

ST MARGARET'S PREP



ST MARY'S CALNE

## FIRE SAFETY POLICY

Issued by:	Bursar (EH)
Last review:	March 2024
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Location:	Website Staff Portal



## **FIRE SAFETY POLICY**

### **GENERAL FIRE POLICY STATEMENT**

#### **1. EMPLOYER'S DUTIES**

We are a responsible employer and take our fire safety obligations seriously. We have formulated this policy to help us comply with our legal obligations to staff, visitors and other relevant persons as required by the Management of Health and Safety at Work Regulations 1999, the Regulatory Reform (Fire Safety) Order 2005 and other relevant legislation.

These obligations and duties include the provision of a safe place of work where risks of and from fire are minimised and where reasonable steps have been taken to eliminate or reduce fire safety hazards.

##### **Responsibilities:**

- The Responsible Person is the Bursar.
- The Competent Person is the Estates Director. He is responsible for planning and undertaking preventative and protective measures, including:
  - Provision and maintenance of fire warning and fire-fighting equipment;
  - Planning, sign-posting and lighting of evacuation routes;
  - Ensuring that routine fire drills are completed.

##### **St. Mary's**

- The Senior Deputy Head and Deputy Head (Pastoral) ensure that there is an effective organisation for mustering girls when the main building is evacuated during the daytime and take charge whenever they are present.
- Housemistresses exercise evacuation and mustering procedures at least once per term in their respective houses
- The Catering Manager ensures that all kitchen staff are aware of fire-fighting equipment in the kitchen and are able to use it appropriately if it is safe to do so.
- The Head of Science has similar responsibilities for the Science Block and the Director of Drama for the Theatre complex.

##### **St Margaret's**

- The Deputy Head Pastoral ensures there is an effective organisation for mustering and accounting for pupils whenever the school is evacuated.

These lists of responsibilities do not remove individual staff members' responsibility to foster a responsible attitude amongst students towards fire safety and hazard identification/ reporting.

## **2. EMPLOYEES' DUTIES**

All employees have a duty to ensure that they do not place themselves or others at risk of harm. They are also required to co-operate fully with those nominated to manage fire safety matters in complying with any procedures that protect the safety and well-being of our staff and visitors. All employees have an obligation to ensure that they work safely and use any equipment provided as instructed.

## **3. COMMUNICATIONS**

We will keep staff informed of any changes that are made to our fire safety procedures and fire risk assessments. We will also ensure that all visitors to our premises are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, available escape routes.

Equally, employees must bring to the attention of their Line Manager or the Estates Director any equipment, condition or situation that they consider poses a potential hazard.

## **4. PROCEDURES FOR TRAINING AND FIRE PREVENTION**

The following procedures are in place to maintain high standards of fire safety:

- A full fire risk assessment was undertaken in October 2022 and is reviewed at least every three years (more frequently if there are significant changes to the premises, staffing or other significant factors);
- Risks from dangerous substances will be minimised and, where possible, eliminated. Flammable materials will be stored safely and securely in line with requirements. They will be used according to the manufacturer's guidelines and other safety advice, by those authorised and/or trained to do so;
- The fire evacuation procedures will be exercised at least once per term. Night-time fire practices must be held in Houses each term so that all girls and staff are familiar with the House emergency escape routine, including alternative ways to get out of the building. For each fire practice completed, the Estates Director must be notified of the date and time of the practice, together with any failings, concerns or 'lessons learned';
- All new members of staff and temporary employees are provided with induction training which includes instructions on how to raise the alarm, use the available escape routes and location of assembly points;
- Training will be provided as necessary to any staff given extra fire safety responsibilities, such as those who are appointed as fire wardens;
- Appropriate staff will be trained in the use of fire extinguishers. If one is used, it must be reported at once to the Estates Director. Fire extinguishers should not be removed from their brackets for any other purpose than to extinguish a fire;
- All escape routes are clearly signed and kept free from obstructions at all times; they should be checked regularly, especially those in boarding houses;
- All fire-related equipment is regularly serviced and maintained. In Houses, cooking and electrical equipment should be visually checked regularly and, if faulty, removed from girls' use for prompt repair or disposal. PAT Testing will be carried out for all school and staff/student owned equipment in accordance with school policy.
- If any employee becomes aware of defective or missing equipment, they must report it to the Estates Director.
- Alarm systems are tested weekly during term;

- Any other safety systems (e.g. emergency lighting) are checked regularly internally and by contractors annually
- Girls must not cover lights nor have drapes, cooking equipment, candles or any other naked flame in their rooms in House. Staff should check regularly and remove anything found, returning it to the girl when she is next going home;
- Younger girls may use House cooking equipment only with appropriate supervision and training may need to be given in taking safe remedial actions (e.g. if the toaster jams). For girls below Sixth Form, details of times and conditions of equipment use should be explained to them and made clear on a notice;
- Fire doors must never be propped open unless designed to close automatically in event of activation and should be closed at night. Study bedroom doors without closers are to be shut whenever the room is empty.

## **5. DISABLED PERSONS EVACUATION PROCEDURE**

In the event of an emergency evacuation, any disabled visitors will be assisted from the building to the assembly point by the person they are visiting, or a person specifically designated for the purpose by that person.

A Personal Emergency Evacuation Plan (PEEP) for a member of staff or student with a disability will be introduced when such a person joins the school, giving due consideration to the nature of disability.

### **Fire Risk Assessments**

The School buildings will be inspected in accordance with current regulatory requirements. Any risks or hazards identified will be assessed and prioritised, and an action plan created to eliminate, reduce or manage them as appropriate.

## **GENERAL FIRE POLICY STATEMENT**

The “Responsible Person” is:                      Bursar

The “Competent Person” is:                      Estates Director  
(Responsible for planning and undertaking preventative and protective Measures)

The Fire Risk Assessor:                      Mr Colin Powney  
   CP Fire Consultants Ltd

Both Schools:  
Those staff who have been trained accordingly.

For Evacuation:  
House Staff trained as fire wardens in respect of Boarding Houses;  
Appointed fire wardens in the Main Schools

Copies of all Fire Risk Assessments and documentation evidencing maintenance of fire safety equipment are kept on Teams and/or Smartlog.