



SOUTH WILTS GRAMMAR SCHOOL FOR GIRLS (ACADEMY)

SCHOOL AIMS

South Wilts is a progressive grammar school for girls which aims to maintain high academic standards and cultural achievement within a caring environment. We seek to encourage responsibility and personal fulfilment so that students attain their maximum potential. The School is dynamic and works with the community to prepare its students for life-long learning and adult independence.

FIRE SAFETY POLICY

South Wilts Grammar School is committed to provide a safe and healthy working and learning environment for staff, students and visitors. We accept a responsibility to take all reasonably practicable steps to secure the health of students, staff and others using the school premises or participating in school-sponsored activities.

We believe that the prevention of incidents, accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its students. We will take all reasonable steps to identify hazards and reduce the risks from them to a minimum. All staff and students must appreciate, however, that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

South Wilts Grammar School values and respects all students equally and aims to provide equality of opportunity wherever possible.

Aims

- To keep the risk of fire to a minimum
- To safeguard means of escape
- To limit the spread of fire
- To specify areas of responsibility
- To ensure that there are at least two fire drills per year
- To ensure that the lessons from fire drills are assessed, reviewed and disseminated

Leadership and Management

The Governing Body will

- Ensure that the school fulfils its legal responsibilities
- Maintain an overview of implementation of the Fire Safety Policy and its related procedures and strategies through Resources committee

The Headteacher will

- ensure that the Fire Safety Policy and its related procedures and strategies are implemented
- ensure that all staff are aware of their responsibilities under the policy and that they receive appropriate training and support
- monitor the work of the fire safety manager
- ensure that all external lettings are aware of their responsibility to put fire safety measures in place including evacuation procedures and assembly arrangements
- ensure that any new buildings comply with current legislation

- ensure that work carried out on existing buildings does not contravene current legislation
- bring any health and safety concern outside of own control or responsibility that it is unable to meet to the attention of the Governing Body

All supervisory staff will

- ensure that all staff are familiar with the fire safety policy and confident in the implementation of a fire evacuation
- ensure that all staff are regularly reminding students of the escape routes from the teaching room

All staff have a responsibility to

- raise the alarm in the event of a fire
- be familiar with the actions to be taken on discovering a fire
- know the evacuation procedure
- understand their role at the assembly area and checking of students
- know the location and how to use of fire-fighting equipment
- know the location of escape routes from the different areas of the school

Staff with specific responsibilities

Clearance marshals will

- ensure that areas of the building that they have been assigned to are clear of people
- close windows and doors when safe to do so in their designated areas
- report clearance duties to specified member of staff at the fire assembly point

Fire Safety Manager – Assistant Head, Health and Safety will

- have the necessary authority and powers of sanction to ensure that standards of fire safety are maintained
- manage fire safety by implementing the policies agreed and monitored by the headteacher
- should consult professionals from the LA, local fire brigade and insurers

The main duties regarding fire safety management are to:

- ensure systems are in place for informing staff and students of the procedures for evacuation in the event of a fire alarm
- assign clearance marshals for each area of the school and ensure they are clear on their duties in the event of a fire
- update fire evacuation procedures in the event of changes to the school site (e.g. building work) and ensure these are communicated effectively
- manage the school to minimise the incidence of fire (fire prevention). This will involve good housekeeping and security
- make hazard and risk assessments
- be responsible for fire safety training
- produce an emergency plan and put up fire notices
- conduct fire drills
- check the adequacy of fire-fighting apparatus and its maintenance
- conduct fire safety inspections, preferable every term
- make more frequent informal checks to confirm that the fire safety rules are being followed

- ensure fire escape routes and fire exit doors / passageways are unobstructed and doors open correctly
- check fire detection and protection systems are maintained and tested and records kept
- consult with and implement recommendations of the Local Fire Brigade
- ensure close-down procedures are followed
- include fire safety in the regular health and safety reports to the governing body and SMT
- keep a fire Log-book in which to record essential information such as evacuation procedures, tests on fire fighting equipment, details of training sessions and results of fire drills

Visitors

Care is taken to ensure that all visitors are aware of, and adhere to, the school's policy on Fire Safety

Policy and Practice

Planning and development

- Whenever required, the Governing Body, Headteacher and other staff are to seek advice from the LA, the Council's corporate occupational health and safety service or other competent persons to ensure that the most current and relevant information is used in carrying out this policy
- Regular updates are received from Wiltshire Council and these will be incorporated into the policy when appropriate
- In the light of this, priorities are set, school policies and strategies are amended as necessary, and appropriate targets for action are identified and incorporated into the school development planning process

Dissemination

- The procedural issues of fire safety will be distributed to all staff in the staff handbook
- Fire escape routes will be placed in each teaching room and students will be reminded regularly about the fire escape routes

Monitoring of the policy

- The fire evacuation procedures will be monitored by the fire safety manager during practice fire evacuations
- The duties of the fire safety manager will be monitored on a termly basis by the Headteacher
- The Headteacher along with the fire safety manager will report regularly to the Governing Body on issues relating to fire safety

Reviewed by	Date of Review / approval	Review cycle	Next Review Date	Statutory / Non statutory	Website
Resources	28.6.17	3 yearly	Summer 2020	Non-statutory	Yes