



# Fire Risk Policy

## Contents

1. Introduction
2. Requirements of this Policy
3. Policy Aims
4. Fire Safety in the School/Workplace
5. Overall Responsibility for Fire Safety Matter
6. Management of Fire Risks
  - 6.1. Fire Risk Assessment
  - 6.2. Outline of Fire Safety Provision
  - 6.3. Flammable and Hazardous Substances
  - 6.4. Responsibility of all School Staff
  - 6.5. Duties of all those on the Premises
  - 6.6. Fire/Emergency Evacuation Drills
  - 6.7. Fire Action/Evacuation Plan
  - 6.8. Notices
7. Fire Training and Emergency Evacuation Drills
8. Maintenance of Fire Safety Equipment and Systems
9. Testing of Fire Safety Equipment and Systems
10. Evacuation Procedures
  - 10.1. Raising the Alarm
  - 10.2. Assembly Point
  - 10.3. Meeting the Fire Brigade
11. Events out of School and External Lettings
12. Records

## 1. Introduction

It is the overall aim of Nazene Danielle School of Performing Arts (NDSOPA) to minimise the risks to staff, pupils, visitors and members of the public in the immediate vicinity of the school, which may arise from fire, and to comply with the Regulatory Reform (Fire Safety) Order 2005.

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our building if a fire breaks out.

This will be achieved by conducting, recording and acting upon regular fire risk assessments, ensuring suitable precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises in an emergency are in place.

## **2. Requirements of this Policy**

This policy is compliant with paragraph 12 of Part 3 (Welfare, health and safety of pupils) of the Education (Independent School Standards) Regulations. This regulation specifies the duty to comply with the Regulatory Reform (Fire Safety) Order 2005. The School appoints a 'responsible person' for fire safety who adheres to the government's guidance.

## **3. Policy Aims**

To safeguard all staff, students and visitors from fire, explosion or dangerous substances by the following:

- compliance with all relevant regulation and legislation
- checks by certified fire safety advisers
- effective roles and responsibilities with regard to managing fire risk (i.e. the 'responsible person', etc.)
- formal and regularly reviewed fire risk assessment
- procedures for and frequency of staff training
- comprehensive and regular fire drills
- well-maintained fire safety equipment
- the availability of fire safety information to all staff and visitors.

## **4. Fire Safety in the School/Workplace**

Nazene Danielle School of Performing Arts (NDSOPA) ensures that all staff, students and visitors are made aware of our fire safety policy and evacuation procedure on arrival/enrolment. Staff are provided regularly with safety advice, including fire risk assessment. The School employs certified contractors to undertake maintenance of, and to service, its fire fighting equipment.

## **5. Overall Responsibility for Fire Safety Matters**

A member of the office staff is appointed as the Fire Safety Manager for the school and has overall responsibility for fire safety matters. They shall coordinate the implementation of fire safety measures, ensure that staff and pupil training takes place and monitor the standard of fire precautions maintained.

The Fire Safety Manager shall also ensure that an emergency evacuation drill is undertaken early in each term, that fire action notices are kept up to date and that suitably qualified persons maintain fire safety equipment to the authorised schedule.

The named Fire Safety Manager at Nazene Danielle School of Performing Arts (NDSOPA) is **Nazene Langfield**

The Deputy Fire Safety Manager is **Laurence Tidbury**

In the event of an emergency evacuation, the Fire Safety Manager and/or Deputy have the responsibility for ensuring that all areas of the School have been evacuated and that this is reported to the Fire Brigade.

## 6. Management of Fire Risk

The School is committed to the effective management of fire risk so as to ensure the safety of its staff, students and visitors in all parts of the School site. The School takes all reasonable and practicable steps to do so, as outlined in this policy.

The responsible person for fire management at the School is responsible for designating specific staff to implement the School's fire action plan and organises training, fire equipment maintenance and risk assessments by qualified external agencies.

This policy will be reviewed annually, or sooner if circumstances change.

The School will keep records of the following:

- the Fire Risk Assessment and its review
- the Fire Risk Policy (i.e. this policy)
- Fire Procedures/Emergency Evacuation Procedure
- Fire Practice Drills (Recorded in Fire Log Book)
- Certificates for the Installation and Maintenance of fire-fighting systems and equipment.

All staff will ensure that designated fire doors are not obstructed or held open other than by an authorised device connected to the fire alarm system, or interfered with in any way.

### 6.1 Fire Risk Assessment

A fire risk assessment will be made by a certified fire safety provider, on the change of legislation of the building from a Dance Studio/Gym to a School. Please make note of our current Fire Risk Assessment.

As part of their fire safety training, all members of staff are instructed in how to identify and act upon potential fire hazards, particularly within their own departments and classrooms.

The Fire Safety Manager/Deputy shall ensure that a fire risk assessment is carried out every 6 months, or earlier if required (e.g. following significant changes to the premises, an incident or notification from an appropriate authority).

The fire risk assessment shall be conducted by a competent person, as detailed in the Regulatory Reform (Fire Safety) Order 2005, the findings acted upon by the Fire Safety Manager and a copy kept on file.

## **6.2 Outline of Fire Safety Provision**

- Properly -maintained and unobstructed fire escapes.
- Properly-functioning fire doors throughout the building.
- Adequate and fully-maintained emergency lighting.
- An effective and reliable alarm system.
- Adequate fire appliances and training in their use.
- Fit for purpose safety plan that is understood by staff.
- Measures, commensurate with the risks and the significance of consequential losses, are taken to protect buildings, installations and equipment from fire.

## **6.3 Flammable and Hazardous Substances**

Every reasonable effort will be made to minimise the risk of flammable and hazardous substances.

Such substances are restricted to designated locations and are stored in a locked cupboard.

Hazardous substances may include day-to-day cleaning products, paint and science and art materials/substances.

Materials on furniture needs to be fireproof and meet set standards.

Separate risk assessments deal with the risks associated with those designated locations.

Please refer to our Health and Safety Policy.

## **6.4 Responsibility of all School Staff**

All school staff are responsible for maintaining a high standard of fire precautions in areas under their control or influence. In particular, staff should ensure that they are fully aware of the emergency evacuation procedure.

They shall ensure that fire windows and fire exits are kept clear and that fire doors are kept shut. They shall also ensure that pupils for whom they are responsible are informed of the school fire procedure.

## **6.5 Duties all those on the Premises**

All members of staff, students and visitors are required to adhere to the School's fire safety and evacuation procedure. In the event of a fire alarm, everyone on site must evacuate the building according to the set procedures and only re-enter on the instruction of the Fire Safety Manager/Deputy or the Fire Brigade.

## **6.6 Fire and Emergency Evacuation Drills**

Fire drills occur at least once per term.

Results and subsequent recommendations are recorded in the Fire Log Book, placed by the Fire Alarm Control Panel in Reception.

Occasionally the circumstances will be varied, for example an obstacle will be placed in the way of an ordinary fire exit to force evacuation via alternative escape routes.

## **6.7 Fire Action Plan**

The School's fire action plan is displayed in rooms and corridors around the School.

## **6.8 Notices**

Clear signs, meeting relevant legislation, indicate all fire escape routes, fire exits, fire doors, fire fighting equipment and assembly points.

# **7. Fire Training and Emergency Evacuation Drills**

Training will be provided at least every two years for all permanent school staff in fire safety and the school fire procedure, including training in the practical use of fire extinguishers.

All staff, whether temporary or permanent, will have the fire procedure explained to them, together with information on the location of fire alarm call points, the sound of the fire alarm and the location of the escape routes and alternatives, exits and assembly points.

It is the responsibility of the Fire Safety Manager/Deputy to ensure this instruction is given, that all fire safety and training records are maintained and are available for inspection by any enforcement authority.

## 8. Maintenance of Fire Safety Equipment and Systems

Fire extinguishers, fire alarm systems and emergency lighting are maintained under a central contract administered by professionally qualified consultants:

System	Frequency	Provider/Service
Fire Extinguishers	Annually	Grainger Fire and Security & UK SAFETY MANAGEMENT Liverpool 0151 220 4068
Fire Alarm	6 months	Grainger Fire and Security Liverpool 0151 220 4068
3 Hour Drop Test	Annually	Grainger Fire and Security Liverpool 0151 220 4068

## 9. Testing of Fire Safety Equipment and Systems

The School Fire Safety Manager/Deputy shall carry out the following tests on the systems and precautions between maintenance visits, recording and acting upon the findings:

System	Frequency	Method of Test
Corridors, Escape Routes and Fire Exit Doors	Daily	Check that fire exit doors are unlocked, escape routes are free of obstruction.
Fire Alarm	Daily	Visual check of panel for fault indications
Fire Alarm Call Points	Weekly	Test key operation of different call points each week.
Fire Extinguishers	Weekly	Check that seals are intact, equipment has not been removed or tampered with and that the annual inspection and maintenance is in date.
Fire Exit Doors	Weekly	Check that the doors are opening freely and that emergency exit fittings are operating.
Emergency Lights	Monthly	Operation of test switch or circuit breaker and check that lights illuminate.

## 10. Evacuation Procedures

Please take reference to our more detailed steps, outlined in our Emergency Evacuation Procedures Document.

## 10.1 Raising the Alarm

Upon discovering a fire, the alarm shall be raised by immediate activation of the closest fire alarm call point. In the event of failure of the fire alarm, the school hand bell shall be rung continuously, ensuring all areas of the building can hear it.

## 10.2 Assembly Point

See further details outlined in our Evacuation Procedure Document.

**Primary Assembly Point:** Car Park in front of School/Studios: – All Students, Staff and Visitors must go to the furthest end of the car park.

Students should line up, in a single file line, in their class group, with their class teacher at the front.

Visitors should stand to the side of the class groups in a line.

Other staff (not class teachers) should stand at the front of all the lines.

**Secondary Assembly Point:** Innovation Park Grass Area

(This assembly point should only be used in the case of a Gas Leak, Bomb Alert or if there has been an incident on the primary assembly point, which makes it unsafe to assemble there.)

Lines/people placement should be in the same format as highlighted above.

## 10.3 Meeting the Fire Brigade

The Administrator or Deputy Fire Safety Manager are responsible for meeting, or ensuring that a designated member of staff is available to meet, the fire brigade on arrival.

# 11. Events out of School and External Lettings

Please see our Emergency Evacuation Procedures Document for more information specifically for Out of School Hours Premises usage.

Where events are organised outside of normal school hours, or by outside organisations, it is the responsibility of the member of staff organising the event or arranging the letting to ensure that the Fire Safety Manager/Deputy is consulted and that appropriate precautions, including arrangements for evacuation and calling the fire brigade, are in place.

The Fire Safety Manager/Deputy may impose specific restrictions on the type of letting or activity, the number of persons involved and the number and layout of any seating.

It is particularly important to consider whether a public entertainment license will be needed for the event being organised. Where a license is required, the licensing officer may specify particular requirements as a condition of the license, and these conditions will have to be met.

## 12. Records

All service records to be stored safely in a fireproof office cabinet. The Fire Safety Manager/Deputy is responsible for maintaining the following records:

Record Type	Information to be Recorded
Fire Alarm Test	Date of test, number of call points tested and whether test was satisfactory, including whether automatic door releases operated.
Emergency Lights	Date of test, numbers or locations of lights tested and whether test was satisfactory.
Free operation of Fire Exit Doors	Date of test, list of all fire exit doors checked and results of tests.
Emergency Evacuation Drill	Date of drill, time taken to evacuate and details of any lessons learnt / areas for improvement.
Fire Safety Training	Date of training, nature of training, duration of training, names of trainees and name of instructor.
Fire Risk Assessment	Date of assessment, name of assessor, reason for assessment, findings of assessment and details of any recommendations.

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