

Fire Policy

Next Review date: September 2017

FIRE POLICY

Introduction

This Policy Document has been drawn up in compliance with the Regulatory Reform (Fire Safety) Order 2005.

The primary objectives of the policy are:

- To minimise the incidence of fire within the schools' premises.
- To minimise the impact of fire on the occupants of the premises, the fabric of the premises and the delivery of educational services to the pupils.

Responsibilities

The Schools' Board of Governors are responsible for ensuring that current fire safety legislation is being met across all sites and that appropriate policies and works programmes are in place to improve and maintain fire safety.

Assurances that the requirements of the current fire safety legislation are being met must be sought.

The Schools' Board of Governors will ensure that a nominated person (Estates and Facilities Manager i/c H&S) has been appointed to take responsibility for the day to day supervision of fire safety matters.

The nominated person will take responsibility for the day to day supervision of all fire safety matters, to include fire risk assessments, maintenance of fire safety equipment, maintenance and integrity of escape routes and communications with the fire safety authorities etc.

The Headmaster/Headmistress is responsible for the appointment of a Fire Officer/Warden at each site, who will act as the focal point for fire safety matters and be responsible for insuring that the Fire Brigade is called and that a roll-call is taken in the event of a fire evacuation.

Fire Procedures

Merchant Taylors' Schools will provide a written Fire Evacuation Procedure which will be made available to all staff via the individual schools' Staff handbooks and which will be followed in the event of the fire alarm sounding.

The principal objective of the procedure will be to achieve a rapid and orderly response to a fire alarm activation.

Fire Procedural Notices will be displayed throughout the buildings. These notices will follow standard templates (Appendix A & B)

Fire Risk Assessment

The Regulatory Reform (Fire Safety) Order 2005 requires that Merchant Taylors' Schools carry out a fire risk assessment for each of its sites and maintain a written record of the findings.

The Fire Risk Assessment will identify hazards and the appropriate action to remove or reduce such hazards. Further details are contained in the Fire Risk Assessment documentation.

The Fire Risk Assessment documentation is to be reviewed annually and held available for inspection by Merseyside Fire & Rescue Services as they deem necessary.

Staff Fire Training

All staff should have basic instruction in fire safety and the fire evacuation procedures. Training to be given during initial induction and reinforced as necessary thereafter.

All staff should:

- know the potential fire hazards involved in their working environment
- practice and promote fire prevention
- know and follow the procedures

Selected staff (caretakers, technicians, catering, administration etc.) will be trained in the use of portable fire fighting equipment and fire marshalling duties.

Fire evacuation drills will be arranged at each site once per term. Drills to be monitored and outcomes reported on and recorded at the Health & Safety Committee Meetings held each term. Drills should be of differing levels (with different hazards) and at different times of the day.

Fire action



Operate the nearest fire alarm



Leave the building by the nearest available exit



Report to the person in charge of the assembly point at:



**Do not use lift
Do not re-enter the building until authorised to do so**