



The Parkside School
Fire Safety Policy

Approved by:

STEPHEN HOBBS

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Signed:

**Next review due:
by:**

School Business Manager
Susan Gamble
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Contents

Introduction **3**

Responsibilities **3**

Fire plans and fire risk assessment **5**

Record, develop an action plan and review findings **5**

Fire precautionary procedures **6**

Evacuation plans **6**

Fire drills **6**

Reviewing evacuation plans **6**

Reference **6**

Introduction

Risks from fire must be managed so that injury to staff, pupils and visitors and damage to schools and school property is avoided.

This policy sets out the requirements for undertaking a fire risk assessment (FRA) and contains detailed guidance on fire risk controls including the maintenance of equipment and systems, staff training and evacuation drills. This policy is reviewed annually.

Responsibilities

Head Teacher

Head Teacher is ultimately responsible for fire safety management in school, in line with legal requirements, delegating duties to staff with Health and Safety and Site management responsibility. Where duties are delegated, the Head Teacher must ensure that:

- The Health and Safety Manager and Site Manager have the competency to undertake the role as outlined in this document.
- Required resources are made available, including time and available budget to implement identified control measures.
- Site Manager has access to appropriate competent advice where it is needed to assist (e.g. the Health and Safety Team, Site Team, Well-being Team, external experts).
- The actions for improvement identified in the fire risk assessment are implemented.
- Adequate fire records are being kept including fire instruction/training provided to staff and maintenance/inspection of fire safety equipment.
- Ensure that fire plans are updated where there are structural changes to the premises or other features that impact on the existing plan.
- Ensure that the fire risk assessment is reviewed as a result of physical and usage changes.

Health and Safety Manager and Site Manager

Where delegated the responsibility for Health and Safety Manager and Site Manager are responsible for:

- Attending required training.
- Carrying out the fire risk assessment using the fire plan, their knowledge of the building(s), obtaining input from other members of staff about their activities and to use the findings to develop and implement the required action plan.
- Reporting significant findings to the Head Teacher and ensuring the action plan is implemented.
- Developing an evacuation plan that takes into account personal emergency evacuation arrangements during planning.
- Ensuring that employees are trained in evacuation processes.
- Ensuring that fire related equipment is maintained and tested.
- Changes to activities or the building considers the impact on fire risk and management.

Teachers and other staff with evacuation responsibility

- Follow evacuation arrangements to ensure that all pupils and staff leave the premises safely.
- Communicate concerns identified as a result of evacuation to the Health and Safety Manager or Site Manager.
- Notify the Health and Safety Manager or Site Manager of any change that may impact on the fire risk assessment.
- Notify the Health and Safety Manager or Site Manager of any relevant information in relation to personal emergency evacuation planning.

