

# BRIDGEWATER SCHOOL

WORSLEY, MANCHESTER

M28 2WQ

## WHOLE SCHOOL FIRE RISK POLICY

### INTRODUCTION

This policy has been written and implemented to help ensure that all persons on the school premises are safeguarded from injury or death in the event of fire. This policy must be read in conjunction with the school fire procedure.

### OVERVIEW

Arrangements are in place to minimise the risk of fire starting, to give early warning if a fire were to start, to minimise the spread of fire and smoke in the event of a fire, and to ensure safe and prompt evacuation to a place of safety in an emergency situation.

By implementing this policy the school ensures compliance with current fire legislation as set out in The Regulatory Reform (Fire Safety) Order 2005 and relevant standards. Compliance is assured by carrying out and acting upon fire risk assessments in accordance with the Fire Safety Risk Assessment Guide for Educational Premises.

### *Responsibilities*

**The Board of Governors** are responsible for ensuring that:

Resources are allocated to enable the school to comply with all statutory fire safety requirements. They delegate the day to day management of fire safety to the Head and the Senior Leadership Team (SLT).

**The Head** is responsible for ensuring that:

The school complies with all statutory regulatory requirements. Much of the day to day management of fire safety is delegated to the Bursar.

Fire drills are conducted termly and feedback given to staff and pupils immediately after the event.

Staff are trained on fire prevention measures and receive additional training if considered appropriate to their role (e.g. fire extinguisher training).

The Bursar is responsible for:

Ensuring that non-teaching staff receive training appropriate to their role.

Ensuring that an up to date, suitable and sufficient, fire risk assessment has been carried out and is available for inspection;

Ensuring that suitable fire detection systems are installed and maintained in accordance with current guidelines;

Ensuring that there is suitable and sufficient equipment available for fighting fires

Ensuring that fire protection measures within the building meet the required standards and are not breached.

Ensuring that fire protection measures (e.g. fire blankets and doors) are checked regularly, especially after maintenance or refurbishment work.

Ensuring that emergency signage and lighting is adequate, maintained and checked in accordance with current guidance.

Ensuring that all fire escapes and fire escape routes are kept unlocked and free from obstruction.

*Many of the above actions may be delegated to the Site Manager*

**Parents of disabled students and staff** are responsible for informing the Head of a disability which may affect their ability to evacuate a building in the event of an emergency. This will include hearing impairments which could prevent someone from responding to an audible alarm.

**Staff are** responsible on hearing the fire alarm:

For ensuring that all pupils leave the room immediately via the safest route and proceed to the designated Assembly area.

For checking against a register the class for whom they have responsibility at the time of any emergency evacuation.

**All staff, pupils, visitors and contractors** 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.

**Persons hiring the premises are expected to:**

Familiarise themselves with the nearest escape routes

Refrain from bringing anything onto the premises that increases the risk of fire

Evacuate the premises promptly on hearing the fire alarm or being directed to evacuate and carry out a roll call of persons under their control.

## Arrangements

### **Fire Risk Assessment of Buildings**

- The Bursar ensures that fire risk assessments are carried out and findings acted upon in a timely manner
- Emergency Evacuation Procedures are drawn up by the SLT taking account of the findings of the fire risk assessments
- Fire risk assessments and emergency plans are reviewed at least every two years.

### **Fire Detection systems**

- The Site Manager makes arrangements for each fire detection system to be checked weekly using a different call point each week.
- The Site Manager arranges for systems to be tested and maintained on a bi-annual basis
- The Site Manager ensures that suitable records are kept

### **Fire Fighting Equipment**

- Arrangements for the annual maintenance, inspection, examination and testing of fire-fighting equipment are made by the Site Manager
- The Site Manager ensures that suitable records are kept

### **Training and Instruction**

- Identified staff are offered training in the use of fire extinguishers
- Appropriate information on fire hazards and emergency arrangements is provided to all visitors including contractors on first arrival
- Fire escape route and fire exit signage and fire action notices are displayed at appropriate locations in all buildings

### **Monitoring Fire Evacuation Drills**

- The Bursar arranges fire evacuation drills at least once per term, and at different times of the day and week for relevant groups of staff and pupils.
- Fire drill findings and recommendations are recorded on the Fire Evacuation Slip.

### **Emergency Evacuation**

- Emergency evacuation procedures are in place for the school building
- In the event of fire alarm activation, everyone should leave the building immediately, go to the designated Assembly area and remain there until the 'all clear' to return to the building is given.

### **Reporting Fire Incidents**

- Fire incidents are reported to the Head and the Bursar

**Reviewed by the Headmistress and Senior Management Team – September 2021**