

# Madeley Nursery School

Bridle Road, Madeley, Telford TF7 5TP

## FIRE SAFETY POLICY

October 2022

### 1. Introduction/Background

1.1 The Regulatory Reform (Fire Safety) Order 2005 (RRO) requires Telford & Wrekin Council to ensure the fire safety of all employees and to take all necessary fire precautions to ensure the safety of anyone else who may be affected by fire at or near:

- Any Council premises (including operational premises and unoccupied commercial premises)
- Events
- Activities

1.2 This policy supports the following health & safety documents:

- Health & Safety Policy

1.3 It should be read in conjunction with:

- <https://www.hse.gov.uk/toolbox/fire.htm>

<https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises>

1.4 It outlines:

- The school's aims and objectives for the management of fire safety;
- The organisation and arrangements for implementation; and
- How the policy will be monitored.

### 2. General statement and Objectives

2.1 The school will comply with all relevant fire safety law to ensure the safety of employees and will seek to promote higher standards wherever it is cost effective to exceed basic legal requirements. All reasonable care will also be taken to ensure the safety of all other building users and anyone likely to be affected by fire on or near a school building, event, site or activity.

2.2 The purpose of this policy is to:

- Safeguard people.

- Minimise the risk of fire and fire spread.
- Minimise the potential disruption of Council services.
- Ensure legal compliance.

2.3 To put this Fire Safety policy into practice and in line with the requirements of the Health & Safety Policy the school will give its employees, as far as is reasonably practicable the following commitments:

- Provision and maintenance of safe premises and equipment, including safe access to and exit from the premises.
- The knowledge and supervision they need to work safely.
- Safe ways of working, eliminating or reducing hazards relating to fire safety.
- Arrangements for ensuring fire safety and the reduction of risk in connection with the use, handling, storage and transport of dangerous substances at work.

### **3. Organisation and arrangements**

#### **3.1 Responsible Persons**

3.2.1 Louise Lowings (Head Teacher), Helen Torr (Deputy Head Teacher) and Paula England (Administrator)

3.2.2 Where there is more than one responsible person on the premises, all must take reasonable steps to work with each other to ensure a co-ordinated approach to fire safety.

3.2.3 These measures must include all employees and other building users and anyone else likely to be affected by fire on or near school premises, events or activities.

#### **3.2.4 Duties of Responsible Persons:**

3.2.5 Ensure a suitable & sufficient fire risk assessment is completed, for buildings/locations within their control. This should be reviewed i) at least annually and ii) following significant change and iii) following an incident likely to have implications for fire safety.

3.2.1 Ensure all relevant policies/procedures/guidance are followed, with particular reference to the standards outlined in Fire Safety Guidance <https://www.hse.gov.uk/toolbox/fire.htm>

3.2.2 Attention should be paid to:

- Measures to reduce the risk of fire and the risk of fire spread.
- Measures in relation to the means of escape.
- Measures to ensure the means of escape can be safely and effectively used at all times.
- Measures in relation to the means of fighting fire.
- Measures in relation to the means for detecting fire and providing warning in case of fire.
- Measures in relation to the action to be taken in the event of fire, including the instruction and training of employees.
- Measures to mitigate the effects of fire.

3.2.3 Ensure that the following methods of fire prevention are applied (in hierarchical order) when implementing the measures outlined in 3.2.6.

- avoid risks,
- evaluate risks which cannot be avoided,
- combat risks at source,
- adapt to technical progress,
- replace the dangerous by the non-dangerous or less dangerous,
- develop a coherent overall prevention policy,
- give priority to collective measures over individual protective measures
- give appropriate instructions to employees.

3.2.4 Put in place a regular inspection regime of building/equipment (Appendix 3 Fire Safety Guidance).

3.2.5 Ensure co-operation between all teams' occupancy with others including co-ordinating shared information where significant risks are identified in non-core areas.

3.2.6 **Other "Fire Safety Competent Persons" include:**

3.3.1 Consultants/Contractors are regulated by Health & Safety legislation and sign-up to the Council "Safe Working" Guidelines

3.3.2 The school's Insurers may require additional measures to be taken to ensure life and property is protected.

3.3.3 All new School builds are subject to guidance issued by the Department of Children, Schools and Families.

3.3.4 Fire marshals (all staff) will have additional fire safety responsibilities depending on the site/location or the type of work carried out (e.g., those with responsibilities for vulnerable people).

3.3.5 The Occupational Health & Safety team are available for further advice on all aspects of fire safety and training.

3.3.6 The school will also consult with Trade Unions and other workforce representatives on fire safety issues to ensure that everyone is informed about, and involved in, fire safety.

### **3.4 Employees responsibilities**

3.4.5 The law requires all employees, wherever they work, to do certain things.

That means we must all take personal responsibility to:

- Take care of our own fire safety and that of anyone else who is affected by our work.
- Co-operate with the school in the interests of fire safety
- Take good care of anything provided for the purposes of fire safety.

- Report all fire/false alarm incidents and anything thought to be dangerous – to the Head or Deputy head teacher or the school administrator who will complete and submit an accident form or a Near miss form to the local authority.

3.4.6 Actively look for opportunities to improve fire safety.

#### 4. Monitoring

Health and safety and fire safety performance will be monitored on a regular basis at various levels within the school – Head teacher, deputy head, Fire safety co-ordinator, H&S governor. And through the General Purposes committee of the governing body

This policy will be reviewed annually by the General Purposes committee of the governors in the spring term.

Status	Agreed
Agreed at:	General Purposes Committee Meeting
Effective from:	17 <sup>th</sup> October 2022
To be reviewed by:	General Purposes Committee
Responsible person in school:	Helen Torr

Responsible person signature:

Date:

Governor signature:

Date: