Specification, was designed to “enable organisations to implement a clear, formally documented system to reduce their fire risk”.

It set out a framework to enable an organisation to formalise a fire risk management system, demonstrate compliance more holistically and take a more strategic approach to managing the risks posed by the threat of fire.

The specification utilises the Plan-Do-Act-Check model which an iterative four-step management method used for the control and continuous improvement of processes and products. The four steps are described as follows.

- Plan: establish the objectives and processes necessary to deliver results in accordance with the organisation’s fire policy.
- Do: implement the processes.

- Check: monitor and measure processes against fire policy, strategic objectives, legal and other requirements, and report the results.
- Act: take actions to improve fire risk management performance continually.

One key aspect is for the organisation to define, document, implement and maintain procedures to determine the legal and other requirements relating to its activities, products and services that are relevant to the scope of the Fire Risk Management System. By doing so, the requirements of Article 11 and other Articles in the Reform Order can be considered and met.

The specification also refers to roles and responsibilities and states that “the organisation shall document the managerial structure and delegate roles and responsibilities throughout the organisation’s fire risk management strategy”.

It further notes that “for the management of fire safety to be effective, the fire safety manager(s) should have sufficient authority and resources to maintain and implement the Fire Risk Management System,” thereby reflecting the approach taken in BS 9999.

The Headteacher, 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, so 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.

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 Safety Policy is implemented by all members of staff across the school.
- Employ or designate a Fire Safety Manager to be responsible for the day-to-day implementation of the Fire Safety 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 Safety Policy.
- Work with the Fire Safety Manager to review and update this policy accordingly, every year.
- Identify risks relating to possible accidents and injuries and make reasonable adjustments and suggestions to prevent them occurring.

## **Responsibilities of Fire Safety Manager**

The Fire Safety Manager 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 Safety 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 Safety 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 Manager 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 Manager 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 Manager 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 Safety 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 Manager 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.

### **Visitors**

Visitors will:

- Ensure they sign in on arrival and sign out when they leave site.
- Be aware of the school's evacuation procedure and fire assembly points.
- Inform a member of staff if they require additional assistance whilst onsite.
- Respond to the instructions given by staff members in an emergency.
- Report any defects in equipment or facilities a member of staff.
- Discuss any concerns regarding fire safety with the Headteacher or School Office Manager

### **Fire Safety Arrangements**

The School has a number of planned and co-ordinated arrangements designed to reduce the risk of fire and to ensure the safety of people if there is a fire.

## **Risk Assessments**

The School Office Manager, in co-operation with the Headteacher, has responsibility for ensuring all fire related hazards are identified and risk assessments are completed for all areas of the school in accordance with legislation.

A full Fire Safety Risk Assessment must be carried out at least every three years or when a change of conditions occurs. The risk assessment is reviewed annually by a competent person. The outcomes from the Fire Risk Assessment will be communicated to the Headteacher and relevant staff and visitors and a record will be kept of how issues have been addressed.

Termly a dynamic 'room' risk assessments are completed on classrooms and common areas.

## **Fire Hazards & Preventative Measures**

Fire hazards are identified as part of the risk assessment process and preventative measures are put in place to mitigate and control risks, such as:

- Fire hazards, such as hot surfaces, naked flames, electrical equipment and flammable liquids, are identified by the Fire safety Manager and measures are put in place to ensure these risks are mitigated and controlled.
- Hot surfaces, such as electrical heaters, are kept uncovered and clear at all time.
- Radiant or gas heaters are not used. The school is heated by central heating systems and fixed convector heaters only.
- Lighters, matches and other sources of ignition are kept in a locked away from pupils and can only be accessed by authorised staff.
- Pupils will not be allowed to carry out processes involving heat, such as soldering and using Bunsen burners.
- All flammable materials, such as paper, cardboard and solvents are securely disposed of.
- Inside waste bins and recycling boxes are emptied daily. Outside bins are kept as far away from the school building as possible and are emptied regularly.
- Stocks of flammable liquids, materials and gases are kept to a minimum and are kept locked in secure cupboards, away from pupils.
- Highly flammable materials, such as petrol or gas canisters are kept secure cabinet (ant flammable) in the caretakers shed.
- Electrical equipment is reviewed in accordance with the school's Health & Safety Policy, and steps are taken, e.g. regular checks as part of classroom risk assessments, to ensure equipment is maintained to a high standard and is PAT tested.
- All curtains, upholstered furniture and other soft furnishings are fire retardant, or have been treated to ensure their safety.
- Relevant risk assessments are undertaken before using certain equipment.

## **Fire Safety Systems, Equipment & Checks**

The following arrangements are in place to minimise the risk of fire on the premises:

- Fire safety systems are in place and are in working order. The fire alarm is tested six monthly by a competent contractor.
- Detection equipment, smoke and heat detectors provided to the school are tested by a competent contractor.
- The Caretaker unlocks fire doors daily, ensures they are not blocked and checks that the fire alarm panel is operational.
- Any fault on the fire system is reported to the contractor immediately for rectification.
- Alternative fire safety measures, such as fire wardens with walkie talkies and the school bell used to raise the alarm, will be put in place should the fire alarm system be out of action. In extreme cases, the Headteacher may take the decision to close the school.
- Fire protection equipment is available and easily accessible all around the school.
- Fire blankets are available in the school kitchens and staffroom.
- Break glass points are numbered, and a different point is tested weekly by the Caretaker. Tests are recorded in the Fire Log Book.
- The Caretaker completes regular visual inspections of the School's fire extinguishers to ensure they are correctly sited and in good order and records the outcome.
- The Caretaker completes regular inspections of the fire doors to ensure they are in good working order and shut correctly. Defects are rectified as soon as possible.
- Emergency lighting is installed; in the event that normal lights fail during a fire these emergency lights will illuminate exit routes and help people escape if visibility is poor.
- The Caretaker completes switch tests of the emergency lighting on a monthly basis and records the outcome. A competent contractor fully annually tests the emergency lighting system.
- A competent contractor annually services fire extinguishers and fire blankets.
- Fire signs must comply with current legislation.
- Multiple fire exits are in place to ensure all staff members, pupils and visitors can escape the school. These are marked on a plan at Appendix 1.
- All escape routes and fire exits must be kept clear from any obstruction at all times.
- Fire doors must remain closed at all times.
- Registers, staff signing in list and the visitors' book are taken to the assembly point by a member of the office staff in order for a roll call to be carried out.
- Fire Wardens "sweep" the building in the event of a fire or alarm to ensure it is empty and that doors are closed.
- Only staff who have had proper training and are confident to operate a fire extinguisher should try to extinguish a small fire, but they must not put themselves in personal danger by doing so.

## **Personal Emergency Evacuation Plans (PEEP)**

A Personal Emergency Evacuation Plan (PEEP) is completed for all pupils or staff requiring assistance to evacuate the School. Measures such as a downstairs

classroom for a person with mobility issues will be implemented. Staff working with the individual will be made aware of the PEEP.

A generic GEEP has been completed for visitors to the school who have additional needs or require assistance:

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### **EVACUATION PROCEDURES**

In the event that a fire breaks out, the school has put in place procedures to ensure all risk is minimised and the premises can be evacuated quickly. The Fire Evacuation Plan Emergency & Business Continuity Plan contains detailed procedures for managing evacuations.

### **STAFF TRAINING & EVACUATION DRILLS**

All staff, contractors and visitors are made aware of the School's fire evacuation procedures including the whereabouts of the fire assembly point. Mandatory fire safety training is given to all staff as part of induction and refresher training is completed annually. The Fire safety Manager will undergo training from fire safety professionals, to ensure they are capable of carrying out their role. All training is recorded.

Fire drills are carried out at least once per term, the outcome of which will be recorded in the Fire Log Book and recommendations will be communicated to staff.

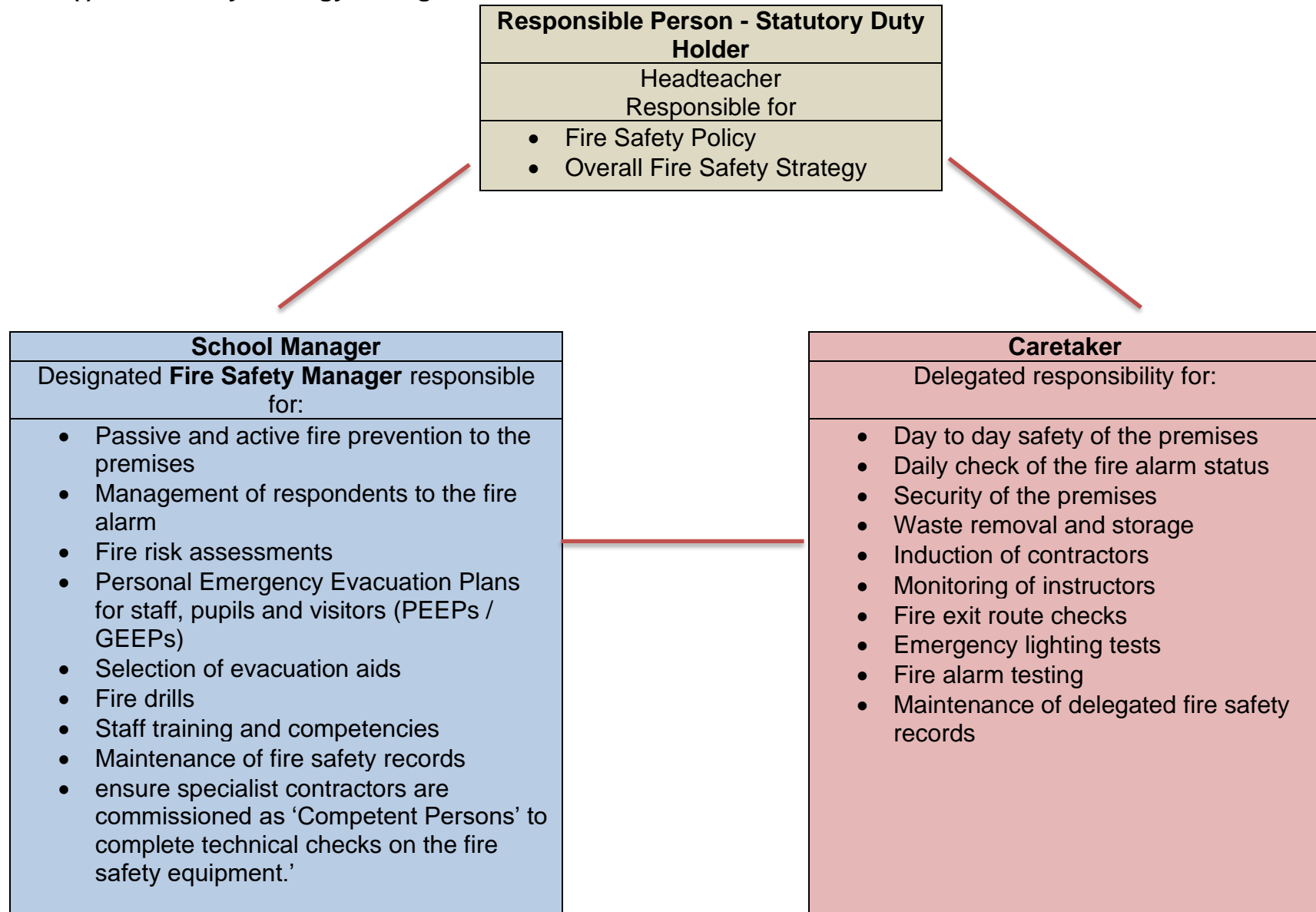
### **Data Protection**

Gresham Primary School will collect and process all personal data and sensitive personal data in accordance with the legal obligations as set out in the General Data Protection Regulations 2018. Please see the school's GDPR Data Protection Policy for further information.

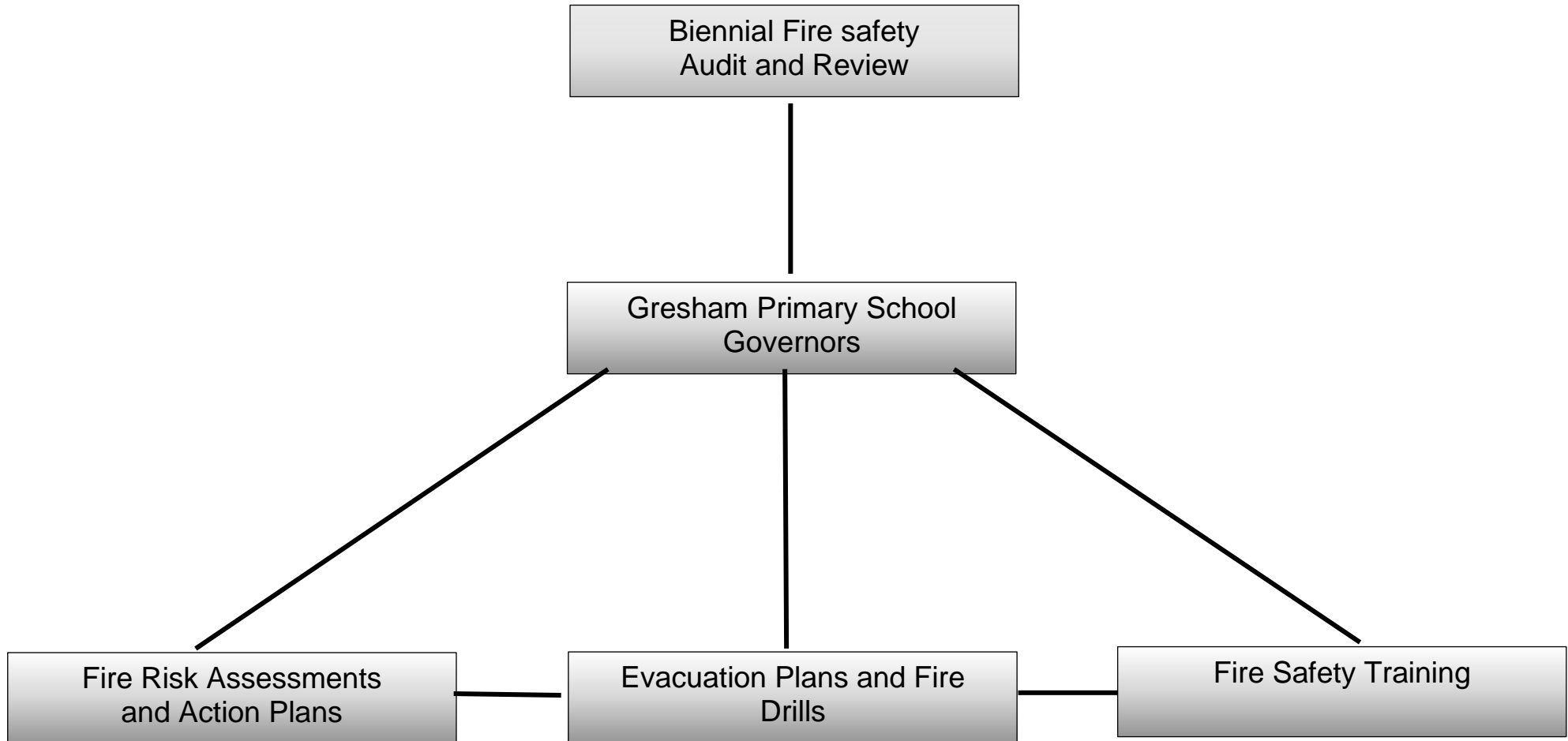
### **Monitoring And Review**

The strategy will be reviewed every 2 years by the Headteacher and the School Office Manager. All updates to the Fire Safety Policy, Fire Safety Strategy and other relevant school documents, such as risk assessments and procedures, will be communicated to all staff members.

## Appendix B (i) - Fire Safety Strategy Management



## Fire Safety Arrangements



Next review April 2027

# Fire Safety Management System

Senior Management Team

Act

