

THE JUDD SCHOOL

FIRE SAFETY POLICY

Policy dated: October 2019
Policy approved: 9 October 2019
Review date: October 2020

GOVERNANCE

Scope/Statement of Intent

- To meet our legal obligations under the Regulatory Reform (Fire Safety) Order 2005 (the Fire Safety Order).
- To ensure the fire safety of people in and around all Judd School buildings and playing field areas; the protection of property and the environment and to minimise business disruption in case of fire.

General intentions

- Commitment to continuous improvement: to achieve high standards of fire safety for service users, employees and the public.
- Providing an effective prevention and loss control system.
- Exercise good management of fire safety to ensure that fires are unlikely to occur; that if they do occur they are likely to be controlled or contained quickly, effectively and safely; or that, if a fire does occur and grow, everyone in our premises is able to escape to a place of safety easily and quickly.

Criteria and principles upon which actions are based

- Fire safety is a management responsibility (competence in managing fire safety is an essential part of professional management).
- Named 'responsible person' for fire safety to be identified within each building; to be responsible for the fire safety of all employees and premises under direct control. (Fire Wardens)
- Front line managers identified as the key resource to ensure day to day fire safety. Key front line managers to have delegated performance for local fire safety arrangements.
- Promote employee involvement and commitment at all levels.
- Proactive.

Objectives

Senior Management:

- Senior Management to operate an effective fire safety management system to ensure the effective planning, organisation, control, monitoring and review of the preventive and protective fire safety measures.
- Named responsible person to be identified within each building.

All premises:

- To have completed an annual fire risk assessment to identify the hazards and risks within the premises and to ensure the safety in case of fire of all 'relevant persons'.
- All places of work to have efficient and effective fire safety arrangements to put into effect the general fire precautions necessary as identified by the fire risk assessment.

THE GOVERNING BODY OF THE JUDD SCHOOL

The Governing Body to nominate a responsible person at management level to oversee fire safety for the School. In addition, each building to have a fire warden. Responsibility to include:

- Operation of an effective fire safety management system for the:
 - Planning, organising, control, measuring and auditing of performance.
- The appointment of one or more competent persons to assist in fire safety duties. (A competent person is someone with enough training and experience or knowledge and other qualities to be able to carry out the preventive and protective measures).
- Consultation with employees or representatives about appointment of competent persons, the nomination of people to carry out particular roles and the arrangements for fire safety.
- Overseeing a programme of fire risk assessment for all places of work and premises.
- Ensuring managers with fire safety duties are competent and have sufficient authority, appropriate resources and relevant training is given.

SCHOOL LEVEL

The School Business Manager (person in overall control of the premises) and the Fire Officer must ensure a fire risk assessment is completed. The aims of the fire risk assessment are:

- To identify the fire hazards.
- To reduce the risk of those hazards causing harm to as low as reasonably practicable.
- To decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in the premises if a fire is detected.
- To ensure fire safety training is carried out as necessary to include fire warden training and fire extinguisher use and these are recorded.

Based on the fire risk assessment the Premises Manager is to maintain and operate an appropriate 'fire log book'. This is to describe and provide details where appropriate and in proportion to the risk the:

- management arrangements for controlling fire safety, including logs and reports of fire drills in the year, fire bell tests (carried out every Monday morning before school), emergency lighting, etc.
- fire prevention measures (storage of dangerous substances; electrical safety, etc).
- safety procedures (instruction and training; ensuring means of escape available, etc).
- fire precautions (plans, systems, signage and equipment availability and checks).
- procedures for the identification of people who may have special needs, including those with a disability, and for their safe evacuation in case of fire. The SENCO should also be involved. (PEEPs)

EMPLOYEE DUTIES

- All employees have a duty to co-operate with all the measures in place to ensure fire safety and must not do anything that will place themselves or other people at risk.
- Employees must also draw to the attention of their line manager any shortcomings in safety arrangements.

Key Personnel and Responsibilities

Tristan Kemp	Assistant Headteacher - Operations	Fire Officer Fire Drills/Evacuation Plans Training Fire Policy
TBC	School Business Manager	Fire Regulations
Al Griffin	Premises Manager	Fire Safety Checks Fire Log Book completion Fire Extinguisher check, including signage, annually

An example of one of the School's Fire Evacuation Plan is attached in the Appendices. The schools fire action plan may be found on the wall in every classroom and office space.

Health and Safety

Please refer also to the 'Fire Safety' section of The Judd School's Health and Safety Policy for further guidance.

This policy has been agreed by the F&GP Committee and ratified by the Full Governing Body.

The policy was signed by the Chair and Headteacher at the meeting 9 October 2019. Signed copy is on file

Review Date: October 2020





Fire Action

ASHTON BUILDING – FIRST FLOOR

On hearing the fire alarm in the following locations, exit using the prescribed routes listed

Ashton Office
Toilets
BL1
BL4

Exit via main staircase to ground floor and out main entrance door. Use both exit doors of the laboratories.

If exit is blocked then either exit via upstairs fire door at Western end of building or through Dining Room and out of the fire exits.

Turn left around building and enter All Weather Pitch via the concrete steps

Biology Office
Prep Room
BL2
BL3

Exit via external fire escape on the Western end of the building utilising both doors of the laboratories.

If exit blocked exit via main staircase and out of the main entrance door or Dining Room.

Bottom of external stairs, at Dining Room level, walk straight ahead, around building to the left and left again and enter All Weather Pitch via the concrete steps.