



Policy:	Fire Safety Management Plan
Policy Date:	Summer 2024
Review Cycle:	2 years
Reviewer:	Resources
Approved:	Summer 2024
Next Review:	Summer 2026

1 POLICY STATEMENT

The Governing Body understands and accepts the legal obligations in respect of fire safety and in accordance with Corporate Policy and Departmental Guidance (as appropriate) will provide as far as is reasonably practicable an environment safe from fire for staff, clients and others who may be in or near the building. In this respect suitable, sufficient and risk appropriate “Fire Precautions” and “Management Systems” will be provided and maintained to facilitate safe evacuation from the premises and mitigate the effects of fire should this occur.

2 MANAGEMENT

Headteacher acting on behalf of the Governing Body, is the “Responsible Manager”¹ for the purposes of the bringing into effect in these premises the requirements of the Fire Safety Order and any other fire safety related requirements that may have effect now or in the future.

3 SITE FIRE SAFETY SPECIFICATION

The workplace has a total of one (1) building put to Educational use and presented as follows:

Buildings

One (1) multi storey building with multiple staircases

Fire Alarm

The building has a manual fire alarm.

The building has an electrical fire alarm with manual call points.

There is also automatic fire detection connected to the fire alarm throughout.

The fire alarm is connected to a Central Call Station.

The fire alarm is connected to a Central Call Station out of normal working hours.

¹ As defined in relevant legislation

‘Let all that you do, be done in love.’ 1 Corinthians 16:14

*‘Be strong and **courageous**; do not be frightened or dismayed, for the Lord your God is with you wherever you go.’* Joshua 1: 5-9

*‘If we walk in the light as He himself is in the light, we have **fellowship** with one another...’* 1 John 1-7

EMERGENCY ESCAPE LIGHTING

Emergency lighting is provided to all escape routes, basements and areas not having windows used during the hours of darkness.

PORTABLE FIRE FIGHTING EQUIPMENT

Ten (10) Fire extinguishers of various types are strategically located throughout the school

NB: The location of the above facilities are listed in the records section of the manual.

4 RISK ASSESSMENT

The Fire Safety Coordinator (Senior Admin Assistant) will complete the fire risk assessments, along with the Headteacher. This will be monitored by Governors and reviewed when changes occur or annually whichever is sooner. The risk assessment will be kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

5 EMERGENCY PLAN

An emergency plan will be produced by Fire Safety Coordinator (Senior Admin Assistant) indicating the arrangements for the safe evacuation of anyone in the premises. This will be reviewed when changes occur or Annually, whichever is sooner. This process will be monitored by Governors and the plan will be kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

6 FIRE SAFETY TRAINING

Staff will receive fire safety training as part of their 'first day induction' and at regular periods thereafter. A training programme for this will be produced by Fire Safety Coordinator (Senior Admin Assistant) and records kept regarding who gave the training, the subjects covered and who attended. The programme and records will be kept in the relevant section of the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

7 FIRE DRILLS

The Headteacher will arrange for a **monitored** fire evacuation drill to take place termly. The outcomes from these drills will be made known to staff together with any actions that may be necessary. Records of when drills occur, the findings and actions will be maintained and kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors. These arrangements will be monitored by the Responsible Manager.

8 FIRE PRECAUTIONS

All fire resisting doors will be maintained self-closing or locked shut as appropriate.

If fire doors are required to be maintained in the open position, other than for short periods of time for specific reasons, this will be achieved by means of suitable hold open devices that will automatically release the door on operation of the fire alarm.

Fire escape routes will be maintained clear of combustible materials and unobstructed at all times.

Staircases and fire escape routes will be maintained clear of combustible materials and unobstructed at all times.

Whilst the building is occupied, fire exit doors will be maintained unobstructed and immediately available to enable people to exit, without using a key, pass card or code.

Internal refuse containers will be emptied when necessary and at the end of each day to ensure no undue build-up of flammable materials occurs within the premises. External refuse containers will be located to minimise the risk to premises should they be set alight.

Smoking is not permitted on the premises.

Combustible materials will be kept at a safe distance from means of ignition at all times when stored and used.

The storage of flammable materials will be in accordance with health and safety guidance and when used only the minimum necessary will be freely available for that use.

9 MAINTENANCE ARRANGEMENTS

The fire alarm will be tested weekly by Headteacher and the Fire Safety Co-ordinator (Senior Admin Assistant) and serviced² by competent contractors managed by Property, Business and Regulatory Services and monitored by site staff. These arrangements will be monitored by Senior Admin Assistant and reviewed Annually. Records will be maintained and kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

The escape lighting will, where possible, be tested monthly by the Headteacher and a delegated member of staff and serviced by competent contractors³ managed by PBRs and monitored by Senior Admin Assistant and reviewed annually. Records will be maintained and kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

The fire-fighting equipment will be checked monthly by the Headteacher and a delegated member of staff and serviced by competent contractor annually. This will be monitored by Senior Admin Assistant and reviewed Annually. Records will be maintained and kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

The Headteacher and a delegated member of staff will check fire-resisting doors and final exits quarterly to ensure they are in good order and working correctly. This will be monitored by the Senior Admin Assistant. Any repairs and/or maintenance will be undertaken by a suitably competent/skilled person. Records of the checks, findings and necessary actions will be maintained and kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

10 MONITORING AND REVIEWS

Records will be held which will include:

- Details of repairs/replacements to fire equipment and fire related building defects;
- The reporting and decision process up and down the management chain.

11 RECORDS

All current records will be kept in the Fire Safety Manual and be available for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors. Other associated records together with previous manual records will be kept separately for a period of at least seven years.

² In accordance with the current edition of BS 5839.

³ In accordance with the current edition of BS 4266.

