



Tower Hill Primary School Fire Safety Policy

1 Policy statement

The Governors understand and accept the legal obligations in respect of fire safety and in accordance with Corporate Policy and Departmental Guidance (as appropriate) will provide as far as is reasonably practicable an environment safe from fire for staff, clients and others who may be in or near the building. In this respect suitable, sufficient and risk appropriate "Fire Precautions" and "Management Systems" will be provided and maintained to facilitate safe evacuation from the premises and mitigate the effects of fire should this occur.

2 Management

The Headteacher acting on behalf of the Governors is the "**Responsible Manager**" for the purposes of the bringing into effect in these premises the requirements of the Fire Safety Order and any other fire safety related requirements that may have effect now or in the future. The general management of this is delegated to the **General Office Manager & Administrative Officer** who is also the **Fire Safety Co-ordinator**.

3 Site Fire Safety Specification: Tower Hill Primary School

The workplace has a total of four buildings

One, the original building, is made up of four main areas which are used for educational, office, staff rest area, catering & site management purposes as follows:

- the central administration area of the building is of two storeys, with a single staircase to the staff rest area comprising: staff study, Deputy Headteacher's office, staff study and three WCs, whilst the ground floor houses 4 ground floor classroom spaces and the caretaker's office which connects to this building via an outside area through one of the classrooms;
- a corridor opposite the administration area has two further classrooms with doors to the rear of the building, WCs and an accessible WC.
- two further teaching areas span via corridor links from the central internal EY Outdoor Quad area involving an Arts & Technology Suite of 3 rooms to the left from the reception area and a 2-class block for Y3 pupils to the right;
- the kitchen catering area of the premises is attached to the school hall and not a separate building.

The second, and newest, building faces the original building. It is:

- all on one level with 6 classrooms, an additional smaller teaching area, the SENCo's office, separate boys' & girls' toilets, an Accessible WC, a staff room, a plant room and a 'riser' (server room).

The third, a free standing, brick built P.E. store connecting to the groundsman's outdoor equipment/COSHH store, stands in the playground in front of the Eco Hub/KSI Activity Area.

The fourth is a free standing outside drama store unconnected to the school building at the side of the school car park, facing the field.

The workplace has an electrical fire alarm with manual call-points. Emergency lighting is provided to those areas where an Entertainments Licence applies. Fire extinguishers of various types are strategically located throughout the building

4 Risk Assessment

The Fire Safety Co-ordinator* will carry out the necessary fire risk assessments. This will be monitored by the Headteacher and reviewed when changes occur or annually, whichever is sooner. The risk assessment will be kept in the Fire Manual for audit by authorised inspectors.

*1 As defined in relevant legislation

*2 Who will have attended Hampshire Learning Centre's Fire Co-ordinator's Course

5 Emergency Evacuation Plan

An emergency plan will be produced by the Headteacher indicating the predetermined arrangements for facilitating safe evacuation of anyone in the premises, this will be reviewed when changes occur or annually which ever is sooner. This process will be monitored by the Governors and the plan will be kept in the Fire Manual for audit by authorised inspectors.

6 Fire Safety Training

Staff will receive fire safety training as part of their 'first day induction' and at regular periods thereafter. A training programme for this will be produced by the Headteacher and records kept regarding who gave the training, the subjects covered and who attended. The programme and records will be kept in the relevant section of the Fire Manual for audit by authorised inspectors.

7 Fire Drills

The Headteacher will arrange for a monitored fire evacuation drill to take place each term. The outcomes from these drills will be made known to staff together with any consequential action that may be necessary. Records of when drills occur, the findings and necessary actions will be maintained and kept in the Fire Manual for audit by authorised inspectors. These arrangements will be monitored by the Responsible Person

8 Fire Precautions.

- All fire resisting doors will be maintained self closing or locked shut as appropriate.
- If fire doors are required to be maintained in the open position, other than for short periods of time for specific reasons, this will be achieved by means of suitable hold open devices that will automatically release the door on operation of the fire alarm.
- Fire escape routes will be maintained clear of combustible materials and unobstructed at all times.
- Staircases and fire escape routes will be maintained clear of combustible materials and unobstructed at all times.
- Whilst the building is occupied, fire exit doors will be maintained unobstructed & immediately available to facilitate exit without the use of a key, pass card or code.
- Internal refuse containers will be emptied when necessary and at the end of each day to ensure no undue build-up occurs within the premises. External refuse containers will be located to minimise the risk to premises should they be set alight.

It is illegal to smoke anywhere on the site.

Combustible materials will be kept at a safe distance from means of ignition at all times when stored and used. The storage of flammable materials will be in accordance with H&S Guidance and when used only the minimum necessary will be freely available for that use.

9 Maintenance Arrangements

The fire alarm will be tested weekly by the Site Manager and serviced by competent contractors managed by PBRs and monitored by site staff. These arrangements will be monitored by the Headteacher and reviewed annually. Records will be maintained and kept in the Fire Manual for audit by authorised inspectors.

The escape lighting will be tested monthly by the Site Manager and serviced by competent contractors managed by PBRs and monitored by the Headteacher and reviewed annually. Records will be maintained and kept in the fire manual for audit by authorised inspectors.

The fire-fighting equipment will be checked monthly by the Site Manager and serviced by a competent contractor annually. This will be monitored by the Headteacher and reviewed annually. Records will be maintained and kept in the Fire Manual for audit by authorised inspectors.

The Site Manager will check fire-resisting doors and final exits are checked quarterly to ensure they are in good order and working correctly. This will be monitored by the Headteacher and any repairs and/or maintenance will be undertaken by a suitably competent/skilled person. Records of the checks, findings and necessary actions will be maintained and kept in the Fire Manual for audit by authorised inspectors.

10 Monitoring and Review

Management will operate a system of information exchange at all times. This will be in a demonstrable format and will include:

- Details of repairs/replacements to fire equipment and fire related building defects
- The reporting and decision process up & down the management chain
- Appropriate records maintained.

11 Records

All current records will be kept in the Fire Safety Manual and be available for audit by authorised inspectors. Other associated records together with previous manual records will be kept separately for a period of at least seven years.

Documents to be read in conjunction with this policy are:

- Health and Safety Policy
- Fire Evacuation Plan
- Fire Safety Management Plan

³ In accordance with BS 5839

⁴ In accordance with BS 4266

**Reviewed by The Responsible Manager:
31st October 2022**

Laura Ovenden, Headteacher