



## Grow Independent school

### FIRE SAFETY POLICY

**Completed June 2023**

**Completed by S. Hawthorne**

**To be reviewed June 2024**

## Policy Statement

Grow Independent School will ensure, so far as is reasonably practicable, that the risk from fire will be managed in compliance with the appropriate fire safety legislation, guidance and best practice standards.

Management of fire risks will be undertaken in such a way as to prevent injury or ill-health to employees, visitors, contractors and others who may be affected by the activities of the organisation.

In doing so, Grow Independent School will ensure that:

- Fire safety risk assessments are carried out on all its premises
- A 'competent person' to assist with implementing the requirements of legislation is appointed.
- Organisational arrangements for the effective planning, organisation, control, monitoring and review of fire safety are implemented.
- General fire precautions to ensure, so far as is reasonably practicable, the safety of its employees, students, contractors and visitors on its premises are implemented.

## Organisational Responsibilities

The 'responsible person' will ensure that adequate resources are made available to enable Grow Independent School to fulfil their duties under the Regulatory Reform (Fire Safety) Order.

Sarah Hawthorne will ensure that the appropriate policies, procedures and audit protocols are in place and reviewed from time to time.

S. Hawthorne will ensure that these policies and procedures are implemented and adhered to on a sustainable basis in their areas of strategic responsibility.

S. Hawthorne will ensure that these policies and procedures are implemented and adhered to in their area of operational responsibility.

S Hawthorne will ensure that an appropriate system for carrying out fire risk assessments and developing emergency plans is in place and that suitable arrangements are implemented in all premises and for all activities within the premises.

S Hawthorne will ensure that action plans, fire precautions and evacuation procedures, resulting from fire risk assessments, are implemented and control measures for controlling the risk from fire are maintained.

S Hawthorne will ensure that regular inspections are carried out on control measures to ensure their continued effectiveness.

S Hawthorne will ensure that audits are carried out periodically to ensure the effectiveness of control measures.

Employees, visitors, contractors and others will ensure they participate as requested in the fire risk assessment process and will ensure they comply with the arrangements made to control risks from fire hazards.

## Arrangements

### *Fire Detection and Alarm System*

Automatic fire detection and alarm systems and break-glass call points shall be installed, maintained and tested in accordance with BS 5839.

A maintenance contract is in place with Capital Fire that provides a full check and service of the entire system in accordance with BS5839.

Fire alarms will be tested weekly by H Collins (site manager) and any defects should be reported immediately to S Hawthorne.

### *Provision and Maintenance of Fire-fighting Equipment*

Fire fighting equipment will be sited as recommended by the Fire Risk Assessment completed by Capital Fire on 27<sup>th</sup> May 2023. S Hawthorne will have a responsibility to ensure that the equipment is accessible at all times.

An annual service contract is in force with Capital Fire for maintaining the fire extinguishers.

### *Provision and Maintenance of Fire Escape Routes*

Emergency lighting, fire exit route directional signage (and other fire safety related signage), fire doors, fire lobbies and other parts of exit routes shall be available.

Emergency lighting shall be installed in all premises to the current British Standard.

The emergency lighting is under a maintenance contract with Capital Fire.

Emergency lighting will be tested weekly by H Collins (site manager) and any defects should be reported immediately to S Hawthorne.

### *Provision of Training and Information*

Within 3 months of commencing employment, each new member of staff will attend an induction training course. This course will deal with all basic aspects of fire safety and fire equipment.

Within every 12 months all staff will receive refresher training.

Fire action notices are posted in prominent locations within buildings.

Handouts containing fire prevention information for contractors and visitors will be issued by S Hawthorne.

A file of relevant information including plans and details of the locations of hazardous substance areas etc. is kept at the main office for use by the Fire Brigade and other emergency services.

#### *Fire Drills*

Fire drills will be held every term. These drills are to be arranged by S Hawthorne who will trigger the alarms and reset them once the drill is completed.