



**St George's**  
School Edgbaston

# FIRE RISK AND PREVENTION POLICY

Revised: February 2018



**This policy applies to Upper & Lower School and the EYFS**

St. George's School is a responsible employer that takes fire safety duties seriously. This policy has been formulated to ensure that the School complies with our legal obligations to staff, visitors and students under the Regulatory Reform (Fire Safety) Order 2005.

Our obligation under the order requires the School to:

- Produce a risk assessment which looks at reducing and minimizing risks associated with fire
- Develop fire evacuation procedures and provide staff training
- Ensure the safety of all persons on the premises
- Appoint and train Incident Managers to ensure safe and effective evacuation of the building in an emergency
- Appoint one or more competent persons (with sufficient training, experience and knowledge) to assist in taking preventative and protective measures (including firefighting and evacuation)
- Maintain suitable means of escape and provide staff with fire safety training and information
- Maintain documentation and records in respect of fire safety management

The Schools 'Responsible Person' is Mr G Neal Headmaster who is charged with the responsibility of ensuring the safety of any person who may legally come onto the School premises.

- The Responsible Person shall make sure as far as is reasonably practical that everyone on the premises, or nearby, can escape safely in the event of a fire
- The Responsible Person must ensure that a competent person carries out a Fire Safety Risk Assessment (This is completed by a professional assessor from Chubb Fire Consultancy)
- The Responsible Person will make sure that Incident Managers are nominated to manage and respond to emergency incidents.
- Ensure it is understood that staff are to take 'reasonable care' in carrying out their duties.
- The Responsible Person will act promptly on recommendations from the Fire and Rescue Service (FRS) or other external fire experts, unless recommendations suggest a lower priority.
- The Responsible Person keeps records of the following:
  - Risk Assessment and its review
  - Fire Risk Prevention Policy
  - Fire Procedures and Arrangements
  - Training Records including:

- Incident Managers (Fire Warden training to be completed every three years)
- Staff Training (Fire Awareness training to be completed every year)
- Records of inspection of escape routes
- Fire Practice Drills
- Certificates for the installation and records of maintenance of alarms, detectors, emergency lighting and firefighting systems and equipment

### **St. George's School has a duty to:**

- Ensure procedures are in place to reduce the likelihood of fire
- Maintain fire detection and alarm systems
- Ensure staff and pupils are familiar with emergency evacuation procedures
- Ensure the Fire Risk Assessment is current and reviewed regularly in the light of any changes that occur in the school.

### **To ensure this, St. George's School will:**

- keep fire risk assessments up to date
- ensure that fire precautions remain current and adequate and will be reviewed in detail whenever significant alterations are made to the school's premises:
- Produce a fire risk and prevention policy which includes the elimination or reduction of risks from dangerous substances
- Develop fire procedures and provide staff training which will be repeated periodically where appropriate
- Ensure the safety of staff or anyone else legally on the school premises.
- Carry out fire drills and contact emergency services when necessary
- Appoint a competent person, who has training, experience and knowledge to assist in taking preventive and protective measures in the event of a fire
- Have a suitable system for the maintenance of: clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers
- Commission a BAFE approved company to maintain the school systems
- Provide staff and any others working on the school site with fire safety information

## **Fire Risk Management and Assessment**

### **Risk Assessment**

A Fire Risk Assessment shall be reviewed on an annual basis and recorded. The standard risk assessment form should be used and any action plan from the results

should be communicated to the Board of Trustees at school. Anything requiring urgent attention following the risk assessment, should be immediately brought to the attention of the Board so that the action plan can be signed off with the urgent risk rating having been lowered or eliminated, following a course of specific action. The local (FRS) will inspect independent schools periodically on a risk assessed basis in the same way as it does any other business. The FRS will be involved in building regulations approval where these apply to new building or alterations and will take a risk based approach to additional school premises.

## **Risk Management**

There are two factors, which determine the degree of risk present in relation to fire.

**Fire Hazard** – A fire hazard is something which has the potential to cause fire. A fire hazard could be an explosive or flammable material, an electrical installation or a situation in which it is possible that a fire may occur, (e.g. a science experiment, which uses naked flames).

**Fire Risk** – A fire risk is the likelihood that a fire will occur as a result of a fire hazard and the extent and severity of the damage, (i.e. the harm potential) which may be caused.

The risk assessment will take into account the competence of teacher's, non-teaching staff, parent helpers, contractors and other visitors to the company and the age and competence of pupils.

Unwanted fires can occur by:

- Accidental ignition
- Malicious ignition

A fire can only happen if three phenomena are present:

- **Oxygen:** in the air or in chemicals
- **Fuel:** paper, wood, flammable liquids, chemicals, furniture
- **Heat or ignition source:** chemicals, friction, electrical resistance/fault, nearby heat source or open flame

The first two steps are always present, so, in order to prevent unwanted fires, sources of heat or ignition must be controlled.

Accidental fires are caused in many ways:

- Carelessly discarded smoking materials

- Manipulation of flammable liquids or gases in close proximity to a naked flame
- The lack of maintenance on machinery
- Installation of electrical wiring by non-competent persons
- Dangerous siting of portable heat-producing appliances

If a fire is discovered at an early stage it can be extinguished before much damage is done. If however, the fire is allowed to develop, a great deal of damage may be caused, even to the extent where the building must be demolished. Malicious fires are a different problem. They are usually, but not always, started outside the period when the school is not in use.

### **Basic Fire Rules**

There are a number of basic fire safety rules for a school, many of which are no more than tidiness and good housekeeping.

- Combustible materials such as cardboard boxes and packaging materials should not be kept about the school unless they are required, for example for making scenery in school plays or for art craft purposes. When such materials are not in use, they should be kept in a designated storage area
- Corridors, stairways, entrances and exits should be kept clear, in particular, kept free of any combustible materials
- Stairways and corridors, which form part of escape routes, should always be kept clear
- Classroom displays and works displayed in corridors should be set up with care. Decorations can be a fire risk if they are hung near to sources of heat or from light fittings
- Waste paper bins should be made of metal or other non-combustible materials. They should not be left lying around
- Rubbish should not be allowed to collect in hidden places and particular attention should be paid to general tidiness and cleanliness, especially around electrical appliances
- Smoking is prohibited on the premises
- Stock rooms for stationary and other combustible materials should be securely locked
- The boiler room is to be kept clean, clear and locked at all times
- Electrical equipment must be used properly and kept in a safe working order. Electrical points should never be over loaded and wiring must be checked regularly. All electrical appliances, equipment, sockets and sources are to be checked annually

- Some clothing and costumes, which are used for schools plays and shows, are highly flammable. If they are to be used, they should never be placed close to a heat source (e.g. stage lighting)
- Closing windows will also prevent the spread of fire and fire doors should be kept closed

## **Arson Prevention**

### **Definition and Introduction**

Arson, as defined by the Criminal Damage Act 1973, is “the unlawful damage by fire of property belonging to another”. School fires, accidental as well as malicious, are all too common.

### **Aims and Objectives**

At St George’s School we aim to minimise the risk of arson, both during and after school hours, which may result in personal injury and damage to school property.

The prevention of arson attacks falls into a logical process:

- Deter unauthorised entry onto the site
- Prevent unauthorised entry into the building
- Reduce the opportunity for an offender to start a fire
- Reduce the scope for potential fire damage