ST EDWARD'S CATHOLIC PRIMARY SCHOOL

Fire Safety Policy

Head Teacher: Mrs S Wakefield

School Mission Statement

Achieve in God's Love.
St Edward's is at the heart of a community rooted in its core values. Our children, by their actions, grow in the image of God

Written: Dec 2018
Review: Dec 2020
Fire Safety Policy

Governors

- **Scope/Statement of intent**
  - To meet our legal obligations under the Regulatory Reform (Fire Safety) Order 2005 (the Fire Safety Order).
  - To ensure the fire safety of people in and around St. Edward’s School; the protection of property and the environment and to minimise disruption in case of fire.

- **General intentions**
  - Commitment to achieve high standards of fire safety for service users, employees and the public.
  - Providing an effective fire prevention strategy.
  - Exercise good management of fire safety to ensure that fires are unlikely to occur, but if they do occur:
    - They are likely to be controlled or contained quickly, effectively and safely and that:
    - Everyone in the premises is able to escape to a place of safety easily and quickly.

- **Criteria and principles upon which actions are based**
  - Fire safety is a management responsibility.
  - Named ‘Responsible Person/s’ for fire safety to be identified throughout the organisational structure; to be responsible for the fire safety of all employees and premises under their direct control.
  - Managers identified as the key resource to ensure day to day fire safety, having delegated responsibility for fire safety arrangements.
  - Promote employee involvement and commitment at all levels.

- **Objectives** (see overleaf for levels of responsibility)

  **Senior Managers:**
  Senior Managers operate effective fire safety management systems to ensure the effective planning, organisation, control, monitoring and review of the preventive and protective fire safety measures:
  - To complete a fire risk assessment which identifies the hazards and risks within the premises and any remedial actions that are required.
  - Fire risk assessment will be reviewed periodically in line with the risk assessment.
  - The school has efficient and effective fire safety arrangements to put into effect the general fire precautions necessary as identified by the fire risk assessment.

  **Senior Management Team Duties**

  The Headteacher will oversee fire safety for the school and nominate ‘responsible person/s’ if appropriate. Responsibilities to include:
  - Operation of an effective fire safety management system.
  - The appointment of one or more competent persons to assist in fire safety duties as appropriate to the service.
• Consultation with employees or representatives about appointment of competent persons, the nomination of people to carry out particular roles and the arrangements for fire safety.
• Oversee a programme of fire risk assessment for the school premises.
• Ensure managers with fire safety duties are competent and have sufficient authority and appropriate resources.
• Ensure a fire risk assessment is completed under the requirements of the Regulatory Reform (Fire Safety) Order 2005.

Based on the fire risk assessment, the building manager will maintain and operate an appropriate fire safety system. This will include:
• Management arrangements for controlling fire safety.
• Fire prevention measures (storage of dangerous substances; electrical safety etc).
• Safety procedures (instruction and training; ensuring means of escape available etc).
• Fire precautions (plans, systems and equipment availability and checks).
• Procedures for the identification of people who have special needs, including those with a disability, for their safe evacuation in case of fire.

Employee Duties

• All employees have a duty to co-operate with all the measures in place to ensure fire safety and must not do anything that will place themselves or other people at risk.
• All Employees have a duty to draw to the attention of management any shortcomings in fire safety arrangements.

Fire Safety Policy will be reviewed annually.

References:
1. The Regulatory Reform (Fire Safety) Order 2005
2. HM Government Guide: Fire safety risk assessment (Offices and shops)
3. Successful health and safety management (HSG65)