



DANES HILL SCHOOL
FIRE PREVENTION POLICY

1. FIRE PREVENTION POLICY – STATEMENT

1.1. Danes Hill School acknowledges its responsibilities under the Regulatory Reform (Fire Safety) Order 2005.

1.2 Danes Hill School will ensure that fire safety risk assessments are carried out on all its premises to determine the 'general fire precautions' / 'preventive and protective measures' needed to comply with the requirements imposed under the Order.

1.3 Danes Hill School has appointed a 'competent person' to assist with implementing the requirements of the Regulatory Reform (Fire Safety) Order 2005 including fire risk assessments. The Health and Safety Officer shall act as the 'competent person' in this respect.

1.4 Danes Hill School will make and give effect to such appropriate organizational arrangements for the effective planning, organization, control, monitoring and review of its preventive and protective measures. See section (2) below.

1.5 Danes Hill School will implement such general fire precautions as will ensure, so far as is reasonably practicable, the safety of its employees, students, contractors and visitors on its premises. These general fire precautions will be implemented on the basis of the following principles from Part 3, schedule 1 of the Order:

- (a) avoiding risks;
- (b) evaluating the risks which cannot be avoided;
- (c) combating the risks at source;
- (d) adapting to technical progress;
- (e) replacing the dangerous by the non-dangerous or less dangerous;
- (f) developing a coherent overall prevention policy which covers technology, organization of work and the influence of factors relating to the working environment;
- (g) giving collective protective measures priority over individual protective measures; and
- (h) giving appropriate instructions to employees.

and, as specified in article 4 of the Order, these general fire precautions will include:

- (a) measures to reduce the risk of fire on the premises and the risk of the spread of fire on the premises.
- (b) measures in relation to the means of escape from the premises;
- (c) measures for securing that, at all material times, the means of escape can be safely and effectively used.

- (d) measures in relation to the means for fighting fires on the premises;
- (e) measures in relation to the means for detecting fire on the premises and giving warning in case of fire on the premises.
- (f) measures in relation to the arrangements for action to be taken in the event of fire on the premises, including (i) measures relating to the instruction and training of employees and (ii) measures to mitigate the effects of the fire.

2. FIRE PREVENTION POLICY – ORGANIZATION

2.1 Governors have overall responsibility for ensuring the implementation of this policy and for all health and safety matters within Danes Hill School.

2.2 Responsibility for the fulfilling of the Governors' policy rests with the Secretary and Clerk to the Governors.

2.3 Overall control of safety matters rests with the Risk management Committee. The Risk Management Committee has the primary responsibility for setting, executing and reviewing policy on fire prevention and fire safety matters. The Committee also reports to and advises the Governors on fire prevention and fire safety matters

2.4 The Health & Safety Officer with help of H & S Consultants

- (a) acts as the 'competent person' within the school as required by the Order
- (b) provides advice on fire safety legislation and fire safety implementation to staff at all levels in the school
- (c) develops and reviews policy to enable compliance with fire safety legislation
- (d) inspects monitors and reviews implementation of fire safety measures
- (g) provides fire safety information and training to staff
- (h) arranges fire drills
- (i) and maintains fire safety related records (other than fire equipment servicing records)
- (j) appoints fire marshals and responsible persons.

2.5 The Bursar:

- (a) ensures all new infrastructures/buildings and alterations to buildings are designed and built in accordance with Building Regulations, current Health and Safety legislation and relevant British Standards in respect of fire safety
- (b) ensures all buildings are maintained in accordance with Building Regulations, current Health and Safety legislation and relevant British Standards in respect of fire safety
- (c) ensures the management, maintenance and testing of fire detection systems and fire fighting equipment in accordance with relevant British Standards
- (d) ensures all contractors appointed by Estates comply with the Control of Contractors Policy
- (e) ensures provision of technical expertise on fire detection and fire fighting equipment.
- (f) reports to the Risk Management Committee on the implementation of the fire safety policy and procedures
- (g) Commission fire risk assessments to be carried out
- (h) liaises with the local fire authority on fire safety matters

2.6 Senior Management Team, Head of Departments and Heads of Section

- (a) to ensure good standards of housekeeping are maintained within their area of control.
- (b) ensure staff are properly inducted in the fire emergency procedures
- (c) ensure all staff , students and visitors within their area of responsibility participate in emergency evacuations

2.7 Health and Safety Officer/Bursar have duties to:

- (a) oversee that new staff fulfill the safety (including fire safety) induction arrangements with the Health and Safety Officer within one month of commencing employment
- (b) to arrange for an annual safety inspections of their areas which includes aspects of fire safety hazards, defects etc.

2.8 Designated Zone Fire Marshals receive training for the following duties:

- (a) to monitor their allotted zone and correct if possible, and report if not possible, any problems they note such as wedged open fire doors, missing fire extinguishers, defects etc.
- (b) on hearing the continuous fire alarm, to 'sweep' their area and encourage occupants to move promptly to the nearest fire exit and then to direct them to the nearest assembly point
- (c) to move mobility impaired occupants to places of relative safety
- (d) to report to the Duty Controller or fire brigade officer on whether their area is clear or whether problems have been encountered such as trapped or disabled occupants - or to send a colleague to make the report while the marshal stays with and person awaiting evacuation assistance
- (e) to dissuade occupants from re-entering the building – if allotted an exit to monitor – until the all clear is given

2.9 Responsibilities of individual employees

- (a) all new staff are required by Governors to have attended a fire safety session delivered by the Health and Safety Officer or to have returned an acknowledgement slip from the Health and Safety induction pack to state that they have read and understood the information, especially the fire safety information, contained in the pack
- (b) as it cannot be guaranteed that Fire Marshals or deputies will be in place whenever an emergency evacuation occurs, all staff are required to act as basic fire marshals and have the following duties:
 - (i) If in charge of students or visitors, to direct them to the nearest exit and take them to muster point. Teachers of students with disabilities are responsible for their safe evacuation.
 - (ii) If not in charge of students or visitors, to assist the Emergency Co-ordinator and instruct persons leaving buildings to move well clear of exits and not to re-enter buildings until the all-clear has been given by the Duty Attendant or a senior fire brigade officer.

(c) all Danes Hill School employees have a legal responsibility under Section 7 of the Health and Safety at Work A (1974) to take reasonable care of themselves and all others who may be affected by their acts and/or omissions and to co-operate with their employer with regard to health & safety including fire safety matters.

(d) Regulation 14 of the Management of Health and Safety Regulations (1999) requires all employees to bring to the employer's attention any situation they are aware of which could pose a risk to their health, safety or welfare or that of their colleagues e.g. a fire risk situation.

2.10 The Site Manager is responsible for:

(a) liaising as necessary with contractors to providing fire safety information, arrange for smoke heads to be removed, supervising contractors' fire safety performance etc.

(b) liaising as necessary on fire safety design implications for construction and refurbishment projects with architects, building control (or commercial substitute companies) and the Fire Officer.

(c) arranging the supply of building plans for fire risk assessments and for the emergency use of the fire brigade.

(d) arranging for the maintenance of the fire alarm system, fire fighting equipment and any devices provided for fire safety e.g. door release systems

(e) arranging for weekly testing of the fire alarm systems in each building

(f) arranging for his staff (and himself) to provide general assistance at fire drills and evacuations including resetting fire alarm panels.

(g) liaises with the bursar on fire safety matters including fire safety implications in building construction and refurbishment projects

2.11 Staff

All staff ensure that buildings are kept clear of rubbish build up, particularly in and around fire escape routes and exits.

Ensure staff follow the procedure and exit the building when they hear the alarm. It is a disciplinary offence not to evacuate.

TJC

Date of Policy: 1 February 2014

Renewed 1 Feb 2018

Date of policy renewal: 1 February 2019