

**THE GERMAN SCHOOL LONDON**

**FIRE MANAGEMENT POLICY**

**November 2017**

## **GENERAL STATEMENT OF POLICY**

This policy is based upon the Health and Safety at Work etc Act 1974 and the Regulatory Reform (Fire Safety) Order 2005, which requires building owners to appoint a Responsible Person to produce a Fire Risk Assessment and provide a suitable and sufficient level of fire precautions which should include:

- Appropriate measures to reduce the risk of fire
- Appropriate measures that will limit the spread of fire should one occur
- Appropriate means of detecting and giving warning in case of fire
- Appropriate measures to ensure that means of escape from the premises can be safely and effectively used at all times
- Appropriate portable fire extinguishers for the risk identified in relation to means of fighting fire on the premises
- Appropriate signs, notices and lighting to enable persons to escape safely from the premises

### **Responsible Staff**

The School staff who have responsibilities for the Fire Safety procedures are:

Deputy Headteacher  
Managing Director  
Facilities Manager (Responsible Person)  
Facilities Assistant (Competent Person)  
Head Caretaker  
School Caretaker

### **Risk Assessment**

Premises: Each part of the premises has been assessed to identify the fire hazards, people at risk and the measures in place to remove or reduce the risk. This assessment is repeated if rooms/Departments are altered in any way.

Procedures: The fire safety procedures are reviewed annually or in the event of a fire evacuation (planned or unplanned) to ensure the procedures are suitable and sufficient.

### **Training**

The following training programme is in place:

- Fire Wardens – Receive annual training by the Fire Safety Advisor/H&S Consultant.
- New Staff – All receive a welcome H & S/Induction pack plus a Fire Induction Course.
- General Staff – Receive every three years, fire extinguisher training by the Fire Safety Advisor/H&S Consultant.

## **Evacuation Procedures**

Detailed procedures are contained in the School's Fire Plan and Emergency Procedures Document (Annex A).

## **Review Process**

This Policy will be reviewed regularly by the School's Health and Safety Committee which will take into account any legislative changes or School procedure improvements. After each fire evacuation the Health & Safety Advisor will assess the event and produce the findings for discussion at the next Health & Safety Committee meeting for any improvements.

## **Records**

The required records for staff training and Risk Assessments are held by the H & S Advisor. The required records for the maintenance of the fire detection systems are held by the School's Caretaker.

## **Audits**

The Health and Safety Committee arrange internal School Audits which include an assessment of local fire safety standards to ensure the Policy is being implemented across the School. Any breaches in the Policy implementation will be addressed immediately.