



GREAT WALSTEAD

SCHOOL

Fire Safety Policy



Statement of Intent

The School is committed to providing for the health, safety and welfare of all of its employees, pupils and any other persons who work on, visit, use its premises, or may be affected by its activities or services. The School seeks to identify the risks associated with its environment and activities, putting in place controls which so far as are reasonably practicable protect people from harm.

The School recognises fire as a significant hazard and takes the management of the risks seriously. For that reason this Fire Safety Policy has been formulated in order to put in place and monitor the procedures to preserve life, minimise building damage, and assist demonstrate its commitment to compliance with its legal obligations under the Fire Regulatory Reform (Fire Safety) Order [2005].

Scope

This policy is relevant to all employees, and any other persons who use the School's premises.

Aims & Objectives

The aim of this policy is to establish the framework that demonstrates compliance with our obligations under the Regulatory Reform (Fire Safety) Order [2005].

The objectives are to implement and maintain the procedures that:

- Reduce the risk of an outbreak of fire
- Reduce the risk of the spread of fire
- Provide and maintain a means of escape
- Demonstrate active preventative action
- Accurately record the active management in respect of fire safety

Arrangements

To achieve the above Policy Aims, Great Walstead School will provide and maintain:

- A nominated “Responsible Person”
- An organisational structure with clear roles and responsibilities with regards to Fire Safety
- Suitable organisational arrangements for:
 - Risk Assessments, identifying fire hazards and the controls to manage those risks
 - The provision, testing and maintenance of fire detection, fire fighting and emergency lighting equipment.
 - Reviewing, updating and testing the School’s Emergency Evacuation procedures.
 - Maintaining documents and records
- Providing Information, Instruction and Training to School users relevant to their responsibilities in relation to fire safety.

Monitoring & Review

This Policy will be reviewed every two years.

The Estates Manager will be responsible for submitting the review and suggested amendments to the Health & Safety Committee.

The Estates Manager, Responsible Person, the Health & Safety Committee or the Governing Body may initiate a review at any time before the review date, where a material change has occurred externally, internally or an event has questioned the validity of the existing arrangements.

Non-compliance

All employees have legal duties under Sections 7 and 8 of the Health & Safety at Work Act [1974] and Regulation 14 of the Management of Health & Safety at Work Regulations 1999, to take reasonable care their own and others’, health and safety at work. They **MUST** cooperate fully with health and safety policies and procedures, must report defects, and must not interfere with, or misuse any safety equipment provided.

Any breach of these legal duties will be investigated by the school as a disciplinary matter, using the established procedure in operation at the time. Full details of the disciplinary procedure are in the Staff Employment Handbook.

Employees should also be mindful that in exceptional circumstances they could be held criminally liable.

Related Legislation and Documentation

Legislation

The Regulatory Reform (Fire Safety) Order [2005]

The Health & Safety at Work Act [1974]

The Management of Health and Safety at Work Regulations 1999

Internal Policies

Health & Safety Policy

Equality Policy

Access Policy

Internal Procedures/Documents

Fire Safety - Emergency Evacuation Plan

Fire Safety – Risk Assessment

Health & Safety Induction for new employees

Personal Emergency Evacuation Plans (PEEP's)