

FIRE SAFETY POLICY

NAME OF PREMISES:

Woden Primary School

ADDRESS:

**Springfield Road,
Wolverhampton WV10 0LH**

Policy Date: 19th April 2022
This Policy will be reviewed annually

POLICY - STATEMENT OF INTENT

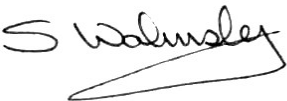
It is the policy of Woden Primary School (WPS) to protect all persons from the hazards associated with a fire by ensuring we have safe premises and safe systems of work, as far as is reasonably practicable. We will operate in accordance with statutory legislation, applicable British Standards and Approved Codes of Practice.

Specifically, we will:

- Arrange for the regular review of the Fire Risk Assessment and record any 'Significant Findings'.
- Formulate a 'Remedial Action Plan' with realistic timescales to address any deficiencies identified.
- Provide appropriate information, instruction, training and supervision to all relevant persons with regards to fire safety.
- Ensure adequate fire action procedures are prepared and displayed in a prominent position within our premises.
- Carry out regular fire drills to ensure the adequacy of our arrangements. Provide and maintain all fire safety equipment, as deemed necessary through the risk assessment process.
- Ensure all other relevant equipment is adequately maintained to minimize the potential for fire.
- Maintain adequate fire safety records and ensure they are readily available for inspection by Enforcing Authorities.
- Review the Fire Risk Assessment whenever it is considered to be no longer valid and in any case at intervals not exceeding 12-months.
- Appoint and train competent persons within the organization (where necessary).
- Monitor the effectiveness of the above arrangements by carrying out periodic management checks.

Name: Sara Walmsley

Position: Head Teacher (Responsible Person)

Signed: 

Date: 19th April 2022

INTRODUCTION

This policy outlines the strategy regarding fire safety and details how WPS will comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005 and other relevant fire safety legislation, such as:

- The Health and Safety at Work Act 1974 etc. and,
- The Management of Health and Safety at Work Regulations 1992, as amended in 1999.

The aim of this policy is to identify those measures that will be taken to prevent a fire situation. It will also identify the measures that will be taken in the event of a fire occurring, including the detection and control of the fire and the safe evacuation of all persons on site.

THE RESPONSIBLE PERSON

The Responsible Person (identified above) is responsible for ensuring that the Fire Safety Policy Statement of Intent is implemented and that responsibilities are allocated, accepted and fulfilled at all levels. In doing so, the Responsible Person, as defined within the Regulatory Reform (Fire Safety) Order 2005, will ensure that WPS meets all its statutory obligations in relation to fire safety.

EXECUTIVE BUSINESS OFFICER

The Executive Business Officer will assume day-to-day responsibility for fire safety within WPS. The primary duties of the School Business Manager are:

- To monitor the efficiency of the Fire Safety Policy and arrangements, and revise and amend them as necessary.
- To ensure that all staff are adequately trained in relation to fire safety.
- To ensure that appropriate arrangements in relation to the safety and welfare of contractors and visitors on site.
- To organize regular fire evacuation exercises and ensure that corrective measures are taken, where appropriate.
- To organize and monitor the arrangements for the testing and maintenance of the fire safety systems in the building by external competent contractors and relevant employees, where appropriate.
- To ensure the investigation of any fire incident by a competent person, and the completion of any subsequent recommendations.
- To ensure that appropriate risk assessments are undertaken in relation to those persons who may require assistance in evacuating the premises in the event of fire due to mobility issues, pregnancy etc.

STAFF RESPONSABILITY

All WPS staff have a duty to ensure that they are familiar with, and understand, the content of the Fire Evacuation Policy and the associated Emergency Evacuation Plan.

Staff have a duty to report any problems or concerns relating to fire to a senior manager at the earliest opportunity so that corrective action may be taken.

Staff have a duty to take care of their own safety and that of others who may be affected by their work activities, under both health and safety and fire safety legislation.

DUTIES OF A FIRE MARSHAL

The duties of those staff who are allocated the role of fire marshal are as follows:

Check their designated area to ensure all rooms, including toilets, have been vacated and to close doors and windows as they exit the premises. Staff will not put themselves at unnecessary risk to do this.

Report to the Head Teacher, Business Manager or nominated Manager/Supervisor, as applicable, at the designated assembly point, that their area is cleared, or they believe persons to still be in the building. They should also report any rooms that have not been checked.

Prevent persons from re-entering the building until the Fire Service Incident Commander or Head Teacher has given permission

FIRE SAFETY FOLDER

A Fire Safety folder or file will be located and maintained on the premises. The following information will be recorded and available for inspection when required:

- A copy of the Fire Safety Policy
- A copy of the Fire Evacuation Procedure
- A copy of the latest fire risk assessment and associated action plan
- The Fire Log Book – detailing all in-house checks and evacuation exercises completed
- Detail of any fire related system maintenance undertaken by competent persons
- Details of any Personal Emergency Evacuation Plans, as appropriate.
- Details of any nominated Fire Marshals and their associated training records
- Details of any staff training completed

FIRE SAFETY CHECKS AND MAINTENANCE

The following checks and maintenance will be undertaken to ensure that the building and all its system remain fit for purpose and will perform as intended in the event of a fire. In house checks will normally be undertaken by the Site Manager; competent persons will be appointed to undertake all other tasks.

Daily Checks

Escape Routes:

- Can all the fire exits be opened immediately and easily?
- Are fire doors clear of obstructions?
- Are escape routes clear?

Fire Warning Systems:

- Is the indicator panel showing 'normal'?

Escape Lighting:

- Are luminaries and exit signs in good condition and undamaged?
- Are charging indicators (if fitted) visible?
- Is emergency lighting and sign lighting working correctly?

Firefighting equipment:

- Are all fire extinguishers in place?
- Are fire extinguishers clearly visible?
- Are vehicles blocking fire hydrants or access to them?

Weekly Checks

Escape Routes:

- Do all emergency fastening devices to fire exits (push bar and pads etc.) work correctly)?
- Are external routes clear and safe?

Fire Warning systems:

- Does testing a manual call point send a signal to the indicator panel?
- (Disconnect the link to the receiving centre or tell them you are doing a test)
- Did the alarm system work correctly when tested?
- Did staff and other people hear the fire alarm?
- Did any linked fire protection systems operate correctly? (e.g. magnetic door holder released)
- Do all visual alarms and/ or vibrating alarms and pagers (as applicable) work?
- Do voice alarm systems work correctly? Was the message understood?

Monthly Checks

Escape Routes:

- Do all electronic release mechanisms on escape doors work correctly i.e. 'failsafe' in the open position?
- Do all automatic opening doors on escape routes 'fail safe' in the open position?
- Are fire door seals and self-closing devices in good condition?
- Are external escape stairs and routes clear from obstruction safe?
- Do all internal self-closing fire doors work correctly?

Escape Lighting:

- Do all luminaires and exit signs function correctly when 'flick' tested?

Firefighting equipment:

- Is the pressure in 'stored pressure' fire extinguishers correct and are all extinguishers correctly located and undamaged?

Annual Checks

Escape Routes:

- Do all self-closing fire doors fit correctly?
- Is escape route compartmentation in good repair?

Escape Lighting:

- Do all luminaires operate on test for their full rated duration?
- Has the system been checked by a competent person?

Firefighting Equipment:

- Has all firefighting equipment been checked by a competent person?

Fire warning system:

- Has the fire warning system been inspected by a competent person?

Fire notices:

- Are all fire notices, both internal and external, in position and in good condition?

Services:

- Has the lightening protection system been inspected?
- Have electrical items been PAT tested?
- Have any gas systems and equipment been inspected?
- Has a fixed wiring test been completed within the past 5 years?
- Have all fire dampers been inspected within the past year?

EMERGENCY ACTION PLAN

Copies of the WPS's Emergency Action Plan are available at various locations throughout the premises. All members of staff should make themselves aware of the contents of the Emergency Action Plan.

The Head Teacher and Site Manager/Caretaker (or nominated Manager/Supervisor) will ensure that all Contractors and visitors are made aware of the Emergency Action Plan.

The Emergency Action Plan identifies actions to be taken in the event of a fire including how to raise the alarm, actions to be taken upon hearing the alarm, the location of emergency assembly points, responsibilities for confirming that the alarm has not been raised due to a false alarm and, in the event of a fire, calling the Fire Service and liaising with them on arrival.

The Emergency Action Plan(s) will take into consideration the different uses to which the School is put e.g. arrangements for 'After School Clubs' etc.

MISCELLANEOUS MEASURES

A Permit to Work system will be operated within WPS. It will be the responsibility of the Head Teacher and Business Manager (or nominated Manager/Supervisor) to ensure that a permit to work is in place prior to any hot work being carried out on our premises. Where contractors are performing hot work, the permit must be completed and signed by the manager and a copy given to the contractor.

WPS operates a no smoking policy that must be adhered to at all times. Failure to do so may result in disciplinary action being taken.

ARSON

The potential for arson has been considered as part of the Fire Risk Assessment process. All WPS staff should remain vigilant however and ensure that security measures within the building are implemented.

USE OF PREMISES

The Responsible Person will ensure that the School is always used in such a way that the means of escape in case of fire and associated fire safety arrangements are not compromised. In particular, the

Responsible Person will ensure that occupancy limits for the hall, as identified in the fire risk assessment, are adhered to.

MONITORING OF FIRE SAFETY ARRANGEMENTS

The Responsible Person will ensure that monitoring of the above fire safety arrangements will be undertaken on a termly basis. This check will involve a site 'walk around' in addition to a check of records to ensure all actions are being completed. In addition, a review of any PEEPs in place will be undertaken to ensure that they remain valid. Likewise, the Responsible Person will ensure that a fire evacuation exercise has been completed within the past 4 months.

AUDIT AND REVIEW OF FIRE SAFETY ARRANGEMENTS

The Responsible Person will ensure that an audit of the above fire safety arrangements will be undertaken on an annual basis.

This audit will also include a review of the fire risk assessment to ensure that it remains valid and has not been impacted by:

- Changes to the way the building is used
- Changes to the layout of the building or any alterations
- The introduction of new furniture, fittings or other combustible products/hazardous materials
- The failure of any equipment or systems provided in relation to fire safety
- Changes to the level of display material located around the building
- Changes to the number of people who occupy the building and/or their specific needs
- Significant findings arising from any fire incident, evacuation exercise or notice served by the Enforcing Authority.