



# Fire Safety Policy Statement

(A copy of this document should be displayed alongside the Health and Safety Policy, and one copy should be placed at the front of the Fire Safety Log Book).

**Name of school or premise: Meole Brace School**

**Name of the responsible person: Alan Doust**  
(person in control of the premise).

The Premise Manager/Headteacher/Governors, and staff acknowledge and accept our responsibilities under current fire legislation the Regulatory Reform (Fire Safety) Order 2005 These responsibilities are addressed in the above establishment by:

1. the provision of a suitable and sufficient risk assessment using the KYBIB\KYSIB format;
2. appropriate fire precautions
3. management systems that identify staff with specific fire safety duties, enable the safe evacuation of employees, students and others from our buildings and minimise the damage in the event of fire

**The following are provided to meet the requirements of the relevant legislation:**

- an appropriate method of giving warning in case of fire;
- suitable and appropriate routes, exits and means of protection to enable occupants of the building to evacuate quickly and safely in the event of fire;
- suitable emergency lighting where necessary;
- suitable fire signage;
- suitable fire-fighting equipment at appropriate locations throughout the building;
- appropriate structural fire precautions.

**Our fire safety management plan incorporates:**

- a suitable and sufficient risk assessment which gives information about significant risks and is brought to the attention of employees and any others affected by those risks;
- an emergency evacuation plan for the premises; regular, monitored fire drills, which are evaluated, recorded and any issues addressed;
- the production of a fire safety training programme for all employees, covering routine fire safety arrangements and any relevant issues identified from the fire risk assessment and evacuation plan; systems for recording the content, duration and provider of fire safety training;
- the provision of fire safety equipment which is maintained and tested by competent people, and suitable and sufficient record-keeping.

Signed:

  
\_\_\_\_\_  
Headteacher/Governor

Date:

11/10/18

The equipment must be suitable and fit for purpose. Therefore before any equipment is purchased staff must ensure they understand what is required and consult with all those that will be using the equipment:

- Consideration will be given for the installation, storage and positioning of the equipment.
- Training and use of the equipment will be required and where practicable, training provided by the companies that supply the equipment.
- The equipment will be maintained to ensure the equipment remains in good condition by the Caretaker/Site Manager or will be under contact for maintenance and repairs via Shropshire Council Property Services and/or the Supplier.

Staff will be given information, instruction and/or training before the initial use of the equipment to understand how to use it and what checks are required to use it safely. It is the responsibility of the person using the equipment to ensure that it is in a safe condition before using it and to report any defects to the Health and Safety Coordinator/Site Manager.

### **7. Monitoring and Review**

Internal monitoring and review of the health and safety policy and procedures will be undertaken on an annual basis.

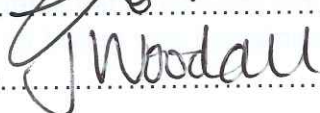
**The Headteacher and the Health and Safety Committee will be responsible for reviewing and amending this policy in conjunction with the Annual Health and Safety Self-Monitoring Checklist and Fire Risk Assessment which are required by the Local Authority.**

The school will make arrangements to carry out a systematic and regular programme of monitoring and reviewing of:

1. All accident/incident reports
2. All advisory reports received
3. All termly audit reports (where appropriate)
4. The annual health and safety self monitoring checklist and action plan
5. Incident reports i.e. near misses and violence
6. Other information about changes in requirements as they occur.

Aspects of these will be reported on to the appropriate Committee of Governors/Officers responsible for Health and Safety so that any review of policy that may be necessary or contemplated can be informed by them.

Headteacher.....

Chair of Governors.....

Date.....17/10/18