

HAWLEY PRIMARY SCHOOL

Fire Safety Management Plan

1 POLICY STATEMENT

The Directorate Director understands and accepts the legal obligations in respect of fire safety and in accordance with Corporate Policy and Departmental Guidance (as appropriate) will provide as far as is reasonably practicable an environment safe from fire for staff, clients and others who may be in or near the building. In this respect suitable, sufficient and risk appropriate “Fire Precautions” and “Management Systems” will be provided and maintained to facilitate safe evacuation from the premises and mitigate the effects of fire should this occur.

2 MANAGEMENT

The Headteacher acting on behalf of the Hampshire County Council is the “Responsible Manager”¹ for the purposes of the bringing into effect in these premises, the requirements of the Fire Safety Order and any other fire safety related requirements that may have effect now or in the future.

The general management of this responsibility is delegated to the Fire Safety Coordinators

3 SITE FIRE SAFETY SPECIFICATION

The workplace is a total of one building put to teaching and office use and presented as follows:

Buildings

Two storey with single staircase

Fire Alarm

The building has an electrical fire alarm with manual call points.

There is also automatic fire detection connected to the fire alarm throughout.

Emergency Escape Lighting

Emergency lighting is provided to all escape routes, basements and areas not having windows used during the hours of darkness.

Portable Fire Fighting Equipment

Fire extinguishers of various types are strategically located throughout the school

NB: The location of the above facilities is indicated on the attached diagram or listed in the records section of the manual.

4 RISK ASSESSMENT

The Fire Safety Coordinators (Karen Thomson/Jane Lody) will complete the fire risk assessments. This will be monitored by the Headteacher and reviewed when changes occur or annually whichever is sooner. The risk assessment will be kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

5 EMERGENCY PLAN

An emergency plan will be produced by the Fire Safety Coordinator (Karen Thomson/Jane Lody) indicating the arrangements for the safe evacuation of anyone in the premises. This will be reviewed when changes occur or every 12 months, whichever is sooner. This process will be monitored by the Headteacher and the plan will be kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

6 FIRE SAFETY TRAINING

Staff will receive fire safety training as part of their ‘first day induction’ and annually

¹ As defined in relevant legislation

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thereafter. A training programme for this will be produced by Fire Safety Coordinator (Jane Lody) and records kept regarding who gave the training, the subjects covered and who attended. The programme and records will be kept in the relevant section of the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

7 FIRE DRILLS

The Headteacher will arrange for a **monitored** fire evacuation drill to take place a minimum of every term. The outcomes from these drills will be made known to staff together with any actions that may be necessary. Records of when drills occur, the findings and actions will be maintained and kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors. These arrangements will be monitored by the Responsible Manager.

8 FIRE PRECAUTIONS

All fire resisting doors will be maintained self closing or locked shut as appropriate.

- If fire doors are required to be maintained in the open position, they will not be left unattended other than for short periods of time and for specific reasons.

If fire doors are required to be maintained in the open position, other than for short periods of time for specific reasons, this will be achieved by means of suitable hold open devices that will automatically release the door on operation of the fire alarm.

Fire escape routes will be maintained clear of combustible materials and unobstructed at all times.

Staircases and fire escape routes will be maintained clear of combustible materials and unobstructed at all times.

Whilst the building is occupied, fire exit doors will be maintained unobstructed and immediately available to enable people to exit, without using a key, pass card or code.

Internal refuse containers will be emptied when necessary and at the end of each day to ensure no undue build up of flammable materials occurs within the premises. External refuse containers will be located to minimise the risk to premises should they be set alight.

Smoking is not permitted on the premises.

Combustible materials will be kept at a safe distance from means of ignition at all times when stored and used.

The storage of flammable materials will be in accordance with health and safety guidance and when used only the minimum necessary will be freely available for that use.

9 MAINTENANCE ARRANGEMENTS

The fire alarm will be tested weekly by the Admin & Finance Manager (Jane Lody) and serviced by competent contractors managed by Property, Business and Regulatory Services and monitored by site staff. These arrangements will be monitored by the Fire Safety Coordinator (Jane Lody) and reviewed monthly. Records will be maintained and kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

The escape lighting will, where possible, be tested monthly by the Admin & Finance Manager (Jane Lody) and serviced by competent contractors² managed by PBRs and

² In accordance with the current edition of BS 4266.

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monitored by the Fire Safety Coordinator and reviewed 6 monthly. Records will be maintained and kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

The fire-fighting equipment will be checked annually by the Fire Safety Co-ordinators and maintained in house by Jane Lody and Karen Thomson who have been trained. Records will be maintained and kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

All staff to report any damage they may notice.

The Admin & Finance Manager (Jane Lody) will check fire-resisting doors and final exits quarterly to ensure they are in good order and working correctly. Any repairs and/or maintenance will be undertaken by a suitably competent/skilled person. Records of the checks, findings and necessary actions will be maintained and kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

All staff to report any damage they may notice

10 MONITORING AND REVIEWS

Records will be held which will include:

- Details of repairs/replacements to fire equipment and fire related building defects;
- The reporting and decision process up and down the management chain.
- Copies of recommendations, actions taken and meeting minutes will be held as appropriate.

11 RECORDS

All current records will be kept in the Fire Safety Manual and be available for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors. Other associated records together with previous manual records will be kept separately for a period of at least seven years.

Signed:	Position	Date:
Countersigned:	Position	Date:
To be signed by Head Teacher and countersigned by Chair of Governors		