

FIRE SAFETY POLICY

This policy will be reviewed annually or in response to changes in legislation		
Created	January 2018	Health and Safety Consultant
Last Review	July 2022	Health and Safety Manager
Approved	July 2022	Director of Operations
Next Review	September 2023	Digital Leads, Director of IT, Compliance Manager

This Policy applies to all year groups at Thomas's Schools, including the EYFS.

Thomas's London Day Schools operates as a united group of schools with a similar ethos and values and as such is referred to as a singular body.

This Policy should be read in conjunction with Thomas's Health and Safety Policy, Health and Safety Procedures and School Emergency Evacuation Procedures.

INTRODUCTION

Fire has the capability to cause multiple fatalities and extensive property damage. A serious fire could result in extensive disruption of the work of the schools and would involve losses that would be only partially covered by insurance.

Thomas's will make a suitable and sufficient assessment of the risks to which relevant persons are exposed whilst on the premises. This assessment will be used for the purpose of identifying the measures they need to take to comply with the requirements and prohibitions imposed on them by the Order. The School Health & Safety Manager will review the completed risk assessment regularly to ensure it remains up to date and valid and to reflect any significant changes that may have occurred.

Thomas's will ensure systems are in place to check all fire procedures and that monitoring, testing and maintenance of firefighting equipment, emergency lighting and alarm systems are completed. The School Caretaker and Health & Safety Coordinator will conduct regular tours/inspections of the premises and work activities to ensure that identified control measures have been implemented.

Fire Action signage will be placed in prominent positions throughout the premises to act as a reminder for all employees, visitors, contractors, etc. of the emergency evacuation procedure.

The fire procedures will be under the control of The Head Teacher.

ORGANISATION AND ARRANGEMENTS

Depending on the school structure, the member of the Senior Leadership Team with responsibility for Health and Safety or the school Health and Safety Lead will:-

- Act as the Senior Fire Warden/Marshal for the whole building.

- Ensure that new staff recruited or transferred to their school location are aware of local fire action and emergency evacuation procedures.
- Develop and present suitable staff induction training for fire safety, particularly the measures to take on discovering a fire and hearing the fire alarm.
- Organise practical fire safety training for employees in conjunction with the Health and Safety Manager.
- Carry out assessments of the risk to health and safety of staff and members of the public who may be affected by the fire. Review these assessments periodically and alert the Health and Safety Manager in the light of significant changes.
- Work with other members of staff to ensure suitable emergency plans are prepared for their location.
- Implement, monitor and review emergency plans.
- Ensure a sufficient number of Fire Marshals are trained and are fully aware of their role and responsibilities.
- Carry out emergency (Lockdown and Fire) drills twice per term and record the outcome.
- Ensure that the fire-fighting equipment, fire detection and alarm systems and fire action notices are suitable and sufficient for the buildings.
- Ensure that fire safety signs, including fire equipment signs and signs indicating exit routes and doors, are provided in each building.

Fire Warden/Fire Marshals: -

The task of the fire warden/marshal is primarily to assist with emergency evacuation of the building and to check that their designated areas are clear of people. The prime function of the fire warden/marshal is not to fight a fire. In certain cases, and where a fire is small, prompt action by a person properly trained to use extinguishers can help to prevent more extensive damage. Fire warden/marshals will: -

- In the event of the fire alarm sounding, assist and encourage others, including visitors, to leave the buildings in an orderly manner and proceed to the appropriate assembly point.
- Report the state of their designated area (e.g., clear, someone trapped, etc.) to the person taking the roll call at the assembly point.

The Caretaker: -

Will liaise with the Health and Safety Lead to: -

- Assist the Health and Safety Lead in the fire risk assessment review.
- Assist the Health and Safety Lead with the review and implementation of emergency plans.
- Emergency (Lockdown and Fire) drills are held twice per term. Assist the Health and Safety Lead in this task.
- Ensure waste material is consigned to rubbish bins or skips. These bins and skips will be kept in designated areas away from buildings in order to minimise the effects of arson. Emptying of bins and skips will be arranged at sufficiently frequent intervals to ensure that the need for overflow storage is minimised.
- The fire extinguishers installed at the school location are inspected and maintained by a competent person on an annual basis. Records of the inspections and any reports provided by the competent person will be kept for at least five years.

- When defects in the fire-fighting equipment are notified (e.g., a discharged extinguisher), the extinguisher is taken out of action and replaced.
- Fire alarm systems, automatic fire doors and emergency lighting systems are inspected and tested at regular intervals by a competent person and repaired as necessary. Intervals are not to exceed one year. Records of the inspection and test and any repairs made will be kept for at least five years.

The Caretaker has a key role to play in fire prevention and in checking that fire precautions are in good working order by: -

- Ensuring that flammable waste materials are not permitted to accumulate within the workplace; that waste paper bins are emptied at least once a day and that rubbish bins and skips are kept in a safe location and are emptied at sufficiently frequent intervals to prevent overflow of rubbish.
- Ensuring that escape routes are kept clear at all times, that fire doors are closed and that fire exit doors are unlocked while the building is occupied.
- Carrying out regular visual inspections of fire-fighting equipment provided in their buildings and ensuring that the Health and Safety Co-ordinator is notified of any defective equipment.
- Recording and updating the fire log book for all inspections and tests.

Where there is no caretaker in place, the Head at each location will delegate these duties to a designated member of staff.

The Facilities Management: -

- Will ensure that maintenance involving 'hot work,' i.e., welding, cutting, brazing, etc., is not undertaken without a permit to work signed by a competent person.
- Will ensure that portable electrical equipment (but not the fixed installation) is inspected for safety by a competent person at regular intervals. Records of the inspections and any inspection reports provided by the competent person will be kept for at least five years.
- Will ensure the School maintenance folder is issued to each caretaker. For recording and storing all Statutory inspections and tests.

All Staff

All staff will: -

- Respect the no-smoking rule at the school locations.
- Refrain from bringing privately owned portable electric heaters into the school buildings. Other high-fire risk equipment such as gas, paraffin or solid fuel heaters should not be brought into the schools.
- Ensure that sufficient clear space is maintained in rooms where they have control either on a temporary (e.g., for a meeting) or permanent basis to allow persons in the room to move freely to the exits.
- In the event of discovering a fire or hearing the fire alarm, take appropriate action according to fire action notices or other instructions and training they have received.
- Where appropriate, staff will assist visitors in leaving the building in an orderly manner and proceed to the appropriate assembly point.

Records

Fire Log Book/Folder Emergency Response Plan School Maintenance Folder
Fire Marshal and First Aiders (Notice Board) Posters 'Reviewed Termly'