



# FIRE SAFETY POLICY

## Captain Webb Primary School

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<b>Adapted By</b>	<b>L Sanderson</b>	<b>Version 2</b>	<b>6/10/21</b>
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# **CAPTAIN WEBB PRIMARY**

## **FIRE SAFETY POLICY**

### **1. INTRODUCTION/BACKGROUND**

1.1 The Regulatory Reform (Fire Safety) Order 2005 (RRO) requires Telford & Wrekin Council to ensure the fire safety of all employees and to take all necessary fire precautions to ensure the safety of anyone else who may be affected by fire at or near:

- any Council owned premise (including operational buildings)
- events run or managed by the Council
- activities run or managed by Council

1.2 This policy supports the following corporate health & safety documents:

- Health & Safety Strategy
- Corporate Health & Safety Policy

1.3 It should be read in conjunction with:

- Guidance on Fire Safety

1.4 It outlines:

- The Schools's aims and objectives for the management of fire safety;
- The organisation and arrangements for implementation; and
- How the policy will be monitored.

### **2. GENERAL STATEMENT AND OBJECTIVES**

2.1 The School will comply with all relevant fire safety law to ensure the safety of employees and will seek to promote higher standards wherever it is cost effective to exceed basic legal requirements. All reasonable care will also be taken to ensure the

safety of all other building users and anyone likely to be affected by fire on or near a School building, event, site or activity.

2.2 The purpose of this policy is to:

- Ensure legal compliance.
- Safeguard people.
- Minimise the risk of fire and fire spread.
- Minimise the potential disruption of Council services.

2.3 To put this Fire Safety policy into practice and in line with the requirements of the Health & Safety Policy the School will give its employees, as far as is reasonably practicable the following commitments:

- Provision and maintenance of safe premises and equipment, including safe access and egress.
- The knowledge and supervision they need to work safely.
- Safe ways of working, eliminating or reducing hazards relating to fire safety.
- Arrangements for ensuring fire safety and the reduction of risk in connection with the use, handling, storage and transport of dangerous substances at work.

### **3. ORGANISATION AND ARRANGEMENTS**

#### **3.1 Employer's responsibilities:**

3.1.1 The Health & Safety Management structure of the School is identified in **Section 3** of the School's Health & Safety Policy.

3.1.2 In addition to this, the School will appoint "fire wardens".

#### **3.2 Responsible Persons**

3.2.1 Every Council owned operational building/location and unoccupied commercial building must have a named "responsible person" to manage all fire safety issues. In Core Council buildings it is the Facilities Management Team. In premises not owned by the Council, the occupier, owner or landlord will be the responsible person. In the schools case this is the Headteacher.

3.2.2 These measures must include all employees and other building users and anyone else likely to be affected by fire on or near School premises, events or activities.

### **3.2.3 Duties of Responsible Persons:**

3.2.4 Ensure a suitable & sufficient fire risk assessment is completed, for buildings/locations within their control. Property & Design arrange these for Council operational properties. The risk assessment should be reviewed i) at least annually and ii) following significant change and iii) following an incident likely to have implications for fire safety.

3.2.5 Ensure all relevant policies/procedures/guidance are followed, with particular reference to the standards outlined in the Fire Safety Guidance.

3.2.6 Attention should be paid to:

- Measures to reduce the risk of fire and the risk of fire spread.
- Measures in relation to the means of escape.
- Measures to ensure the means of escape can be safely and effectively used at all material times.
- Measures in relation to the means of fighting fire.
- Measures in relation to the means for detecting fire and providing warning in case of fire.
- Measures in relation to the action to be taken in the event of fire, including the instruction and training of employees.
- Measures to mitigate the effects of fire.

3.2.7 Ensure that the following methods of fire prevention are applied (in hierarchical order) when implementing the measures outlined in 3.2.6.

- Avoid risks,
- evaluate risks which cannot be avoided,
- combat risks at source,
- adapt to technical progress,
- replace the dangerous by the non dangerous or less dangerous,
- develop a coherent overall prevention policy,
- give priority to collective measures over individual protective measures
- give appropriate instructions to employees.

3.2.8 Put in place a regular inspection regime of building/equipment (Appendix 3 Fire Safety Guidance).

3.2.9 Ensure co-operation between all teams/service areas in shared occupancy with others (council/non-council), including co-ordinating shared information where significant risks are identified in non-core areas.

### **3.3 Other “Fire Safety Competent Persons” include:**

3.3.1 Property & Design have fire safety responsibilities for design/ construction/ maintenance/ demolition work. They also ensure all building work (new/refurbishment etc) conforms with current Building Regulations, in relation to Means of Escape.

3.3.2 Consultants/Contractors are regulated by Health & Safety legislation and sign-up to the Council [Safe Working](#) Guidelines

3.3.3 The Council’s Insurers may require additional measures to be taken to ensure life and property is protected.

3.3.4 All new School builds are subject to guidance issued by the Department of Children, Schools and Families.

3.3.5 Facilities Management have designated fire safety responsibilities for Core Council buildings.

3.3.6 Fire marshals/wardens and others will have additional fire safety responsibilities depending on the site/location or the type of work carried out (e.g. those with responsibilities for vulnerable people).

3.3.7 The Internal Health & Safety team are available for further advice on all aspects of fire safety and training.

3.3.8 The Council will also consult with Trade Unions and other workforce representatives on fire safety issues to ensure that everyone is informed about, and involved in, fire safety.

### **3.5 Employees responsibilities**

3.5.1 The law requires all employees, wherever they work, to do certain things. That means we must all take personal responsibility to:

- Take care of our own fire safety and that of anyone else who is affected by our work.

- Co-operate with the School in the interests of fire safety.
- Take good care of anything provided for the purposes of fire safety.
- Ensure that all equipment that is flammable or could provide a source of ignition, including personal items are stored securely and safely, even when not in use.
- Report all fire/false alarm incidents and anything thought to be dangerous – either on a Fire and False Alarm report form (**Appendix 1**) or an [Accident Report Form](#)
- or a [Near Miss Report Form](#)

3.5.2 Actively look for opportunities to improve fire safety.

#### **4. MONITORING**

Health and safety and fire safety performance will be monitored on a regular basis within the school.

#### **5. LINKS**

5.1 Fire Safety Guidance

5.2 Health & Safety Policy

5.3 Event Management Guidance contains further information on fire risk assessment for open air events and can be found on the intranet/ Telford & Wrekin Commercial Services website.

**Appendix 1: FIRE AND FALSE ALARM REPORT FORM**

	<p><b>Captain Webb Primary School</b></p>
<p><b>Fire and False Alarm Report Form</b></p>	
<p><b>Date of Incident:</b></p>	
<p><b>Time of Incident:</b></p>	
<p><b>Nature of Incident (fire, false alarm, other – specify)</b></p>	
<p><b>Location of Incident (include room numbers/specific area etc)</b></p>	
<p><b>Details of any dangerous substances either involved or stored close to source of fire</b></p>	
<p><b>Time of call to Fire &amp; Rescue Service (if applicable)</b></p>	
<p><b>Names and contact details of any witnesses</b></p>	
<p><b>Details of any injuries (ensure accident report forms are completed)</b></p>	
<p><b>Is the incident RIDDOR reportable? (if yes, attach copy of RIDDOR report)</b></p>	

<b>Description of property damage or other loss</b>	
<b>Time taken to complete the evacuation of the premises</b>	
<b>Issues arising from the evacuation (if applicable)</b>	
<b>If premises not evacuated, what actions were taken to ensure safety of the occupants of the premises?</b>	
<b>Time of arrival of Fire &amp; Rescue Service (if applicable)</b>	
<b>Identified cause of fire</b>	
<b>Immediate actions required to prevent further occurrence</b>	
<b>Confirmation that immediate actions completed</b>	
<b>Longer term recommendations to improve fire safety arrangements</b>	
<b>False alarms:</b>	
<b>Cause of false alarm</b>	

<b>Additional or interim actions required as a result of false alarm</b>	
<b>If cause of false alarm not found:</b>	
<b>Time alarm company/engineer notified of fault</b>	
<b>Details of fault</b>	
<b>Time fault rectified</b>	
<b>Additional or interim actions required as a result of false alarm/fault</b>	
<b>Comments</b>	
<b>Signed:</b>	<b>Print name:</b>
<b>Date:</b>	<b>Contact number/email address:</b>
<b>Distribution:</b>	<b>1. Original to be placed in fire log book</b> <b>2. Copies to be forwarded to:</b> <ul style="list-style-type: none"> <li>• SBM</li> </ul>