



REIGATE GRAMMAR SCHOOL

Fire Policy

ISI Code:	12b Fire Policy
Policy Author:	Steve Douty, Bursar
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Next Review by Governing Body Due:	June 2021

Objectives

The Governing Body takes fire safety seriously. For this reason, the Fire Safety Policy has been formulated to be compliant with legal obligations to students, staff and visitors under the 'Regulatory Reform (Fire Safety) Order 2005'. These include the provision of a safe place of work where fire safety risks are minimised. Due to its importance, this Fire Safety Policy also forms part of the overall school Health and Safety Policy.

The priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school. The fire safety policy, procedures and risk assessments at Reigate Grammar School are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

The School will keep staff informed of any changes that are made to the fire safety procedures and fire risk assessment. Visitors to the premises will be escorted to the assembly point as necessary in the event of an incident and accounted for by school contact person/host.

Responsibilities

The **Governing Body** and the **Headmaster** are ultimately responsible for ensuring that the School complies with all statutory fire safety legislation and guidance. Some of this responsibility is shared with senior members of staff.

The **Estates Manager** is responsible for:

- Ensuring that fire risk assessments are undertaken, recommendations made are implemented or appropriate management action taken and subsequently keeping the assessment up to date. They will be formally reviewed by an external fire safety consultant every three years with interim annual reviews.
- Ensuring that the installation and maintenance of the fire alarm system, any associated automatic fire detection equipment, evacuation lifts, portable fire extinguishers, emergency escape lighting and signage, is provided and undertaken in accordance with the relevant British Standard.
- Organising with the relevant **Senior Leadership Team Member** the appropriate staff members and sufficient coverage across the school site to undertake the role of Fire Warden.
- Organise appropriate fire safety training for all members of staff as agreed by the H&S Committee
- The **Senior Leadership Team Member** will ensure an Emergency Evacuation Plan is in place and that fire evacuation drills are undertaken at least once during each term for each site.
- Ensuring that easily verifiable and accurate records are kept with regard to the testing and maintenance of all fire safety related equipment and fire drills/evacuations.
- Organising with the relevant Heads of Departments and Technicians the updating of the relevant information for the Fire Information folder to be kept readily available at the Porters desk and Ballance Building Fire Panel Cupboard (Lobby area) for use by the Fire and Rescue Service.
- Ensuring that adequate access to all parts of the School is maintained for the Fire and Rescue Service.
- Ensuring appropriate "in house" and contractors tests and works are completed on fire systems to maintain safe operation.
- Undertaking room audits which also includes the checking of the means of escape, fire exits, portable fire extinguishers and fire action notices.

The **Heads of Departments** are responsible for:

- Ensuring that fire safety related matters are included in their workplace assessments and any "day to day" issues are reported promptly to the Estates Manager.
- Making their staff and students aware of any potential fire hazards and emergency procedures and acting supportively to Fire Warden colleagues in the event of any incident and site evacuation.
- Consulting with the **Estates Manager** with regard to any proposed changes of use of a particular area or room so as to ensure that it does not conflict with the fire safety risk assessment and guidance.

Staff with a disability are responsible for informing the School's Human Resources' Manager and their Line Manager of any disability which may affect their ability to evacuate the premises in the event of a fire or other emergency.

Relevant teaching staff and Line Managers are responsible, in consultation with the Human Resources and Estates Manager for ensuring that a suitable Personal Emergency Evacuation Plan (PEEP) is prepared for each individual – staff or student - who would need special arrangements to enable them to evacuate the premises in the event of an emergency.

All staff and students must take care not to put themselves or others at risk, to follow instructions and report any weaknesses in the fire safety arrangements. Everyone has a duty to ensure that the premises are safe from fire and its affects and not to damage or deliberately misuse any fire safety related equipment or facilities.

Training and instruction will be provided as follows:

- All new staff will be required to complete the on-line e-learning Fire Safety Awareness Training module shortly after joining. Thereafter all existing staff undertake this every two years. Separate instructions are issued on this and records held by the Estates Manager.
- Induction training for new members of staff and students on the actions to be taken on discovering a fire or on hearing the fire alarm will be given by relevant teaching staff, line managers and Human Resources, via The Staff Handbook and Induction Training Sessions.
- The **Estates Team members, Fire Wardens** and **Staff with specific roles in fire safety** will be provided with the updated Fire Packs containing copies of all the relevant procedures annually, and briefings will be conducted as appropriate.
- Specific procedures/handouts will be issued to Peripatetic staff and Invigilators upon joining the school.
- Nominated members of staff will be provided with training in the safe use of portable fire extinguishers.
- Easily verifiable training records will be maintained by the **Estates and Human Resources Manager** relating to any fire safety training provided by the school.
- The **Assistant Estates Manager** will be responsible for providing appropriate information and instructions to the 'Responsible Person' of any third party who hires any part of the premises.
- **Fire alarm activations** will be fully investigated by the Estates Manager and Senior Management Team and any subsequent recommendations implemented.

Appendices to this document are:

- Fire Evacuation Procedures (School day and Evening/Weekend Events)
- Operational Procedures, Roles and Responsibilities
- Current Fire Warden Personnel and Site Coverage
- Fire Officer Pack
- Fire Emergency Plan