THE WESTGATE SCHOOL

Hampshire's First 4-16 'All Through' School

"The Westgate School is a community of learners where partnerships inspire success for all: learning together – achieving excellence"

Headteacher: Mrs F A Dean, MA (Ed)

Initial Policy date	January 2018	Next scheduled review	January 2022
Governor approved	January 2021	Key person/people	Site & Facilities Strategic Lead
Model Policy		Model localised	Yes
Pupil leadership team review		~~Y / N /~~ N/A	

FIRE SAFETY MANAGEMENT PLAN

1. Policy Statement

The Departmental Director understands the legal obligations in respect of fire safety and in accordance with Corporate Policy & Departmental Guidance (as appropriate). They will provide as far as is reasonably practicable an environment safe from fire for all who may be in or near the building. In this respect suitable, sufficient and risk appropriate 'Fire Precautions' and 'Management Systems' will be provided and maintained to facilitate safe evacuation from the premises and mitigate the effects of fire should this occur.

2. Management

The Head Teacher acting on behalf of The Departmental Director (HCC Children's Services) is the 'Responsible Manager' *(as defined in relevant legislation)* for the purposes of the bringing into effect in these premises the requirements of the Fire Safety Order (2005) and any other fire safety related requirements that may have effect now or in the future. The general management of this responsibility is delegated to the Site & Facilities Manager/Fire Safety Co-ordinator.

3. Site Fire Safety Specification

The workplace has a total of 9 buildings put to Office, classroom and sports use and presented as follows:

- 5 buildings are multi storey with multiple staircases (Upper School Main Building, Upper School Three storey building, Upper School Large Science, Sports Hall/Badminton Centre and Lower School building).
- 4 buildings are single storey (Upper School Small Science, Upper School Art block, Nursery and the Pavilion building).
- The buildings each have a separate electrical fire alarm with manual call points, which are linked to the main fire alarm panel for the Whole School, therefore all buildings on the premises are linked to one fire alarm system.
- There is also automatic fire detection connected to the fire alarm throughout.
- The fire alarm is connected to a Central Call Station (manned 24hours).

4. Emergency Escape Lighting

Emergency lighting is provided to all escape routes, basements and areas not having windows used during the hours of darkness, plus areas where an Entertainment License applies. The locations of the above facilities are listed in the monthly Emergency Lights checks manual.

5. Portable Fire Fighting Equipment

One Hundred and Thirty Three fire extinguishers of various types are located throughout the premises, in accordance with Fire Safety Order (2005). The locations of the above are listed in the monthly Fire Extinguisher checks manual.

6. Risk Assessment

Fire risk assessments are to be completed by the Site & Facilities Manager/Fire Safety Co-ordinator in accordance with the HCC Fire Manual and monitored and reviewed when changes occur or annually, whichever is sooner. The risk assessment will be kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service Auditors/Inspectors.

7. Emergency Plan

An emergency plan is maintained by the Site & Facilities Manager/Fire Safety Co-ordinator indicating the arrangements for the safe evacuation of anyone in the premises. This will be reviewed when changes occur or annually, whichever is sooner. This process will be monitored by the Head Teacher and the plan will be kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service Auditors/Inspectors.

8. Fire Safety Training

Staff will receive fire safety training as part of their Induction and at regular periods thereafter. A training programme for this will be produced by the Site & Facilities Manager and records kept regarding who gave the training, the subjects covered and who attended. The programme and records will be kept in the relevant section of the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service Auditors/Inspectors. All Staff complete a fire safety e-learning module at the start of the new School year and also receive a separate brief on the fire procedures for the premises.

9. Fire Drills

The Head Teacher will arrange for a **monitored** fire evacuation drill to take place every term. The outcomes from these drills will be made known to staff together with any actions that may be necessary. Records of when drills occur, the findings and actions will be maintained and kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service Auditors/Inspectors. These arrangements will be monitored by the Responsible Manager.

10. Fire Precautions

All fire resisting doors will be maintained self-closing or locked shut as appropriate.

If fire doors are required to be maintained in the open position, they will not be left unattended other than for short periods of time and for specific reasons. Suitable hold open devices that will automatically release the door on operation of the fire alarm, are installed for main corridor doors.

If fire doors are required to be maintained in the open position, other than for short periods of time for specific reasons, this will be achieved by means of suitable hold open devices that will automatically release the door on operation of the fire alarm.

Staircases and fire escape routes will be maintained clear of combustible materials and unobstructed at all times.

Whilst the building is occupied, fire exit doors will be maintained unobstructed and immediately available to enable people to exit, without using a key, pass card or code.

Internal refuse containers will be emptied when necessary and at the end of each day to ensure no undue build-up of flammable materials occurs within the premises. External refuse containers will be located to minimise the risk to premises should they be set alight.

Smoking is not permitted on the premises.

Combustible materials will be kept at a safe distance from means of ignition at all times when stored and used.

The storage of flammable materials will be in accordance with health and safety guidance and when used only the minimum necessary will be freely available for that use.

11. Maintenance Arrangements

The fire alarm will be tested weekly by the Site & Facilities Manager or Assistant and serviced (in accordance with the current edition of BS 5839) by competent contractors and monitored by site staff. These arrangements will be monitored by the Site & Facilities Manager and reviewed by the Health & Safety Committee. Records will be maintained and kept in the weekly fire alarm log manual, which contains a list of all call-points throughout the premises, for audit by Hampshire County Council/Hampshire Fire Rescue Service Auditors/Inspectors.

The escape lighting will be tested monthly which will be organised by the Site & Facilities Manager and serviced by competent contractors (in accordance with the current edition of BS 4266) and monitored by the Site & Facilities Manager and reviewed by the Health & Safety Committee. Records will be maintained and kept in the Emergency Lighting Checks manual for audit by Hampshire County Council/Hampshire Fire Rescue Service Auditors/ Inspectors.

The fire-fighting equipment will be checked monthly which will be organised by the Site & Facilities Manager and serviced by a competent contractor annually. This will be monitored by the Site & Facilities Manager and reviewed by the Health & Safety Committee. Records will be maintained and kept in the Fire Extinguisher Checks manual for audit by Hampshire County Council/Hampshire Fire Rescue Service Auditors/ Inspectors.

The Site & Manager will organise the checks of fire-resisting doors and final exits quarterly to ensure they are in good order and working correctly. This will be monitored by the Site & Facilities Manager and reviewed by the Health & Safety Committee at least termly. Any repair and/or maintenance will be undertaken by a suitably competent/skilled person. Records of the checks, findings and necessary actions will be maintained and kept in the fire door checks manual for audit by Hampshire County Council/Hampshire Fire Rescue Service Auditors/ Inspectors.

12. Monitoring and Reviews

Records will be held which will include:

- Details of repairs/replacements to fire equipment and fire related building defects.
- The reporting and decision process up and down the management chain.

13. Records

All current records will be kept in the Fire Safety Manual and be available for audit by Hampshire County Council/Hampshire Fire Rescue Service Audit/Inspectors. Other associated records together with previous manual records will be kept separately for a period of at least seven years.

Signed:	*Position:*	*Date:*
	Maurice Pay, Site & Facilities Manager	

Signed:	*Position:*	*Date:*
	Fae Dean Headteacher	
	Chair of Governors	

To be signed by Head Teacher and countersigned by Chair of Governors.