

FIRE SAFETY POLICY

Section 1: Policy Statement

Philosophy

The safety of the children, staff and visitors is of paramount importance to St Dominic's and will be given absolute attention by management, to reflect this. It is our aim that the work and education environment is as safe from fire as can reasonably be achieved and if a fire does occur, our staff are well trained in procedures for safe evacuation and mitigation of damage. (Refer to Fire Drill and evacuation procedure document)

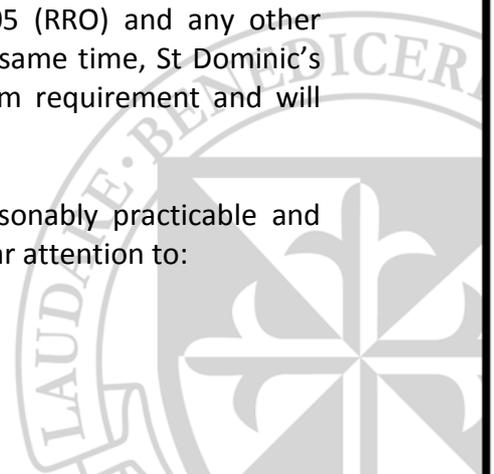
The Governors and Trustees of St. Dominic's Priory School recognise and accept its statutory responsibilities as an employer and as an owner of premises, as defined in the relevant fire safety legislation. It will take all steps reasonably practicable, to secure the safety of its pupils and employees from fire, together with that of other relevant persons, by taking general fire precautions and take reasonable care to make its premises safe.

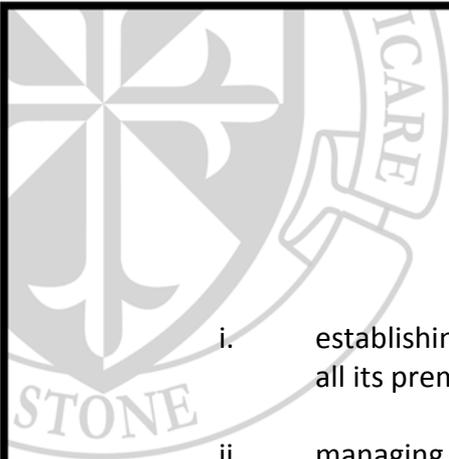
The Service also recognises and accepts a duty to prevent fire where reasonably practicable and to mitigate the effects of any outbreak of fire.

This policy document covers all properties owned and managed by St. Dominics Priory School, but excludes domestic residential properties situated within school grounds. The Trustees and Governors recognise the need to identify organisational arrangements in the school for implementing, monitoring and controlling health and safety matters. *Arrangements with regard to St. Dominic's Priory School are made with recognition that the School shares the site with the Convent and St. Mary's Home (to be read in conjunction with St Dominic's Convent Fire Risk assessment).*

St. Dominic's are committed to complying with all relevant fire safety legislation, in particular, the Regulatory Reform (Fire Safety) Order 2005 (RRO) and any other regulations set out with regard to school premises. At the same time, St Dominic's recognises that compliance with legislation is the minimum requirement and will therefore strive to improve upon the statutory minimum.

St. Dominic's Priory School will take steps which are reasonably practicable and within its power, to meet its responsibilities, paying particular attention to:



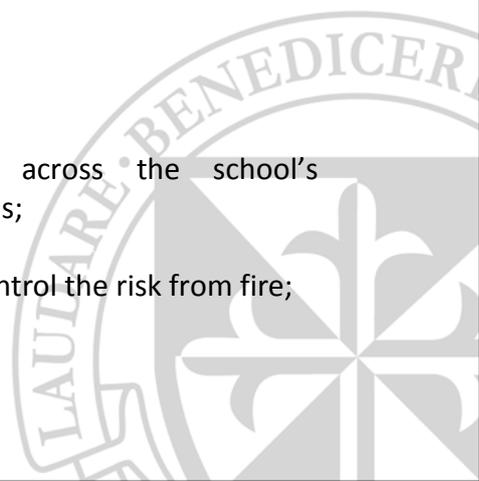


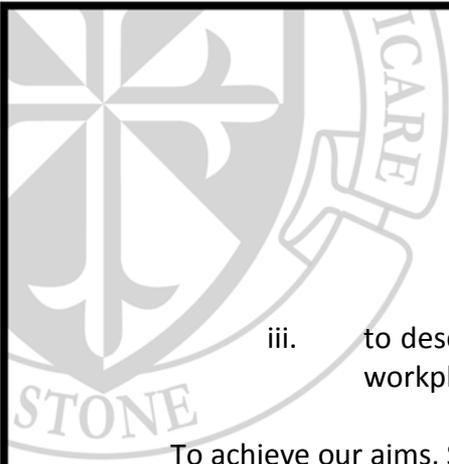
- i. establishing and managing a fire risk assessment framework, to apply to all its premises and workplaces; (refer to fire risk assessment document);
- ii. managing and maintaining its premises so as to adequately control the risk from fire;
- iii. maintaining adequate fire precaution, with reference to:
 - a. means of detection and giving warning of fire (**refer to fire alarm maintenance record sheet**)
 - b. provision of means of escape
 - c. means of fighting fire (**refer to fire extinguisher maintenance checks**)
**All records are kept and maintained by the Facilities Manager*
- iv. providing safe systems of work, based on risk assessment, to minimise the risk of fire;
- v. providing suitable and sufficient information, instruction and training at all levels, to secure competence in fire prevention and fire safety at work;
- vi. making adequate provision for the control of fire in work processes, including the control of hot working;
- vii. keeping suitable and sufficient records; (**the education (school premises) regulation 2012 refers) (held in Finance office);**
- viii. providing adequate monitoring and supervision of activities to ensure that standards of fire safety are met;
- ix. making adequate resources available to meet the requirements of this policy.

Policy Aims

The aims of this policy are:

- i. to establish and maintain consistency across the school's management of fire safety and fire precautions;
- ii. to set minimum standards of fire safety, to control the risk from fire;





- iii. to describe the school’s arrangements for managing fire safety in the workplace.

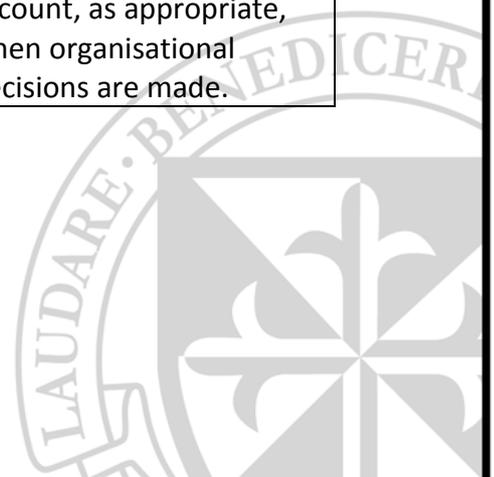
To achieve our aims, St. Dominic’s Priory School will implement a system involving:

- i. policies and procedures that are clear and safe; **(refer to fire drill & evacuation procedures doc);**
- ii. allocation of responsibilities; **(H & S officer or appointed responsible person: refer to the Health and Safety Policy – ‘Responsibility Table’);**
- iii. fire risk assessment; **(to be reviewed annually by Facilities Manager);**
- iv. communication of safe procedures to staff;
- v. establishment, operation and maintenance of effective monitoring and review systems;
- vi. provision of appropriate information.

This policy will be reviewed at intervals of not more than twelve months and any revision will be notified to relevant persons.

Section 2: Organisation

Role	To include	Responsibility
Fire safety Policy Makers	<ul style="list-style-type: none"> • Board of Governors and Trustees 	Overall responsibility for strategic implementation, enforcement, and regular review of this policy. Making sure that this policy is taken into account, as appropriate, when organisational decisions are made.

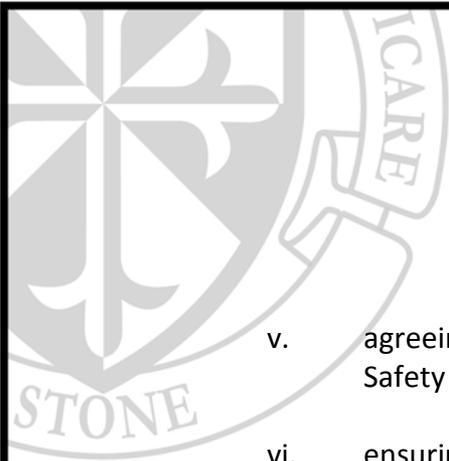




Fire safety Planners	<ul style="list-style-type: none">• Headteacher• Deputy Headteacher• Facilities Manager• All staff	Responsible for developing and maintaining policies/procedures to achieve stated objectives. Further, individual members of staff are responsible for putting in place management arrangements for the control of fire risk within their area of concern.
Health and Safety Implementers	<ul style="list-style-type: none">• Headteacher & Deputy Headteacher• Facilities Manager• All staff	Responsible for implementing policy and procedures. Making sure that fire risk assessments are carried out, and that workplace precautions developed in order to control the risks arising from fire are implemented.

Section 3: Responsibilities of Fire Safety Policy Makers

- 3.1 The Board of Governors and Trustees have overall responsibility for:
- i. strategic implementation, enforcement, and regular review of this policy. Making sure that this policy is taken into account, as appropriate, when organisational decisions are made;
 - ii. specifying a structure for fire safety planning, measuring performance, reviewing performance and monitoring this Policy;
 - iii. establishing strategies to implement policy and integrate these into general business activities;
 - iv. ensuring that responsibilities for managing fire safety are properly assigned, understood and implemented;

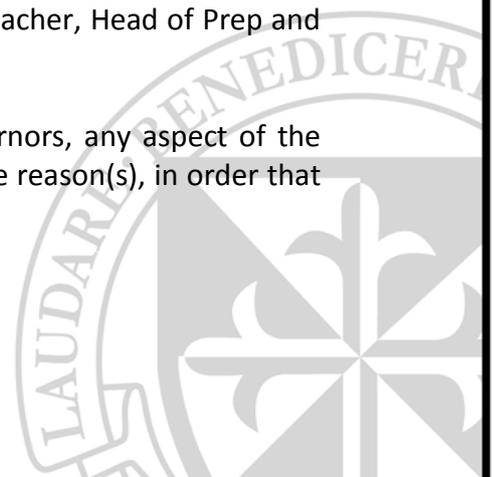


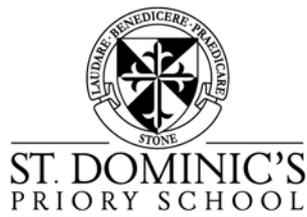
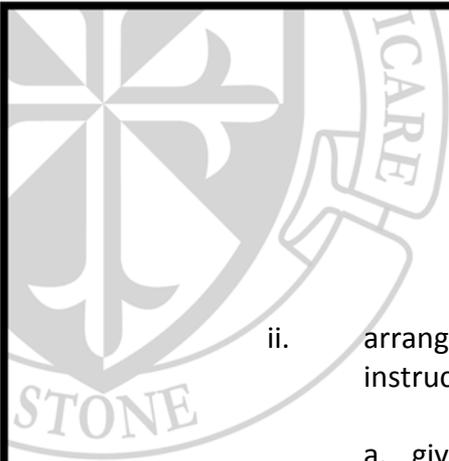
- v. agreeing plans for improvement and reviewing progress of the Fire Safety Policy;
- vi. ensuring that there is full consideration of the resource provision necessary across the service area, for the implementation of the Schools' Fire Safety Policy, and that there is sufficient information necessary for legal responsibilities to be carried out;
- vii. ensuring that this policy is strictly observed and monitored by way of consultation between employees and their representatives;
- viii. ensuring that the performance of the school in the field of fire safety management is monitored and taking whatever action may be required;
- ix. seeking advice from external consultants aware of relevant fire safety matters, as and when necessary; (eg Peninsula)
- x. receiving reports from the Facilities Manager as appropriate, and taking action as necessary;
- xi. ensuring that the Governing Body has sufficient numbers of competent persons designated to help facilitate the successful implementation of the policy.

Where a work activity presents a serious and imminent risk of injury to person(s) ensure that the work activity ceases until the risk is removed.

Section 4: Responsibilities of Fire Safety Policy Planners

- 4.1 The Headteacher, Facilities Manager, Deputy Headteacher, Head of Prep and the Nursery Manager will:
 - i. bring to the attention of the Board of Governors, any aspect of the policy that is not achievable together with the reason(s), in order that appropriate action can be determined;



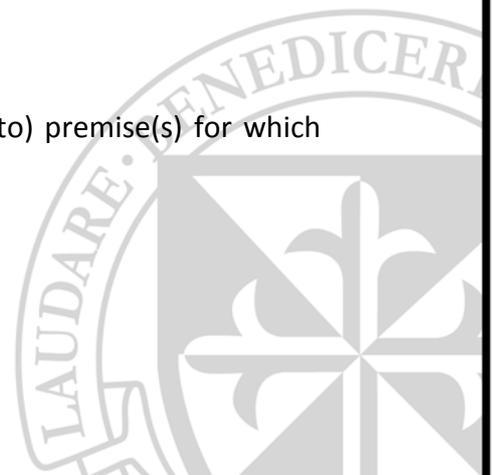


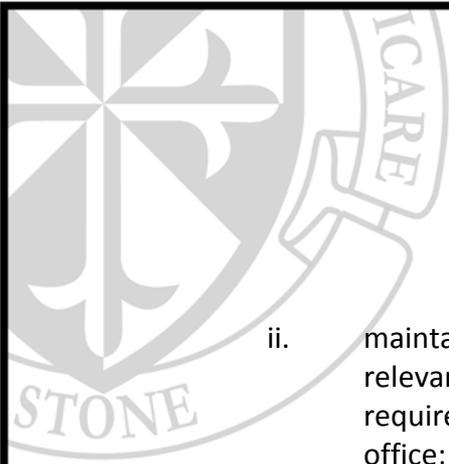
- ii. arrange for employees to be provided with adequate information, instruction and training that will be:
 - a. given at regular intervals and adapted to take account of any significant changes in the type of work carried out or methods of work used;
 - b. appropriate to their role, as identified by training needs analysis.
- iii. provide adequate resources from allocated budgets to meet their responsibilities under this policy.

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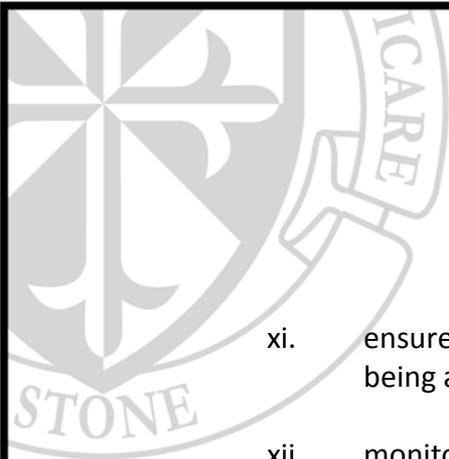
Section 5: Responsibilities of Fire Safety Policy Implementers

- 5.1 The Facilities Manager will be responsible for implementing this Fire Safety Policy and will adopt the role of the 'Responsible Person' for fire safety.
- 5.2 The Responsible Person will ensure that the Fire Risk Assessment is reviewed annually, or sooner if there are significant changes to the premises, occupancy or work practices, that could impact upon fire safety and the means of escape.
- 5.3 An action plan will be produced, arising from the significant findings of the Fire Risk Assessment. Reasonable target dates must be set, for completion of individual actions, together with acknowledgement of who is responsible for the completion of actions. Matters raised will be brought to the attention of the Governing Body through the Facilities Committee and other Committees as necessary.
- 5.4 The Responsible Person will:
 - i. manage (including fire safety arrangements to) premise(s) for which they have responsibility;





- ii. maintain their level of competency in fire safety matters by attending relevant training sessions/briefings covering fire safety as and when required. Record this in the Fire Log which will be kept in the Facilities office;
- iii. implement the guidance contained within the Fire Risk Assessment;
- iv. develop and maintain the premise Fire Log which will contain:
 - a. details of the fire alarm and record testing & maintenance
 - b. records of routine fire safety monitoring checks
 - c. records of fire drills and staff training
 - d. records of testing and maintenance of fire-fighting equipment
 - e. records of testing and maintenance of emergency lighting
- v. develop a fire emergency action plan specific to their premise(s), test the effectiveness of that plan and ensure staff are made aware of its contents;
- vi. make sure that both stages of the Fire Risk Assessment process have been carried out and that:
 - a) the significant findings are recorded appropriately and reported to the Headteacher and to the Governing Body, usually via the Facilities Committee
 - b) an action plan is produced, as required, to improve control measures
- vii. be accountable for the implementation of this Policy, and arrangements made under it;
- viii. make sure that responsibilities for fire safety are properly assigned and understood by employees within their area of control;
- ix. provide employees and non-employees with the necessary information to ensure their safety from fire;
- x. make sure that there is communication and participation at all levels in fire safety matters;



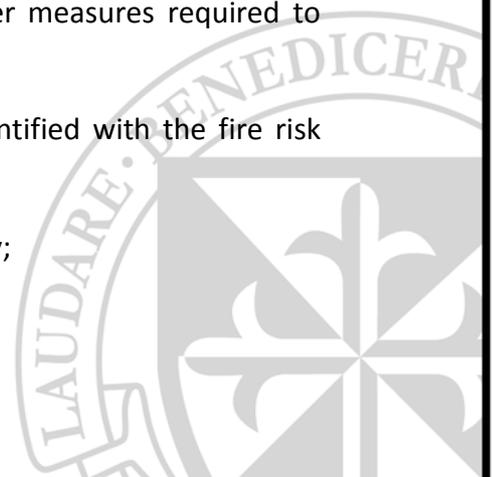
- xi. ensure that a fire safety review is carried out termly, with results being acted upon appropriately;
- xii. monitor work activities which may involve fire hazard, so that appropriate safety standards are maintained;
- xiii. ensure that the Fire and Rescue Service is called to all outbreaks of fire, in or near to the premise(s);
- xiv. monitor hazardous materials or processes on site, as appropriate, to eliminate or to reduce risks;
- xv. receive reports of fire incidents and near misses; investigate and report findings to Governing Body & Health and Safety Officers, as required;
- xvi. inform the Headteacher and the Governing Body of issues which are beyond their control, or where resources are insufficient to enable compliance with fire safety legislation.

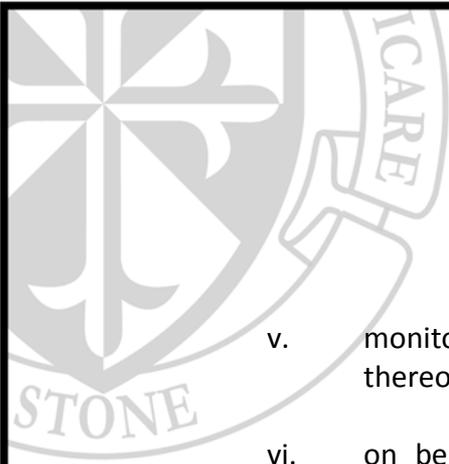
Where a work activity presents a serious and imminent risk of injury to person(s) ensure that the work activity ceases until the risk is removed.

Section 6: Responsibilities of the Facilities Manager Providing Assistance Relating to Fire Safety

6.1 The Facilities Manager must:

- i. review fire risk assessments in conjunction with other members of staff and provide information and guidance, as required;
- ii. provide inspection reports identifying further measures required to adequately control risk from fire;
- iii. carry out repair and improvement work identified with the fire risk assessment;
- iv. review performance and the Fire Safety Policy;





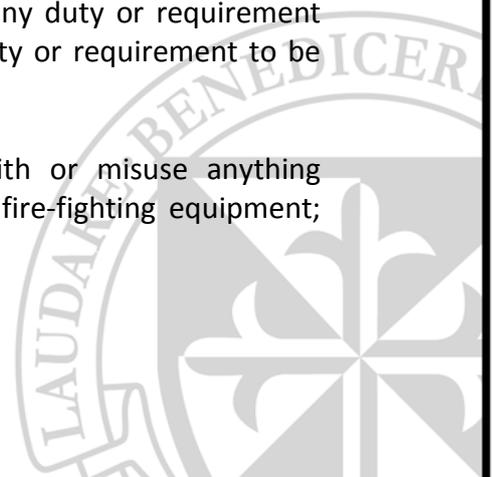
- v. monitor the implementation of the Fire Safety Policy, and report thereon to the Headteacher/ Deputy Headteacher and Governors;
- vi. on behalf of the Headteacher and Governors, exercise executive powers, which may include the cessation of work activities, where there is a serious and imminent risk to life, from fire;
- vii. alert the Headteacher and Governors to new or impending legislation/practices on fire safety, and assist them in assessing the impact upon this policy and the school's activities;
- viii. interpret the law in the context of the school and provide pertinent and meaningful guidance, information and advice on fire safety issues;
- ix. liaise with the Fire and Rescue Service and other appropriate bodies as necessary;
- x. report to Board of Governors, as necessary, on fire safety matters.

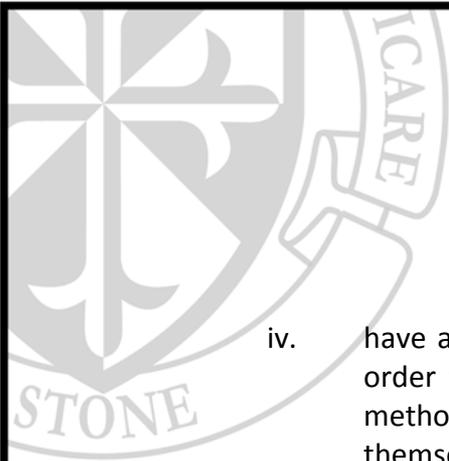
Where a work activity presents a serious and imminent risk of injury to person(s) ensure that the work activity ceases until the risk is removed.

Section 7: Responsibilities of Employees

Employees will:

- i. take reasonable care for the health and safety of themselves and of other persons who may be affected by what they do or neglect to do whilst at work;
- ii. co-operate with the school with regard to any duty or requirement imposed on the employer to enable that duty or requirement to be performed or complied with;
- iii. not intentionally or recklessly interfere with or misuse anything provided in the interests of fire safety e.g. fire-fighting equipment; signage etc.;

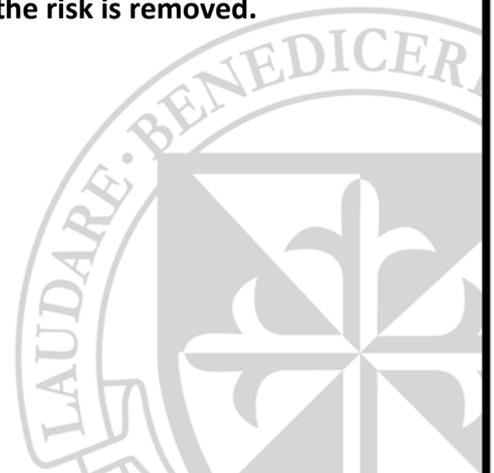


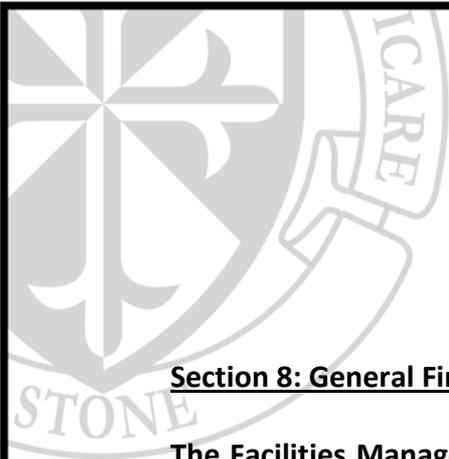


ST. DOMINIC'S
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- iv. have a particular duty to other persons (pupils, staff, visitors etc.) in order to protect their safety, and will ensure that no operation or method of work is employed that can be considered hazardous to themselves or others and that nothing is done to compromise the means of escape or its security;
- v. draw the attention of their Headteacher or Facilities Manager without delay, to any work situation which might present a serious and imminent danger to themselves or others;
- vi. ensure they familiarise themselves with and work in accordance with guidance given in risk assessments and protective measures with regard to fire safety in the premise(s);
- vii. conform to all instructions whether verbal or written, given to ensure personal safety and the safety of others;
- viii. report (on the School Incident Form) all incidents and any near misses, which result in the potential outbreak of fire;
- ix. assist fully in the reporting and investigation of any incident/near misses in connection with the potential outbreak of fire (using the School Incident Form);
- x. attend as requested, all training courses/briefings covering fire safety;
- xi. report unsafe conditions, methods of work, practices, tools, plant, premises or equipment to the Headteacher, Deputy Headteacher, Facilities Manager;
- xii. wear/use protective clothing and equipment as specified.

Where a work activity presents a serious and imminent risk of injury to person(s) ensure that the work activity ceases until the risk is removed.





Section 8: General Fire Safety Management Procedures to be adopted in Schools

The Facilities Manager will ensure the completion of regular periodic testing, and the recording of such testing, is carried out in accordance with guidance issued by our health and safety consultants, Peninsula.

- 8.1 Appendices within the Fire Risk Assessment folder, give guidance on the following issues:
 - 8.1.1 Testing and Maintenance of fire safety systems (9);
 - 8.1.2 Table of required fire safety checks; maintenance; actions (6-9);
 - 8.1.3 Fire-fighting equipment (5);
 - 8.1.4 Fire signage (2);
 - 8.1.5 Schools and fire safety (2)
 - 8.1.6 Significant hazards on site (eg. hazardous materials) and information to be provided to the Fire and Rescue Service (11)

- 8.2 Schools must conduct a review of fire safety arrangements on an annual basis.

FIRE DRILLS

Fire drills at different times of day will be carried out termly in order to familiarise staff and pupils with procedures. The Facilities Manager will, in consultation with the Headteacher/Deputy Headteacher, decide on times.

Additional fire drills will be carried out regularly (at least once a term) for EYFS pupils (who are not in every session, in consultation with the Nursery Manager).

Children will be supervised at all times by a responsible adult who will carry out the evacuation of the premises.

A copy of this Fire Safety Policy will be made available to all employees.

Date reviewed: November 2017 WM/RH

Date of next review: November 2018

