NYES | Health and Safety

FIRE SAFETY PROCEDURES

Glusburn Community Primary and Nursery School

General Statement

We are a responsible establishment and take our fire safety duties seriously. For this reason we have formulated this policy to help us comply with our legal obligations to all building users under the Regulatory Reform (Fire Safety) Order 2005. These include the provision of a safe place of work where fire safety risks are minimised.

Employees Duties

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with us in complying with any procedures that we may introduce as a measure to protect the safety and well-being of our staff and visitors.

Communication

We will keep staff informed of any changes that are made to our fire safety procedures and fire risk assessment. We will also ensure that all persons on our premises are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

Fire Safety Procedures

We have introduced the following procedures in order to maintain high standards of fire safety

- A fire risk assessment has been undertaken by a competent person and this will be reviewed annually. However, more frequent reviews will occur if circumstances change or there are reasons to believe it is no longer valid. These may include alterations to the premises, new work processes, false alarm activations, fire drill related issues, equipment failure and changes to personnel/site users.
  The fire risk assessment was carried out by Dale Barton – North Yorkshire Council
  The fire risk assessment is kept in: In the Safety Fire Folder
  Relevant control measures and findings will be shared with staff and any recommended actions will be signed off when completed.

- The fire evacuation procedures will be practised and timed at least termly. These will be documented in/on: the Fire Safety Folder
  The first practice of the academic year should take place within the first few weeks to ensure new staff and pupils are aware of the alarm and the evacuation procedure.

- Fire Awareness Training will be provided to all staff.

- All new members of staff and temporary employees will be provided with induction training

including how to raise the alarm, location of fire extinguishers and the available escape routes.

- All escape routes will be clearly signed and kept free from obstructions at all times.
- All fire-related equipment will be regularly serviced and maintained. If any employee notices defective or missing equipment, they must report it to Sandra Chapman
- Alarm systems will be tested weekly and records will be kept in the Fire Safety folder. Staff will be told when a test in scheduled.
- Any other safety systems will be checked regularly to ensure correct operation, where necessary, e.g. emergency lighting is tested monthly. Records will be kept in/on Sandra Chapman's office.
- In the event of a fire it is expected that members of staff will call the fire brigade.
- In the event of the site needing to be totally evacuated, we will evacuate to Glusburn Institute/South Craven School.
- The named Fire Warden/s are

Linsey Sanderson
Jen Riddiough
Danielle Burke
Adam Smith
Sara Bunney
Lynn Ashton
Annette Waggett
Mandy Hunt
Kairen Dyson
Catharine Smith
Emma Platt
Katie Smith
Neil Bithell

They are responsible for sweeping allocated areas (toilets, cupboards etc.).

- Amy Chacksfield/Jodie Adams/Sandra Chapman are responsible for taking out registers/staff lists/visitors book
- The fire assembly point is located in front of school on the grass, in KS1 playground and KS2 playground.
- Sandra Chapman/Neil Bithell is responsible for liaising with the Fire Service
- Fire awareness training for all staff is refreshed every 3 years.
- Fire Warden training is provided at commencement of employment for those staff who require it and refreshed every 3 years.

- Training records will be kept in the policies folder

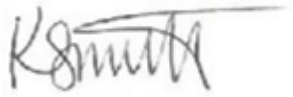
- The PEEP (if applicable) is documented by and kept in classes and CPOMs

- Prior to any out of hour event, a meeting will discuss the fire precautions required for that event based on the staff, the occupants and the activity taking place. The school will take into account that occupants may not know the school layout or that they may suffer from any disabilities or restrictions that may hinder their escape. Once the precautions have been fully considered, the control measures will be shared with all those involved in the event.

- Any person(s) or organisations with use of parts or all of the premises outside of hours (e.g. lettings) not employed through school should be suitably informed of the fire evacuation procedures, assembly points and the need to contact the emergency services and the responsible person in the event of an emergency.

- Should a change of Responsible Person occur, the outgoing Responsible Person must share all 'relevant fire safety information' with incoming Responsible Persons.

- This policy forms part of employees' conditions of employment. Failure to comply may be treated as a disciplinary matter.

Signed:	
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OFFICIAL - SENSITIVE