

# WOLVERHAMPTON GRAMMAR SCHOOL

## FIRE SAFETY POLICY

The Board of Directors of Wolverhampton Grammar School recognise and accept their responsibilities as employers to comply with the Regulatory Reform (Fire Safety) Order 2005 (FSO) and DfE guidance 'Health & Safety: Advice on Legal Duties and Powers to:

- a. Assess the risks posed by fire to the Health and Safety of their employees and to anyone else who may be affected by their activities;
- b. To eliminate those risks, so far as reasonably practicable, or to otherwise reduce those risks to a tolerable level.

On a day to day basis, the responsibility for ensuring that these duties are undertaken will be delegated to individuals within the School (see organisational responsibilities below).

The Board of Directors recognises and acknowledges its responsibility to take general precautions to protect the safety, so far as reasonably practicable, of its employees and anyone else potentially affected by its undertaking, against fire and dangerous substances which could give rise to fire and the effects of fire.

### **Policy Objectives**

The objectives of this policy are to ensure, so far as reasonably practicable, that:

Roles, responsibilities and accountabilities are clearly defined and understood to secure fire safety and both school and individual compliance with relevant legislation.

- a. One or more competent persons is appointed to provide safety advice;
- b. Risks from fire, or from dangerous substances which could lead to a fire, are assessed and control measures commensurate with the general principles of control or the principles of control (dangerous substances) described in the FSO are implemented to either eliminate risk or to reduce residual risk to a tolerable level;
- c. Measures are devised and implemented to ensure that satisfactory procedures are in place to reduce risks to persons in the event of a fire and that all persons affected are able to reach a place of safety in the event of an emergency.
- d. Any aspect of school premises and any equipment provided in connection with assuring fire safety is maintained, by a competent person, in a fit and efficient state, in efficient working order and in good repair;
- e. All members of the school community, including contractors and visitors, are provided with clear and relevant information regarding fire risks and measures taken to prevent fires occurring or to mitigate against the consequences of fire;
- f. School buildings are designed in accordance with relevant standards;
- g. Employees are properly consulted about policy, procedures and arrangements for ensuring fire safety;

- h. Employees are provided with appropriate information, instruction and training at appropriate intervals about the fire precautions in place at the School;
- i. The School co-operates and co-ordinates, as necessary, with any other responsible persons as defined by the FSO;
- j. The School will liaise with relevant statutory authorities as required by the FSO and any other relevant statutory provisions.

This Fire Safety Policy applies to all premises and activities falling, to any extent, under the School's control and applies to all persons working within the establishment controlled by the School whether or not they are contractually employed by the School. This policy will be reviewed regularly and whenever changes in circumstances or legislation dictate. A copy will be issued made available to all employees and will form part of the induction process for new staff.

### **Organisational Responsibilities**

#### **The Board of Directors of Wolverhampton Grammar School (Responsible Person)**

- a. The School will ensure that adequate resources are made available to enable it to fulfil its duties under the FSO.
- b. The Board of Directors have delegated day to day responsibility for the management of fire precautions and risk assessments via the Head to the Deputy Heads, Finance Director and Estates Manager. The Estates Manager is the Competent Person.

#### **Deputy Head/s**

- a. Overall responsibility for teaching staff and pupil fire safety, as affected by the curriculum and the teaching timetable.
- b. To formulate, in conjunction with the Finance Director, a policy and procedure for managing evacuations and incidents involving fire. This includes the appointment of fire marshals to ensure each area is evacuated.
- c. To ensure that the fire evacuation procedure is covered in the induction of all new staff and pupils.
- d. To initiate, in conjunction with the Finance Director and Estates Manager, a termly no-notice fire drill and to satisfy themselves that all teaching staff and pupils are well rehearsed in the actions required. A Fire Drill Record Book is to be maintained, recording all such drills. Fire drills may also be used or modified where emergency evacuation is needed in a non-fire emergency (i.e. security incidents or gas escape).

#### **Estates Manager (with support from the Finance Director)**

- a. Responsible for support staff fire safety, particularly those engaged in buildings and grounds maintenance, catering and associated support functions.
- b. Responsible for equipment maintenance and the storage of related materials and supplies, especially where these may be inflammable.
- c. Provides safety advice, in conjunction with external consultants (Fire Risk Assessment Services).
- d. Responsible for the implementation and maintenance of fire safety signage, fire detectors and alarm systems, fire extinguishers and associated fire safety equipment.

- e. To ensure sufficient training is provided to site supervisors and other appropriate personnel to allow them to perform their duties in respect of preventative and protective fire measures.
- f. Responsible for liaison with the Fire services, either in regard to inspections or reaction to incidents.
- g. To liaise with architects/builders in respect of building design insofar as it affects fire safety and evacuation and keep records of any hot work permits required for building work.
- h. To initiate, analyse and act upon Fire Risk Assessments (see below).
- i. To arrange and keep records of periodic servicing (as required) of fire detection and firefighting equipment.
- j. To arrange and keep records of periodic inspection and maintenance of the following equipment:
  - Boilers;
  - Electrical circuits, consumer units and related systems;
  - Portable electrical equipment (where applicable).

### **Staff and Pupils**

Staff and pupils have a responsibility to comply with the Fire Safety Policy. This will include, but not be limited to:

- Observing all instructions, information and training intended to secure fire safety;
- Co-operating with the School on matters of fire safety;
- Not interfering with any building fabric or equipment provided in connection with assuring fire safety;
- Report any obvious defects in the school fire safety arrangements or procedures.

### **Fire Risk Assessments**

These are carried out as follows:

**Regular Fire Safety checks.** Ongoing checking measures by Estates Manager, Site Supervisor Team and Housekeeping staff.

**Annual Fire Risk Assessment.** By the Estates Manager in conjunction with external consultants (Fire Risk Assessment Services) which covers the following key areas:

- To identify the potential sources of ignition/fire and how the fire, heat or smoke might develop;
- To identify all those who are at risk from such fire hazards;
- To evaluate if existing control measures are adequate to reduce the risk;
- To determine what additional measures are required, particularly in respect of:
  - a. Means of escape;

- b. Means of detection and warning of fire;
- c. Means of fighting the fire;
- d. Planning, training and maintenance;
- e. Signage and notices.

The Fire Risk Assessment Report is produced in a written format.

**Basic Fire Safety Rules**

- a. Combustible materials, such as cardboard boxes and packaging materials should not be kept unless they are required for a specific purpose. When such materials are not in use, they should be kept in a designated secure area.
- b. Corridors, stairways, entrances and exits should be kept clear and in particular, be kept free of combustible materials. Stairways and corridors which form part of an escape route must always be kept clear.
- c. Classroom displays and work displayed in corridors should be set up with care. Decorations can be a fire risk if they are hung near sources of heat or from light fittings.
- d. No internal fire exit doors should be locked during the School day and all fire exit doors must be accessible at all times.
- e. Waste paper bins should be made of metal or other non-combustible materials. Rubbish should not be allowed to collect and particular attention should be paid to general tidiness and cleanliness especially around electrical appliances.
- f. Stock rooms for stationery and other combustible materials should be kept securely locked.
- g. Boiler rooms must be kept clean and locked
- h. Electrical equipment must be used properly and tested under PAT regulations where appropriate. Electrical points should never be overloaded.

**Enforcement**

The Board of Directors, in exercising their responsibilities, are empowered to ban any activity or process that is a significant threat to fire safety. This power is also delegated to the Head, Finance Director, Deputy Heads and Estates Manager. Likewise, the Chief Fire Officer and the Health and Safety Executive also have the formal power to issue Improvement and Prohibition Notices and to bring prosecutions under the Act, including Corporate Manslaughter and Personal Liability. Chief Fire Officers may also be called upon to give goodwill advice.

**Please also refer to the following policies:**

Fire Evacuation Procedure - Staff network	Health & Safety Policy – Staff network and website
Risk Assessment Policy – Staff network and website	Critical Incident Plan – Staff network

Safeguarding Policy – Staff network and website	Staff Code of Conduct – Employment manual and website
Risk Management Policy – Staff network and website	

### **Monitoring and Evaluation of this policy**

The school monitors and evaluates its Fire Safety Policy through the following activities:

- Record keeping of training records
- Record keeping of annual fire risk assessments, fire safety maintenance records and fire drills
- Regulatory compliance review by Estates Committee of annual fire risk assessments, fire safety maintenance records and fire drills
- Review of any fire safety issues or concerns by Health and Safety Committee
- Review of concerns and complaints registers by SMT and Board of Directors

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September 2020

Next Review:  
September 2021