

FIRE MANAGEMENT POLICY

Title	FIRE MANAGEMENT POLICY (HS03)
Version	V2.0 Jan 23
Created	Facilities Manager
Validity	DSL School Community/Staff/onsite visitors
Next review date	Jan 25

GENERAL STATEMENT OF POLICY

This policy is based upon the Health and Safety at Work etc Act 1974 and the Regulatory Reform (Fire Safety) Order 2005, which requires building owners to appoint a Responsible Person to produce a Fire Risk Assessment and provide a suitable and sufficient level of fire precautions which should include:

- Appropriate measures to reduce the risk of fire
- Appropriate measures that will limit the spread of fire should one occur
- Appropriate means of detecting and giving warning in case of fire
- Appropriate measures to ensure that means of escape from the premises can be safely and effectively used at all times
- Appropriate portable fire extinguishers for the risk identified in relation to means of fighting fire on the premises
- Appropriate signs, notices and lighting to enable persons to escape safely from the premises

Responsible Staff

The School staff who have responsibilities for the Fire Safety procedures are:

Deputy Headteacher
Commercial Director
Facilities Manager (Responsible Person)
Facilities Assistant (Competent Person)
Head Caretaker
School Caretaker

Risk Assessment

Premises: Each part of the premises has been assessed to identify the fire hazards, people at risk and the measures in place to remove or reduce the risk. This assessment is repeated if rooms/Departments are altered in any way.

Procedures: The fire safety procedures are reviewed annually or in the event of a fire evacuation (planned or unplanned) to ensure the procedures are suitable and sufficient.

Training

The following training programme is in place:

- Fire Wardens – Receive annual training by the Fire Safety Advisor/H&S Consultant.
- New Staff – All receive a welcome H&S Induction plus a Fire Induction Course.

- General Staff – Receive annual H&S/Fire training and fire extinguisher training by the Facilities Manager.

Evacuation Procedures

Detailed procedures are contained in the School's Fire Plan and Emergency Procedures Document (Annex A).

Review Process

This Policy will be reviewed regularly by the School's Health and Safety Committee which will take into account any legislative changes or School procedure improvements. After each fire evacuation the Health & Safety Advisor will assess the event and produce the findings for discussion at the next Health & Safety Committee meeting for any improvements.

Records

The required records for staff training and Risk Assessments are held by the H&S Advisor. The required records for the maintenance of the fire detection systems and extinguishers are held by the School's Caretaker.

Audits

The Health and Safety Committee arrange internal School Audits which include an assessment of local fire safety standards to ensure the Policy is being implemented across the School. Any breaches in the Policy implementation will be addressed immediately.