

FIRE RISK MANAGEMENT POLICY

NOTRE
DAME
SCHOOL



1. Objectives

The objectives of this policy are:

- To ensure that staff, students, contractors and visitors on School premises are safeguarded from injury or death in the event of fire.
- To have arrangements, systems and procedures in place to minimise the risk of fire starting and fire spreading.
- To reduce the potential for fire to disrupt School business, damage to premises or harm the environment.
- To ensure the School complies with relevant fire legislation and standards, including:
 - The Regulatory Reform (Fire Safety) Order 2005
 - Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)
 - COSHH

2. Responsibilities

The Governors are ultimately responsible for ensuring that the School complies with all statutory fire safety requirements. They may share this responsibility with the Heads and other senior managers.

The Estates Manager is responsible for ensuring that up-to-date fire risk assessments are in place for School buildings; the installation and maintenance of fire detection and warning systems; fire-fighting equipment; emergency signage and lighting; periodic fire evacuation drills; adequate means of escape from buildings; ensuring that dangerous substances and materials are stored in the required manner, and that fire crews are made aware of the type, location and quantities of such substances; ensuring means of access for emergency services is provided at all School buildings in the event of fire.

Heads of Department are responsible for ensuring that fire issues are included in workplace inspections, dangerous substances and explosive materials are stored in the required manner under the relevant regulations, and risk assessments are carried out in their areas; making their staff and students aware of fire hazards and local emergency procedures; consulting with the Heads and Estates Manager on major changes to use of space or work which may compromise the fire integrity of buildings.

Project Managers for new building works or modifications to existing buildings must ensure that the requirements of relevant fire legislation and standards are considered early in the planning and design stages of the work and that the proposed building or modification work meets those requirements. They must also monitor that Contractors minimise fire and explosion risks of their work on School premises by following safe working procedures and any particular precautions and procedures required by Notre Dame School due to the nature or location of the work being undertaken.

Less-abled students and staff are responsible for informing the senior management team of any disability which may affect their ability to evacuate a building in the event of an emergency. Once the nature of disability is known a Personal Emergency Evacuation Plan (PEEP) should be devised for implementation in an emergency situation

The Senior Leadership Team is responsible for compiling the Personal Emergency Evacuation Plans for students with relevant disabilities. The Senior Leadership Team must ensure that the Estates Manager is aware of all disabled students on the Campus and is provided with a copy of each of their PEEPs.

Line Managers are responsible for compiling PEEPs for staff with relevant disabilities

Hirers of school premises are responsible on hearing the fire alarm, for ensuring that all visitors leave the buildings immediately and proceed to the designated Assembly Point. The hire organiser should report to the Assembly Point Coordinator at the Assembly Point that the room/area has been cleared and all participants have been accounted for.

The Estates Manager acts as Assembly Point Coordinator and is responsible for taking charge at the Fire Assembly Point, receiving reports and others, noting any missing people or areas not searched and reporting these to the Fire Evacuation Controllers and/or Fire Brigade Officers.

In the event that the Estates Manager is not present the designated Event Coordinator will also act as Assembly Point Coordinator.

Lead Fire Evacuation Coordinators are responsible for establishing control and communications at the evacuation point; gathering information; liaising with the emergency services and ensuring the safe collection of students from the campus.

All staff and students must take care not to put themselves or others at risk, to follow instructions and to report any faults or shortcomings in fire safety arrangements. Everyone has a duty not to damage or deliberately misuse any equipment provided for fire safety

3. Arrangements

Fire Risk Assessment of Buildings

- The Estates Manager arranges for fire risk assessments to be carried out on each School building.
- Emergency plans for each building and the school site are drawn up by the Senior Leadership Team, taking account of the findings of the fire risk assessments.
- Fire risk assessments and emergency plans are regularly monitored and updated as necessary.

Fire Detection, Alarm Installations and Fire Fighting Equipment

- Arrangements for the maintenance, inspection, examination and testing of fire-fighting fire detection, alarm installations and fire-fighting equipment are made by the Estates Manager.
- Visual checks on fire-fighting equipment are carried out during the required twice yearly inspections by maintenance staff.

Risk Assessment of Activities

- Schools and Offices must include fire issues in risk assessments of their activities, including research and student projects, conferences and open days, and other activities arranged or hosted by them on or off Campus. Control measures must be implemented to minimise any risks from fire or explosion
- Risk assessments must be reviewed at least annually and updated as necessary following any change in activity, process or location.

Training and Instruction

- New staff and student induction training for action in the event of a fire is given by line managers and appropriate academic staff
- Task training specific to work or study activities including relevant fire issues and precautions is given by line managers and appropriate academic staff
- Training is given by the Estates Manager and Fire Safety Consultant.
- Fire Assembly Point Coordinator and Fire Evacuation Controller training is given by the Fire Safety Consultant.
- In general only Maintenance & Caretaking staff are trained in the use of fire extinguishers. Specific departments and Offices may have additional trained personnel where risk assessments have shown the need.
- Appropriate information on fire hazards, precautions and emergency arrangements is provided by the relevant School/Office to Contractors, visitors and relevant organisations.
- Information on fire evacuation procedures is given to students by heads of department.
- Written instructions for dealing with emergencies are kept in the school offices and Estates Managers office.
- Fire escape route and fire exit signage and fire action notices are displayed at appropriate locations in all School buildings

Monitoring by Inspections

- Heads of department carry out workplace inspections twice yearly in all their areas and include fire issues in these inspections
- The Estates Manager and catering contractors' management carry out annual inspections of kitchens in catering outlets and include fire issues in these inspections
- Remedial actions are reported to the relevant School/Office or manager for the area. A summary of inspection results and actions is included in School/Office annual Safety Statements.

Monitoring by Fire Evacuation Drills

- Estates Managers arrange fire evacuation drills for all School buildings at least once per term, and at different times of the day and week for relevant groups of staff and students.
- Fire drill reports and recommendations are sent initially to the Heads and discussed at Senior Leadership Team meetings; minutes of these meetings are sent to the school H&S Committee.

Emergency Evacuation

- Emergency evacuation procedures are in place for all School buildings, with fire action notices displayed at appropriate locations.
- In the event of a fire alarm activation, everyone should leave the building immediately, go to the designated Assembly Point and remain there until the 'all clear' to return to the building is given by the Fire Assembly Point Coordinator. The Fire Assembly Point Coordinator is responsible for calling the fire services in the event of a confirmed fire situation.
- Staff and students with disabilities which may affect their ability to evacuate a building in the event of an emergency should follow the evacuation procedures agreed in their PEEP.

Reporting Fire Incidents

- Fire incidents are reported to the Estates Manager.
- Fire alarm activation details for School buildings are held in the Estates Manager's Office.