

Fire Safety Management Policy

Policy Number: HBS017

Governor Committee: H, S & P

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Issue Date: 09/02/2022

Review Date: 09/02/2024

Policy Review

This policy will be reviewed in full by the Governing Body no less than annually.

The policy was last reviewed and agreed by the Governing Body on 09/02/2022.
It is due for review in 24 months from the above date.

Signature _____

Date _____

Head Teacher

Signature _____

Date _____

Chair of Governors

Statement of Intent

This Policy is written to satisfy the legal requirements of the Regulatory Reform (Fire Safety) Order 2005.

The Governing Body of Hitchin Boys' School will ensure that the legal requirements of the Fire Safety Order are implemented and maintained.

This Fire Safety Management System will be brought to the attention of, and/or issued to, all members of staff and a copy shall be kept in the Premises Register.

The Responsible Person

The Governing Body of Hitchin Boys' School shall appoint one or more Responsible Person(s) as required under the Fire Safety Order. Where necessary this role can be outsourced if there is no one suitable within the school.

The Responsible Person is able to delegate some of the responsibilities to others but overall responsibility shall remain with the Responsible Person.

Duties of the Responsible Person

The Responsible Person is tasked to ensure that all necessary requirements and responsibilities laid down in the Fire Safety Order are met. These include:

- Either on their own or with any other Responsible Person(s), must as far as is reasonably practical, make sure that everyone on the premises, or nearby, can escape safely if there is a fire.
- Consideration must be given to everyone who might be on the premises, whether they are members of staff, visitors or members of the public. Particular attention should be given to people with disabilities or anyone who may need special help.
- Personal Emergency Evacuation Plans (PEEPs) for individuals shall be maintained and kept up to date. A copy of these shall be kept at the School's Main Reception, the Site Manager's Office and the Business Manager's Office.
- Manage any Fire Risk on or in the school premises, this shall be undertaken by regular Fire Risk Assessments (FRAs). See separate section on FRA's.
- Inform all staff and/or their representatives about the risks that have been identified.
- Ensure adequate and appropriate fire safety measures are in place throughout the school and that they are properly maintained and in working order.
- Plan for an emergency.
- Provide staff with regular information regarding fire safety and identify any instruction and training requirements that may be required.

Fire Wardens

The Governing Body of Hitchin Boys' School shall appoint sufficient competent people as Fire Wardens / Marshalls to help implement the safe evacuation in the event of a fire.

The school shall ensure that all Fire Wardens / Marshalls cooperate and coordinate their actions and ensure that everyone knows their responsibilities and what other people's responsibilities are. The school shall make sufficient time and resources available to enable them to fulfil their functions.

Training

Sufficient training and/or familiarisation shall be given to new members of staff and to new intakes of pupils to ensure they are aware of the fire procedure. Consideration should also be given to new and existing firefighting equipment or after building / refurbishment works have changed the thoroughfare of the premises which in turn results in alternative routes to assembly points.

Carry out regular tests / drills / audits to check effectiveness and make amendments to the plan as necessary. Fire drills should be carried out at least once in every 12-month period or more frequently if there is a significant turnover of staff.

Staff

The Governing Body of Hitchin Boys' School shall ensure that all members of staff are aware that they have a responsibility to take reasonable care for the safety of themselves and any other person who may be affected by their actions at work. To cooperate with the school in meeting the fire safety arrangements and to inform the school or any other member of staff of any work situation that poses a serious and immediate danger to safety or shortcoming in the school's safety arrangements.