

PEPONI SCHOOLS

Fire Safety and Prevention Policy

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Introduction

The Peponi School's (the School) aims to ensure, so far as is reasonably practicable, that staff, pupils and anyone that may come into contact with its undertakings are protected against risks in the workplace. Measures will be adopted to control these risks to an acceptable level. This includes controlling risks associated with fire and emergency evacuation.

Aims

The School is committed to ensuring the Health and Safety of its employees and pupils by the implementation of measures to identify, assess, reduce, so far as is reasonably practicable and monitor risk by ensuring the relevant fire and emergency processes are in place at all School sites. This includes fire prevention measures, safe evacuation of all persons on the premises if there is a fire or suspected fire and to ensure that fire and rescue services can navigate their way around and be informed of any persons who are not accounted for.

Identification and Control of Risk associated with Fire

The School will determine risks associated with fire using on-going Fire Risk Assessment and Action Planning.

The Fire Risk Assessments, Evacuation Procedures and other School policies and procedures are designed to focus on but will not be limited to:

i. assessing the risks from fire at each premises and implementing appropriate control measures;
ii. ensuring that all visitors sign in on arrival, and sign out on departure;
iii. ensuring good housekeeping to minimise the risk of fire;
iv. providing means of detection and giving warning in case of fire;
v. inspecting and/or testing fire safety equipment at appropriate intervals;
vi. implementation of a no smoking policy on the premises to significantly reduce the risk of a fire starting;
vii. providing and maintaining safe means of escape in the event of a fire including clearly displayed signs to enable all persons to follow a safe route to the nearest fire exit;
viii. maintaining all fire detection, fire fighting equipment and installations and ensuring that they are appropriately positioned to ensure quick and easy access;
ix. maintaining a schedule of service and maintenance of fire-related equipment;
x. implementing a clearly defined Fire Evacuation procedure for each site and all boarding houses which details the action to be taken in the event of a fire;
xi. identifying staff to be given designated responsibilities and the training needs to reflect these;
xii. training and instructing staff in fire safety, including the carrying out of fire drills (including outside of school hours, during boarding time and on occasion when (most) boarders are asleep) and contacting emergency services when necessary;
xiii. ensuring that all visitors are made aware of the fire precautions and emergency arrangements;
xiv. identifying people with any disability or impairment who may require assistance with evacuation in the event of a fire and putting a Personal Emergency Evacuation Plan (PEEP) in place for those individuals, as required;
xv. identifying and implementing safety measures, through risk assessments, for high risk activities related to fire, e.g. welding, use of highly flammable liquids or other dangerous substances;
xvi. training selected staff in the use of fire fighting equipment where and when applicable;
xvii. training staff in assisting pupils and visitors to a safe place;
xviii. displaying the fire procedures in prominent positions such as communal areas; and
xix. designating a fire assembly point/s on each site.

Responsibilities and Implementation

All staff have the following responsibilities:

i. taking responsibility for any pupils and visitors in their charge at the time of a fire and ensure that they are safely guided to the designated assembly point;
ii. keeping all fire exit routes clear;
iii. ensuring that mounted fire extinguishers are not hidden from view;
iv. keeping all fire doors closed;
v. cooperating in any evacuation drills;
vi. storing all flammable substances and materials safely;
vii. avoiding fire hazards by overloading plug sockets or using multiple extension leads;
viii. ensuring that any visitors and contractors in their charge are made aware of fire safety procedures;
ix. reading and complying with any safety notices posted around the School;
x. reporting any potential fire hazards to the Estates team; and
xi. ensuring they are aware of and fully understand the fire procedures and speaking with their line manager in the first instance if there is any doubt.

Headteachers, has the following responsibilities:

i. reviewing and implementing the fire risk assessments and associated documents, such as fire procedures, for the site(s) under their responsibility supported by the Deputy Head and estates manager;

The **Deputy Head, Pastoral**, has the following responsibilities:

i. Arrange for all of the regular scheduled fire safety checks and document the completion
ii. Instruct external contractors and Estates responses to any recommended or required actions.
iii. Arrange for remedial actions to be completed with an appropriate and specified timeframe

The **Bursar** supported by the estates team, has the following responsibilities:

i. provide advice on and review the fire risk assessments and procedures periodically with input from the externally appointed Competent Person, as required and completing an action plan as changes are made between reviews;
ii. monitor the completion of actions in the appropriate and specified timeframe; and
iii. monitoring that the arrangements detailed in the risk assessments and above are implemented and monitored.

Review

A review of the Fire Risk Assessments will take place annually and more often as required. The site specific Fire Evacuation Procedures and the designated roles and responsibilities will be updated more frequently. Triggers for early review may include:

i. Change in staff
ii. Following an incident or lessons learnt from a fire drill,
iii. Changes in technology, device or software
iv. Changes to the site (structural and usage)

Further advice can be provided by the Estates team and the competent person.

The policy will be reviewed annually, in any event, and more often as required such as where there are changes in legislation.