

<b>Title:</b> Fire Safety Management Arrangements	
<b>Parent:</b> General Statement of Fire Safety Policy	<b>Procedure Ref:</b> FS/PR-001/v1
<b>Date of Issue:</b> April 2018	<b>Procedure Author:</b> WRM

### Amendment Record

Any amendments made to the Fire Safety Management Arrangements will be recorded below with information on changes made.

Where significant changes are to be made which could impact on the business or client, we will consider the reasons for change, potential problems and how it will be implemented.

Date	Section	Details of amendment made	Change by
April 2018	Various	Addition of Governor and Deputy Head Master to Fire Safety Structure	Lisa Morrison



### **I. Fire Safety Management**

This section details the arrangements for the effective management of fire safety.

The General Statement of Fire Safety Policy sets out our commitment to provide and maintain safe working conditions for our staff and others who may be affected by our activities.

We will ensure that the objectives of this statement are communicated to our staff, initially through our induction training and then through our Employee Health and Safety Procedures. We will also monitor progress towards these objectives at senior management level, and we will review them annually in consultation with our staff and other interested parties.

The policy is supported by our fire safety management system which details our arrangements for the effective management of our significant fire risks and exposures. This includes detailed policies and procedures, our process for assessing risk, and our arrangements for emergencies.

We have appointed Workplace Risk Management Ltd. as our external risk management advisors who are responsible for providing the framework for our fire safety management system, giving expert advice and for monitoring our progress towards the standards we have set ourselves. WRM also serve as our competent persons.

To meet the objectives of our fire safety policy we have established and implemented clear responsibilities for fire safety.

We are aware that senior managers within the school are individually and collectively responsible for fire safety. Therefore, overall responsibility for fire safety has been assigned to the Headmaster. We have appointed the Estate Manager as the person with operational responsibility for fire safety.

The Headmaster is supported by the Bursar and the Estate Manager who is responsible for managing fire safety matters on a day-to-day basis; the Estate Manager may also be assisted by local Managers as delegated. The Estate Manager will manage our fire safety programme, ensuring that all the essential elements of the system are implemented, monitored and reviewed. However, we are aware that we can only meet our objectives through the efforts of our staff; therefore, we have established clear lines of communication and encourage our staff to co-operate with us in achieving our objectives. We have established a clear policy on consultation.

We recognise that the key to successful fire safety management is to ensure each member of staff is competent to carry out their responsibilities. To this end, we provide training and review this regularly at senior management team and appraiser levels to identify what training each individual needs. Each individual's training requests and reports are identified in a training record.

**David Sibson**  
Headmaster

St Francis School has a legal duty to put in place suitable arrangements to manage fire safety. The diagram below summarises St Francis School’s model of managing fire safety. This is not a once-and-for-all action, the cycle will need to be repeated as part of ongoing fire safety management.



Fire safety documentation is arranged in 4 parts:

1. General Statement of Fire Safety Policy.
2. Fire Safety Management Arrangements: This contains everyone’s fire safety roles and responsibilities.
3. Fire Safety Policies and Procedures: This contains the practical guidance on how to implement specific fire safety policies.
4. Fire Safety Forms and Records: Forms and records which are to be used in conjunction with the specific policies and procedures.

### Where can I get help?

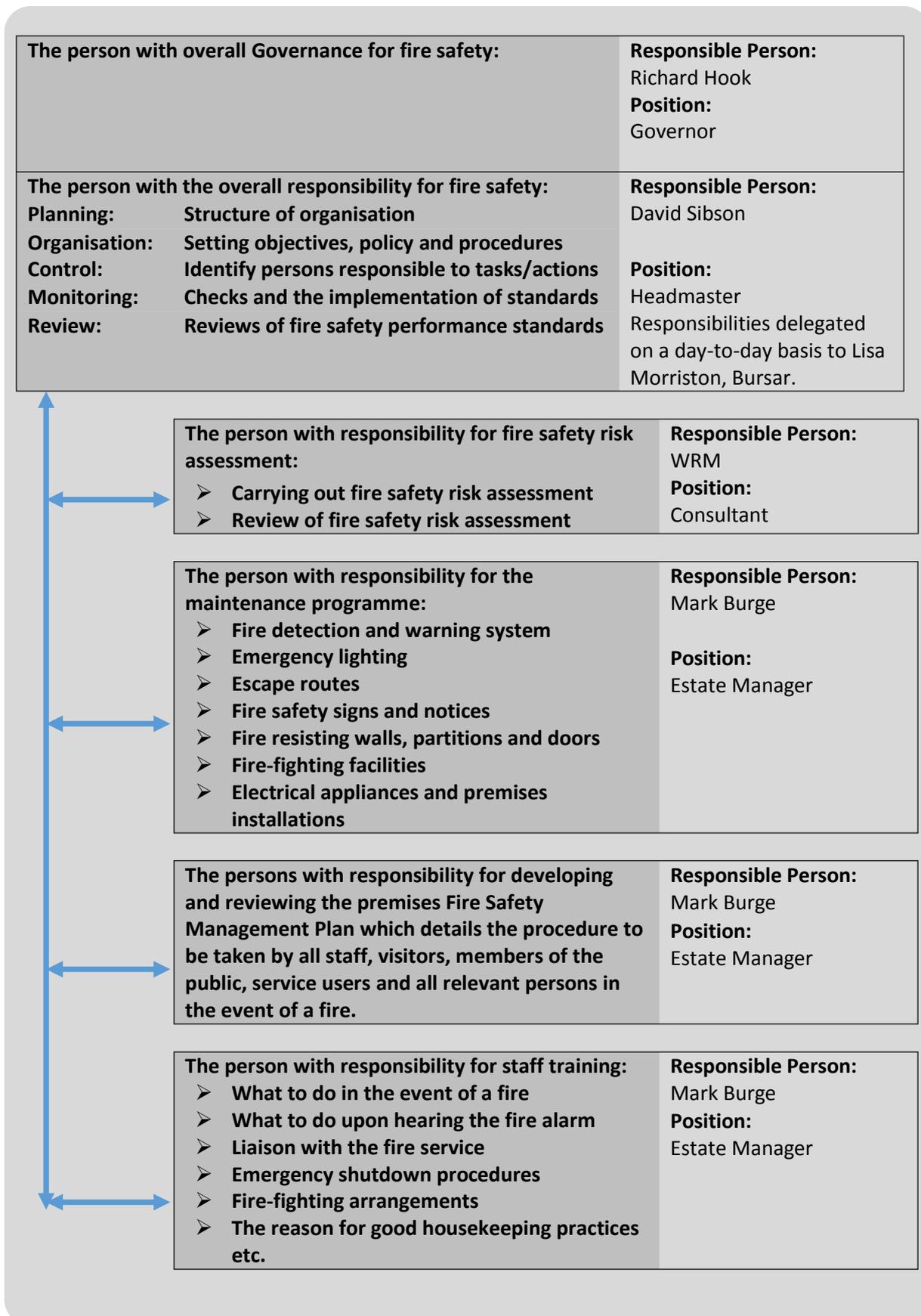
<b>Teresa Brearley</b> Operations Director mobile 07854 576 006 e-mail <a href="mailto:teresa@workplace-rm.com">teresa@workplace-rm.com</a>	<b>Simon Brearley</b> Managing Director mobile 07807 493820 e-mail <a href="mailto:simon@workplace-rm.com">simon@workplace-rm.com</a>
<b>Workplace Risk Management Ltd., 30-32 Main Street, Nailstone, Nuneaton, Warwickshire, CV13 0QE</b>	
<b>T: 0845 260 4242 W: <a href="http://www.workplace-rm.com">www.workplace-rm.com</a></b>	

The school can contact the above people if help is needed with any fire safety issue.

To enable WRM to provide support and advice as soon as possible, the school should contact WRM immediately in the event of any of the following:

- Fire; or
- Visit by your local Fire Officer.

## II. Fire Safety Management Structure



### III. Responsibilities for health and safety

The following responsibilities have been assigned to competent people to enable the school to meet the objectives of the fire safety policy.

<b>Person with overall Governance responsibility</b>	Governor
<b>Person with overall responsibility:</b>	Headmaster
<b>Appointed Fire Safety co-ordinator:</b>	Estate Manager Bursar
<b>Person(s) with day to day responsibility:</b>	Catering Manager Deputy Headmaster Head of Science Pre-Prep Representative Nursery Representative Head of Art & DT

Key	
GOV	Governor
HM	Headmaster
EM	Estate Manager
BR	Bursar
CM	Catering Manager
DH	Deputy Headmaster
HoS	Head of Science
PPS	Pre-Prep Representative
NR	Nursery Representative
HoA&DT	Head of Art & DT

Specific Policies & Procedures	GOV	HM	EM	BR	CM	DH	HoS	PPS	NR	HoA&DT
Documentation And Design Information			✓							
Identification Of Fire Risks And Particular Hazards For Fire-Fighters	✓	✓	✓							
Fire Service Access			✓							
Fire Emergency Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Fire Evacuation Strategy	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Commissioning and Maintenance of Systems to Support Fire Safety			✓							

### Governor

The Governor who acts as the Chair of the Governor's Health & Safety Sub Committee has responsibilities for ensuring that the school complies with fire safety legislation and that the school's fire safety policy is implemented by the Headmaster and other relevant staff.

The Governor is also responsible for chairing the H&S Committee Meetings (which happen four times each academic year) and which include a review of fire safety management and for reporting back to the full Board of Governors on Fire Safety Management matters.

Signature:

Date:

### Headmaster

The Headmaster has overall responsibility for the formulation and implementation of the school's fire safety policy, and in particular for:

1. Ensuring that the necessary arrangements are in place for managing fire safety effectively, and that senior managers are accountable for fire safety.
2. Considering fire safety during the planning and implementation of business strategy.
3. Ensuring there are sufficient resources for meeting the objectives of the fire safety policy.
4. Ensuring arrangements are in place for consultation with staff, and that they are involved in decisions relating to fire safety, and that progress in relation to fire safety is communicated to them.
5. Including fire safety on the agenda of Governors' meetings and senior management team meetings.
6. Ensuring arrangements are in place to monitor and review fire safety performance across the school, including incidents; and ensuring that the necessary amendments are made to relevant policies, procedures and processes.
7. Reviewing the objectives of the fire safety policy on an annual basis.

Signature:

Date:

### Estate Manager

The Estate Manager is responsible for, in addition to any duties set out in this document or elsewhere, the day to day management of fire safety and ensuring that the objectives of the fire safety policy are implemented, and in particular:

1. Ensuring that fire safety is considered prior to the implementation of new processes.
2. Ensuring that suitable policies and procedures are provided and implemented to meet the objectives of the fire safety policy.
3. Monitoring and reviewing the implementation of the fire safety policy.
4. Ensuring that there is a training policy in place so that staff are competent for their respective roles and their fire safety responsibilities.
5. Ensuring that arrangements are in place for the elimination of control of risks in relation to fire safety.
6. Ensuring suitable emergency arrangements are in place in relation to fire.
7. Ensuring that fire alarm and detection systems, emergency lighting and fire extinguishers are appropriately located, properly maintained and regularly tested.
8. Ensuring that contractors are competent for the work they carry out, to operate a hot work system, and to monitor contractors' performance.
9. Ensuring that appropriate procedures are in place for the purchase, maintenance and use of work equipment, and that the fire safety aspects are fully assessed.
10. Ensuring that the Fire and Rescue Service are aware of any significant hazards associated with the premises, e.g. oxygen cylinders, storage of petrol, etc.
11. Ensuring that reports and recommendations provided by enforcement bodies, external consultants and other such bodies are evaluated and actioned without delay.
12. Monitoring fire safety standards on site (in conjunction with the Bursar) at regular intervals and ensure remedial action is implemented.
13. Monitoring performance in relation to fire safety and reporting to the Headmaster and Bursar of progress against the objectives of the fire safety policy.
14. Reviewing incidents in relation to fire safety and reporting to the Headmaster and Bursar on the outcome of these investigations.
15. Informing the Headmaster and Bursar of any situation which may affect or incur adverse publicity for the School.
16. Implementing the recommendations made by external auditors, enforcement officers and other relevant parties, within the timescales allocated.
17. Ensuring that fire safety records and documentation are complete and are systematically stored.

Signature:

Date:

### Bursar

The Bursar is responsible for, in addition to any duties set out in this document or elsewhere, the day to day management of fire safety and ensuring that the objectives of the fire safety policy are implemented, and in particular:

1. Ensuring that fire safety is considered prior to the implementation of new processes.
2. Ensuring that suitable policies and procedures are provided and implemented to meet the objectives of the fire safety policy.
3. Monitoring and reviewing the implementation of the fire safety policy.
4. Ensuring that there is a training policy in place so that staff are competent for their respective roles and their fire safety responsibilities.
5. Ensuring that arrangements are in place for the elimination of control of risks in relation to fire safety.
6. Ensuring suitable emergency arrangements are in place in relation to fire.
7. Ensuring suitable controls are in place for the effective management of contractors.
8. Ensuring that appropriate procedures are in place for the purchase, maintenance and use of work equipment, and that the fire safety aspects are fully assessed.
9. Ensuring that reports and recommendations provided by enforcement bodies, external consultants and other such bodies are evaluated and actioned without delay.
10. Monitoring fire safety standards on site (in conjunction with the Bursar) at regular intervals and ensure remedial action is implemented.
11. Monitoring performance in relation to fire safety and reporting to the Headmaster and Estate Manager of progress against the objectives of the fire safety policy.
12. Reviewing incidents in relation to fire safety and reporting to the Headmaster and Estate Manager on the outcome of these investigations.
13. Informing the Headmaster and Estate Manager of any situation which may affect or incur adverse publicity for the School.
14. Implementing the recommendations made by external auditors, enforcement officers and other relevant parties, within the timescales allocated.

Signature:

Date:

### Catering Manager

The Catering Manager is responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the fire safety policy, and in particular:

1. Ensuring that responsibilities for fire safety are clearly allocated, and that the correct level of competence and training is identified for each member of the catering team.
2. Ensuring that risk assessments are provided for all significant work activities, and the results of these assessments are implemented and communicated to all catering staff.
3. Ensuring that a robust and effective emergency plan is in place for the kitchen and dining room to safely evacuate all persons, whether staff, pupils or visitors. This emergency plan must take into account people with mobility, sensory and some learning impairments, including those with temporary impairments, which will affect their ability to use stairs or otherwise evacuate premises promptly. The plan must be internally deliverable and not reliant on the Fire and Rescue Service to complete the evacuation.
4. Arranging for the emergency plan to be shared with catering staff and those who use the dining room. to inform them what to do in the event of fire, particularly safe evacuation.
5. Monitoring fire safety standards in the kitchen and dining room at regular intervals and ensure remedial action is implemented.
6. Promptly informing the Estate Manager and Bursar of any significant fire safety failure
7. Providing the Estate Manager and Bursar with regular updates as required on fire safety performance, including recommendations for improvements.
8. Ensuring that fire safety records and documentation specific to the catering department is complete and is systematically stored.

Signature:

Date:

### Deputy Headmaster

The Deputy Headmaster is responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the fire safety policy, and in particular:

1. Ensuring that responsibilities for fire safety are clearly allocated, and that the correct level of competence and training is identified for each member of staff.
2. Ensuring that risk assessments provided for all significant activities take fire safety management into account, and the results of these assessments are implemented and communicated to relevant staff.
3. Ensuring that a robust and effective emergency plan is in place at each location to safely evacuate all persons, whether staff, pupils or visitors. This emergency plan must take into account people with mobility, some sensory and some learning impairments, including those with temporary impairments, which will affect their ability to use stairs or otherwise evacuate premises promptly. The plan must be internally deliverable and not reliant on the Fire and Rescue Service to complete the evacuation.
4. Arranging for the emergency plan to be shared with staff, pupils and visitors, to inform them what to do in the event of fire, particularly safe evacuation.
5. Ensuring that staff are appropriately trained in fire safety procedures to reflect the requirements of the fire risk assessment;
6. Implementing the recommendations made by external auditors, enforcement officers and other relevant parties, within the timescales allocated by informing the staff and pupils of any changes to procedures.
7. Investigating fire incidents and ensure that any improvements identified in relation to working practices are implemented, and informing senior management immediately of any significant failures.
8. Monitoring fire safety standards on site at regular intervals and ensure remedial action is implemented.
9. Promptly informing the Estate Manager and Bursar of any significant fire safety failure
10. Providing the Estate Manager and Bursar with regular updates as required on fire safety performance, including recommendations for improvements.

Signature:

Date:

### Pre-Prep Representative (Haybrook House)

The Pre-Prep Representative is responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the fire safety policy, and in particular:

1. Ensuring that responsibilities for fire safety are clearly allocated, and that the correct level of competence and training is identified for all members of staff who work in Haybrook House.
2. Ensuring that risk assessments provided for all significant activities take fire safety management into account, and the results of these assessments are implemented and communicated to relevant staff.
3. Ensuring that a robust and effective emergency plan is in place at each location to safely evacuate all persons, whether staff, pupils or visitors to Haybrook House. This emergency plan must take into account people with mobility, some sensory and some learning impairments, including those with temporary impairments, which will affect their ability to use stairs or otherwise evacuate premises promptly. The plan must be internally deliverable and not reliant on the Fire and Rescue Service to complete the evacuation.
4. Arranging for the emergency plan to be shared with staff, pupils and visitors to Haybrook House to inform them what to do in the event of fire, particularly safe evacuation.
5. Ensuring that staff are appropriately trained in fire safety procedures to reflect the requirements of the fire risk assessment;
6. Implementing the recommendations made by external auditors, enforcement officers and other relevant parties, within the timescales allocated by informing the staff and pupils of any changes to procedures.
7. Investigating fire incidents and ensure that any improvements identified in relation to working practices are implemented, and informing senior management immediately of any significant failures.
8. Monitoring fire safety standards on site at regular intervals and ensure remedial action is implemented.
9. Promptly informing the Estate Manager and Bursar of any significant fire safety failure
10. Providing the Estate Manager and Bursar with regular updates as required on fire safety performance, including recommendations for improvements.
11. Ensuring that fire safety records and documentation are complete and are systematically stored.

Signature (Pre-Prep Representative):

Date:

Signature (Head of Pre-Prep):

Date:

### Head of Science

The Head of Science is responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the fire safety policy, and in particular:

1. Ensuring that responsibilities for fire safety are clearly allocated, and that the correct level of competence and training is identified for any member of staff using the Science department facilities (laboratory, prep room or Lobby).
2. Ensuring that risk assessments provided for all significant activities take fire safety management into account, and the results of these assessments are implemented and communicated to relevant staff.
3. Ensuring that a robust and effective emergency plan is in place at each location to safely evacuate all persons, whether staff, pupils or visitors. This emergency plan must take into account people with mobility, some sensory and some learning impairments, including those with temporary impairments, which will affect their ability to use stairs or otherwise evacuate premises promptly. The plan must be internally deliverable and not reliant on the Fire and Rescue Service to complete the evacuation.
4. Arranging for the emergency plan to be shared with staff, pupils and visitors, to inform them what to do in the event of fire, particularly safe evacuation.
5. Ensuring that staff are appropriately trained in fire safety procedures to reflect the requirements of the fire risk assessment;
6. Implementing the recommendations made by external auditors, enforcement officers and other relevant parties, within the timescales allocated by informing the staff and pupils of any changes to procedures.
7. Investigating fire incidents and ensure that any improvements identified in relation to working practices are implemented, and informing senior management immediately of any significant failures.
8. Monitoring fire safety standards on site at regular intervals and ensure remedial action is implemented.
9. Promptly informing the Estate Manager and Bursar of any significant fire safety failure
10. Providing the Estate Manager and Bursar with regular updates as required on fire safety performance, including recommendations for improvements.
11. Ensuring that fire safety records and documentation specific to the Science Department is complete and are systematically stored.

Signature:

Date:

### Nursery Representative (with Nursery Manager)

The Nursery Representative (with the Nursery Manager) is responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the fire safety policy, and in particular:

1. Ensuring that responsibilities for fire safety are clearly allocated, and that the correct level of competence and training is identified for all members of the Nursery staff.
2. Ensuring that risk assessments provided for all significant activities take fire safety management into account, and the results of these assessments are implemented and communicated to relevant staff.
3. Ensuring that a robust and effective emergency plan is in place at each location to safely evacuate all persons, whether staff, pupils or visitors to the Nursery. This emergency plan must take into account people with mobility, some sensory and some learning impairments, including those with temporary impairments, which will affect their ability to use stairs or otherwise evacuate premises promptly. The plan must be internally deliverable and not reliant on the Fire and Rescue Service to complete the evacuation.
4. Arranging for the emergency plan to be shared with staff, children and visitors to the Nursery to inform them what to do in the event of fire, particularly safe evacuation.
5. Ensuring that staff are appropriately trained in fire safety procedures to reflect the requirements of the fire risk assessment;
6. Implementing the recommendations made by external auditors, enforcement officers and other relevant parties, within the timescales allocated by informing the staff and children of any changes to procedures.
7. Investigating fire incidents and ensure that any improvements identified in relation to working practices are implemented, and informing senior management immediately of any significant failures.
8. Monitoring fire safety standards on site at regular intervals and ensure remedial action is implemented.
9. Promptly informing the Estate Manager and Bursar of any significant fire safety failure
10. Providing the Estate Manager and Bursar with regular updates as required on fire safety performance, including recommendations for improvements.
11. Ensuring that fire safety records and documentation are complete and are systematically stored.

Signature (Nursery Representative):

Date:

Signature (Nursery Manager):

Date:

### Head of Art & DT

The Head of Art & DT is responsible for, in addition to any duties set out in this document or elsewhere, assisting in taking reasonable endeavours to meet the objectives of the fire safety policy, and in particular:

1. As a Committee Member, ensuring that responsibilities for fire safety are clearly allocated, and that the correct level of competence and training is identified for any member of staff using the Art Room or DT Lab.
2. Ensuring that risk assessments provided for all significant activities take Fire Safety Management into account, and the results of these assessments are implemented and communicated to relevant staff.
3. Ensuring that a robust and effective emergency plan is in place at each location to safely evacuate all persons, whether staff, pupils or visitors. This emergency plan must take into account people with mobility, some sensory and some learning impairments, including those with temporary impairments, which will affect their ability to use stairs or otherwise evacuate premises promptly. The plan must be internally deliverable and not reliant on the Fire and Rescue Service to complete the evacuation.
4. Arranging for the emergency plans for the Art Room and DT Lab to be shared with staff, pupils and visitors to inform them what to do in the event of fire, particularly safe evacuation.
5. As a Committee Member, ensuring that staff are appropriately trained in fire safety procedures to reflect the requirements of the fire risk assessment;
6. Implementing the recommendations made by external auditors, enforcement officers and other relevant parties, within the timescales allocated by informing the staff and children of any changes to procedures.
7. Investigating fire incidents and ensure that any improvements identified in relation to working practices are implemented, and informing senior management immediately of any significant failures.
8. Monitoring fire safety standards on site at regular intervals and ensure remedial action is implemented.
9. Promptly informing the Estate Manager and Bursar of any significant fire safety failure
10. Providing the Estate Manager and Bursar with regular updates as required on fire safety performance, including recommendations for improvements.
11. Ensuring that fire safety records and documentation are complete and are systematically stored.

Signature:

Date:

### Employees

It is the duty of all staff to take all reasonable care for the health and safety of themselves, and any other persons who may be affected by their acts or omissions at work. They must also co-operate with senior managers, Heads of Department and other staff in fulfilling the school's objectives and statutory duties. In particular, they must:

1. Ensure they are familiar with the emergency plan for their workplace and co-operate by participating in fire evacuation/drill procedures, by observing practical fire safety arrangements and by ensuring that the safety and welfare of the pupils or children is paramount.
2. Know, and co-operate with, the responsible person for their workplace.
3. Report to their senior manager or head of department any concerns about fire safety.
4. Be familiar with all escape routes.
5. Not wedge fire doors open, nor block or obstruct them.
6. Be aware of the action to be taken on discovering a fire, hearing a fire alarm, for raising the alarm (including the location of fire alarm call points) and calling the fire and rescue service.
7. Promptly evacuate the premises, in accordance with the emergency plan, to a place of safety without putting themselves and others at risk, and NOT attempt to extinguish a fire unless they have been specifically trained.
8. Comply with the No Smoking legislation.

These responsibilities also form part of the 'Staff Code of Conduct'.

### Fire Wardens

Fire Wardens are responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, and in particular:

1. Being familiar with the emergency procedures.
2. Taking appropriate and effective action if a fire occurs.
3. Identifying hazards in the workplace and recording and reporting their observations.
4. Ensuring that escape routes and doors are kept clear and are available for use.
5. Ensuring fire doors are kept closed.
6. Checking suitable and sufficient notices are displayed.
7. Ensuring appropriate extinguishers are in place and are subject to regular maintenance.
8. Ensuring fire alarms and emergency lighting is checked and serviced.

#### **If a fire is discovered, the fire wardens should:**

9. Ensure that the alarm has been raised.
10. Evacuate pupils and other staff from the building or area involved and check that any pupils, staff or visitors with disabilities are assisted as planned.
11. Ensure the School Office has been informed to call the fire service.
12. Go to the designated assembly point.
13. Conduct a roll call of any pupils or staff for whom the Fire Warden has responsibility.
14. Ensure all persons have been accounted for and remain in the roll call area until instructed otherwise.
15. Report to the designated roll call officer to confirm all persons are accounted for and report any persons missing.

#### **FIRE WARDENS MUST NEVER PUT THEMSELVES AT RISK WHILE UNDERTAKING THEIR ROLE**

Signature:

Date:

### Workplace Risk Management Ltd (Health and Safety Consultants)

Workplace Risk Management Ltd, in agreement with management, provides the following services:

1. Development of the school's documentation throughout the period of the school's contract and keeping it updated for:
  - Changes in Fire Safety legislation relevant to the school; and
  - Organisational changes which affect the school's management system.
2. A general risk assessment in the first part of the contract that forms the basis of the school's risk management programme and helps the school to plan future actions to reduce risk.
3. A consultant visit to train senior managers and to support the school's implementation of this Policy by:
  - Assisting to complete specific risk assessments;
  - Providing further training, as agreed, on relevant agreed topics;
  - Reviewing and auditing the school's health and safety procedures and legal compliance; and
  - Providing advice on implementing changes and system procedures.

Workplace Risk Management is also contracted to:

4. Fulfil the role of 'Competent Person', providing advice and assistance on Fire Safety issues.
5. Provide for the school a telephone advisory service - available 24 hours per day, 365 days of the year.
6. Provide crisis help if the school encounters a serious accident or incident involving the Enforcement Authorities.
7. Provide briefings to help keep the school up to date with new and forthcoming legislation



Signed:

Date: April 2018

**Simon Brearley – Managing Director WRM**

