



**STUDIO
SCHOOL**
ISLE OF WIGHT

Fire Risk Management policy: IOWSS P3.2

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Adopted by Governing Body:

To be reviewed:

Policy Links:

- Health and Safety policy
- Supporting students at school with medical conditions policy

1. Objectives

The objectives of this policy are:

- To ensure that staff, students, parents, Governors, contractors and visitors on the school premises are safeguarded from injury or death in the event of fire.
- To have arrangements in place for systems and procedures to minimise the risk of fire starting and fire spreading.
- To reduce the potential for fire to disrupt school business, damage premises or harm the environment.
- To ensure the school complies with relevant fire legislation and standards

2. Responsibilities

The School Governors are ultimately responsible for ensuring that the school complies with all statutory fire safety requirements. They delegate the day to day management of this to the Headteacher.

The Headteacher is responsible for:

- ensuring that an up-to-date fire risk assessment is in place for the school buildings;
- the installation and maintenance of fire detection and warning systems;
- fire fighting equipment; emergency signage and lighting;
- periodic fire evacuation drills;
- adequate means of escape from buildings;
- ensuring means of access for emergency services is provided at all school buildings in the event of fire

The Headteacher has day-to-day responsibility for

- the fire protection and fire response arrangements in the school
- ensuring that fire evacuation drills are carried out
- ensuring that fire issues are included in workplace inspections and risk assessments carried out in the school
- making their staff and students aware of fire hazards and local emergency procedures
- delegating sufficient staff to carry out Fire Warden functions
- consulting with the Governing Body on major changes to use of space or work which may compromise the fire integrity of buildings.

The School Office manager must ensure that the requirements of relevant fire legislation and standards are considered early in the planning and design stages of any work and that the proposed building or modification work meets those requirements. They must also monitor that Contractors minimise fire and explosion risks of their work on school premises by following safe working procedures and any particular precautions and procedures required due to the nature or location of the work being undertaken.

Disabled students and staff are responsible for informing the Headteacher of a disability which may affect their ability to evacuate a building in the event of an emergency.

The School Office manager in consultation with the relevant Health and Safety personnel in the LA is responsible for compiling Personal Emergency Evacuation Plans (PEEPs) for students and staff with relevant disabilities. The Headteacher must ensure that the staff are aware of all disabled students in the school and is provided with a copy of each of their PEEP

Staff are responsible on hearing the fire alarm, for ensuring that all students and visitors leave the room immediately and proceed to the designated Assembly Point. Staff should report to the Headteacher/SLT at the Assembly Point and report that the room has been cleared

Staff are responsible, on hearing the fire alarm, for checking all accessible rooms in their designated area(s) and reporting their findings to the Headteacher/SLT at the designated Assembly Point

The Headteacher is responsible for taking charge at the Fire Assembly Point, receiving reports from staff and others, noting any missing people by staff undertaking a roll call using the school registers and reporting these to Fire Brigade Officers

The Headteacher is responsible for establishing control and communications at the Assembly Point; gathering information; liaising with the emergency services

All staff, students and visitors must take care not to put themselves or others at risk, to follow instructions and to report any faults or shortcomings in fire safety arrangements. Everyone has a duty not to damage or deliberately misuse any equipment provided for fire safety

3. Arrangements

Fire Risk Assessment of Buildings

- The School Office manager arranges for fire risk assessments to be carried out on each building.
- Emergency plans for the school buildings are drawn up by the School Office manager taking account of the findings of the fire risk assessments and seeking advice from the LA Health and Safety Officer as necessary. Copies of these plans are held in the school office
- Fire risk assessments and emergency plans are reviewed at least annually and updated as necessary.

Fire Detection & Alarm Installations and Fire Fighting Equipment

- Arrangements for the maintenance, inspection, examination and testing of fire fighting fire detection & alarm installations and fire-fighting equipment are made by the LA
- Visual checks on fire fighting equipment are carried out during the weekly inspections by the Office manager or designated person.

Training and Instruction

- New staff and student induction training for action in the event of a fire is given
- Staff training is organised by the Headteacher
- Staff are trained in the use of fire extinguishers.
- Appropriate information on fire hazards, precautions and emergency arrangements is provided by the City College Health and Safety Officer to Contractors, visitors and relevant organisations
- Information on fire evacuation procedures is given to students by teachers
- Fire escape route and fire exit signage and fire action notices are displayed at appropriate locations in all buildings

Monitoring by Inspections

- The City College Health and Safety Officer carries out workplace inspections three times annually in all their areas and include fire issues in these inspections
- It is the responsibility of catering contractors' management to carry out inspections of the kitchen and include fire issues in these inspections
- Required remedial actions are reported to the school office manager. A summary of actions is included in the Fire Risk Assessment

Monitoring by Fire Evacuation Drills

- The Headteacher arranges fire evacuation drills at least once per half term, and at different times of the day and week for relevant groups of staff and students
- Fire drill reports and recommendations are recorded in the Fire Drill record. The fire bell and fire alarms are tested weekly by the School Office manager or designated person

Emergency Evacuation

- Emergency evacuation procedures are in place for the school building.
- In the event of a fire alarm activation, everyone should leave the building immediately, go to the designated Assembly Point and remain there until the 'all clear' to return to the building is given by the Headteacher.
- Staff and students with disabilities which may affect their ability to evacuate a building in the event of an emergency should follow the evacuation procedures agreed in their Personal Emergency Evacuation Plan (PEEP)

Reporting Fire Incidents

- Fire incidents are reported to the Headteacher.
- Fire alarm activation logs for the school buildings are maintained by the school business manager.