

# NORTHAMPTON SCHOOL FOR GIRLS

## Policies and Procedures

<b>Title:</b>	Fire Safety Policy
<b>Associated Policies:</b>	<ul style="list-style-type: none"><li>• Health and Safety Policy</li><li>• Fire Risk Assessment</li><li>• Fire and Emergency Evacuation Procedures</li></ul>

<b>1</b>	<b>Policy Statement</b>
	Northampton School for Girls will ensure, so far as reasonably practicable, that all staff, pupils, contractors and visitors are protected from the risks of fire whilst on the premises.

<b>2</b>	<b>Who does this policy apply to?</b>
	<p>The School Fire Safety Policy forms part of the School's Health and Safety Policy and in common with that policy extends through the whole school.</p> <ul style="list-style-type: none"><li>• Staff</li><li>• Students</li><li>• Visitors</li><li>• Contractors</li></ul>

<b>3</b>	<b>Who is responsible for carrying out this policy?</b>
	<p>Specific responsibilities are below:</p> <ul style="list-style-type: none"><li>• Governors ensure that an appropriate policy is in place in the school and that arrangements are made for its effective implementation.</li><li>• The Headteacher has the ultimate responsibility for the implementation and management of this policy.</li><li>• The Deputy Head and Health and Safety Manager are responsible for the effective implementation of this policy and its role within the school's Health and Safety Policy.</li><li>• The Regulatory Reform (Fire Safety) Order 2005 (RRFSO) places duties on the 'Responsible Person'. As a single academy trust (SAT), the Headteacher is the Responsible Person at Northampton School for Girls.</li><li>• All employees have the responsibility to cooperate and to ensure that the workplace is safe from fire and its effects and must not do anything that will place themselves or other people at risk.</li></ul>

<b>4</b>	<b>What are the principles behind the policy?</b>
	<ul style="list-style-type: none"><li>• To safeguard all persons, from death or injury in the event of fire by the effective management of fire safety.</li><li>• To minimise the risk of fire and to limit fire spread.</li><li>• To minimise the potential for fire to disrupt services, damage buildings and equipment, or harm the environment.</li></ul>

5	Procedures (standards)
	<p data-bbox="145 311 448 342"><b>5.1 Managing Fire Safety</b></p> <p data-bbox="145 383 1469 450">The school has delegated day to day responsibility for managing fire safety to the Deputy Head and Health and Safety Manager.</p> <p data-bbox="145 490 1110 521">The Deputy Head and Health and Safety Manager in conjunction with AMEY will:</p> <ul data-bbox="193 562 1485 1339" style="list-style-type: none"><li>a. Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times; and that the means of escape have adequate emergency lighting.</li><li>b. Provide and maintain in working order all fire fighting appliances and devices including:<ul data-bbox="256 667 1174 875" style="list-style-type: none"><li>I. Fire detection and alarm systems.</li><li>II. Emergency lighting systems.</li><li>III. Sprinkler systems.</li><li>IV. Firefighting equipment.</li><li>V. Notices and signage relating to fire procedures.</li><li>VI. Means of escape, taking into account the needs of any disabled users.</li></ul></li><li>c. Carry out or arrange to have carried out a Fire Safety Risk Assessment on each of the school buildings to ensure that the school's facilities are compliant; and reduce the risk of fire incidences by carrying out appropriate task risk assessments.</li><li>d. Provide appropriate instruction and training for all school staff on the action to be taken to protect people and property including regular fire evacuation practices for all the school.</li><li>e. Ensure that all staff, students, visitors and third party hirers are made aware of and comply with the school's fire procedures.</li><li>f. Identify any special risks, e.g. the storage of hazardous materials, and put in place appropriate procedures to minimise the risks.</li><li>g. Liaise with third parties; the emergency services, and the school's insurers to ensure that best practice for fire prevention and procedures is in place.</li><li>h. Monitor and review this policy on a regular basis so as to ensure that any new risk of alteration to regulations is addressed.</li></ul> <p data-bbox="145 1379 328 1411"><b>5.2 Monitoring</b></p> <p data-bbox="145 1451 1469 1518">The school utilises the services of AMEY and other outside organisations to carry out effective monitoring of its duties.</p> <ul data-bbox="193 1559 1501 1977" style="list-style-type: none"><li>a. The school <b>fire detection and alarm systems</b> are maintained by ADT as arranged by AMEY. Records of these checks are held by AMEY. The fire alarm sounders are tested on a weekly basis by the AMEY site staff.</li><li>b. The school <b>emergency lighting</b> is checked monthly by AMEY site staff and annually by an AMEY engineer, who completes a three hour drop test. This is organised by AMEY who also maintains records of these checks.</li><li>c. <b>Notices and signage</b> are updated as required and checked annually during the Fire Risk Assessment.</li><li>d. The <b>sprinkler system</b> is checked twice a year by Tyco as arranged by AMEY.</li><li>e. <b>Firefighting equipment</b> is visually checked monthly by AMEY site staff and extinguishers are replenished or replaced annually by PHS annually as arranged by AMEY.</li><li>f. Two <b>fire logbooks</b> which contain records of fire safety issues are maintained, one by Northampton School for Girls and a second by AMEY. The Northampton School for Girls log book is located on the NSG</li></ul>

Health and Safety Team Drive. AMEY keep their logbook in the AMEY site office. Logbooks include the following information:

- I. Fire drills.
- II. The storing of hazardous materials.
- III. Hot works permits, etc.
- IV. The inspection of testing of:
  - Fire detection and alarm systems.
  - Emergency lighting systems.
  - Firefighting equipment.
  - Staff training records.

### 5.3 Fire Risk Assessment

AMEY and the school carry out an annual and comprehensive Fire Risk Assessment for each of its buildings. These assessments are kept by the Health and Safety Manager and a copy is held on the NSG Health and Safety Team Drive.

The Fire Risk Assessment identifies who will be at risk if there is a fire, where people may be working and who else may be at risk, either in the premises or nearby, such as members of the public, visiting contractors, etc., and where these people are likely to be located.

The Fire Risk Assessment will be reviewed as amended if it is either no longer valid or if any changes are planned, such as:

- Any structural changes (alterations to the layout of the premises, erection of partitions, refurbishment etc.) which may affect the spread of fire.
- Any change to the use of the premises which may affect the risk rating.
- Any change to work processes or work equipment which may introduce new fire hazards.
- Any change to the numbers of people using the premises to ensure that escape routes can be accommodate the numbers safely.

### 5.4 Fire Safety Training

- All staff receive basic fire safety induction training. This is organised at the start of their employment by the Health and Safety Manger.
- Fire Wardens receive training in this area before carrying out any Fire Warden duties. Fire Warden instructions are included in the Fire and Emergency Evacuation Procedures.
- Staff responsible for completion of the Fire Risk Assessment should have received appropriate training.
- Staff are given instruction on emergency evacuation at the start of each academic year, and if there are any significant changes. They will receive a copy of the updated Fire and Emergency Evacuation Procedures and a slide show with key points identified.
- Students are given instruction on the actions to be taken in the event of a fire. This will be communicated by their form tutors at the start of the academic year and if there are any significant changes.

- Fire drills are planned each term to evaluate the effectiveness of the school's evacuation procedures. The findings of the drill are reported to staff through the Minutes of the Health and Safety committee meetings, any conclusions and remedial actions are recorded and implemented.

### 5.5 Evacuation Procedures

The evacuation procedures which are to be followed in the event of a fire alarm, are in a separate document, Fire and Emergency Evacuation Procedures. This document details responsibilities of staff and individuals during an evacuation and roll call.

The document also includes specific guidance on the evacuation of disabled persons from the school buildings.

## 6 Policy Review

**6.1** This policy will be monitored as part of the Academy's annual internal review and reviewed on a three year cycle or as required by legislature changes.