



MALTMAN'S GREEN
SCHOOL

Fire Risk Assessment Policy

This policy also applies to the EYFS

Related documents

Health and Safety Policy
Safeguarding and Child Protection Policy and Procedures
Fire Evacuation Procedure

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1 Introduction

Maltman's Green School is committed to high standards in health and safety and ensuring the provision of a healthy working environment is available to pupils, employees, contractors and persons who may visit the school, including all aspects of fire safety. We will strive to achieve comfortable working that is, as far as reasonably practicable, safe from the risk of fire.

The School recognises that following the introduction of the Regulatory Reform (Fire Safety) Order 2005 the Government has laid down guidance for fire safety in educational premises.

The School adopts a risk assessment approach to all fire safety matters by assessing hazards generally and where possible and creating systems to reduce or eradicate risks.

2 Responsibilities

The nominated 'responsible person' as required by the above legislation is the Headmistress, who has day to day responsibility for fire management and is responsible, to the Governors, for ensuring that the fire risk assessment policy is implemented.

The Bursar has been given the role of the Fire Safety Manager and is responsible for the implementation and coordination of all fire safety facilities. The Facilities Manager will deputise in their absence.

The Fire Safety Manager will ensure that all the legal and moral responsibilities regarding managing the risk of fire are adhered to and where practicable, prevent the possibility of all causes of fire by;

- Establishing and managing a fire risk assessment framework for all its premises and ensuring that the fire risk assessment is reviewed at regular intervals;
- Using competent persons to carry out the fire risk assessment for the full site and to advise on the management of fire safety issues;
- Implementing the protective and preventative measures identified in the risk assessment and advice from competent persons;
- Managing and maintaining all buildings and premises to adequately control the risk from fire;
- Maintaining adequate fire precautions with regard to ensuring:
 - adequate arrangements for giving warning in case of fire;
 - that sufficient and suitable exits are maintained within buildings;
 - adequate provision of means for fighting a small fire; and
 - that all staff receive suitable training, commensurate with their role and the duties they may be required to perform during a fire.
- Consulting with employees on relevant risk reduction measures that are necessary;
- Liaising with employees to reduce the risk from fire as far as reasonably practicable;
- Developing roles and responsibilities to cover all aspects of fire safety and ensure that everyone understands their roles and responsibilities;
- Developing an emergency evacuation plan for all our properties and personal emergency evacuation plans (PEEP) for all special needs persons who are employed or taught at our premises;
- Making adequate provision for the control of fire in work processes, including the control of hot working;
- Ensuring records are maintained in relation to fire safety procedures to include records of staff fire safety training, fire instructions, building signage, fire drills, fire precautions tests, and maintenance records and certificates.

3 Management System for Fire Safety

The process of fire risk assessment is used to manage the ongoing fire risk in the premises which records:

1. The significant findings: and
2. Any group of persons identified by it as being especially at risk.

School arrangements for planning, organising, controlling, monitoring and reviewing the fire risk assessment processes are as follows.

Planning

Reference will be made within the main School Health and Safety Policy to the Fire Evacuation Procedures document which will also incorporate arson control and management of chemicals on site.

Health and Safety is steered by the Health & Safety Committee, which is chaired by the Facilities Manager.

Fire risk assessments will be carried out by the school's appointed external competent contractor, and these will be reviewed regularly or at least on an annual basis.

Staff will receive appropriate fire training relevant to their job role on induction and at regular intervals on INSET days.

All significant findings identified within the fire risk assessment will be addressed in accordance with the action plan detailed in the risk assessment reports.

The Facilities Manager will ensure the following:

- Fire alarms, emergency lighting and portable fire extinguishers are serviced in accordance with the current British Standards, 5839, 5266 and 5306 respectively.
- Fire Drills are undertaken on a termly basis for the full site with the results being entered into the fire safety logbooks.
- Fire logbooks for the site are kept up to date and will be made available for use as an audit trail and if the Fire Service should visit the premises.
- Fire escape routes, exit doors and corridors etc. are checked regularly and properly, are signposted, highlighted, maintained free from obstructions, and are available for use at all times.

Organisation

The Headmistress and Governors are responsible for:

- Identifying the risks and reviewing the risk assessment action plan;
- Training a number of staff as Fire Marshals and delegating specific responsibilities to each in the event of an evacuation;
- Reducing or removing any risk where practicable.

Control

The school will carry out termly fire drills, and staff training with documentation being kept in the fire logbooks. The fire logbook is kept in the school office and is the responsibility of the Facilities Manager. The Facilities Manager carries out a regular schedule of maintenance and testing of all passive fire safety measures i.e. fire alarms, portable fire extinguishers, emergency lighting, signage etc.

Monitoring

The HR Manager will hold training records. The Bursar will audit fire documentation and risk assessments annually. They will also monitor all action plans.

Review

The Fire Risk Assessment will be renewed on an annual basis or more regularly in the event of significant changes.