

Fire Safety Policy

This policy applies to the Whole School and is published to parents, pupils and employees.

This policy has regard for The Regulatory Reform (Fire Safety) Order 2005.

1. Introduction

The Regulatory Reform (Fire Safety) Order 2005 refers to the term premises which is defined as the School buildings and the Estate upon which they are built.

The Regulatory Reform (Fire Safety) Order 2005 requires the controller of premises to ensure fire safety measures are in place. It is the overall aim of Bradford Grammar School ("the School") to minimise the risks to employees, pupils, visitors and contractors which may arise from fire. This will be achieved by ensuring precautions are taken to prevent fire and minimise the risk of casualties and damage if fire occurs.

The School operates a full emergency evacuation procedure at all times. The fire alarm is linked to all buildings on the School Site.

The School premises includes many different buildings. The emergency evacuation procedure from each of these buildings is detailed in the Fire Safety Guidance document.

The emergency evacuation procedure is well established and after every evacuation feedback is gathered and acted upon as necessary to ensure that the procedure is fit for purpose.

A pupil or employee with limited mobility may have a PEEP (personal emergency evacuation plan) which details how he/she will exit the building and where he/she will assemble. Each PEEP is reviewed annually or more frequently should the needs of the person change.

2. Objectives

Bradford Grammar School is committed to establishing and maintaining high standards of fire precautions in order to protect all users of its buildings.

In order to facilitate this the School must:

- Ensure all reasonable steps are taken to provide an appropriate level of fire safety within the School.
- Take suitable steps to ensure compliance with relevant fire safety legislation, primarily the Regulatory Reform (Fire Safety) Order 2005.
- Accept that effective fire safety management is an essential element in the day to day running of the School's premises and activities.
- Carry out a suitable fire safety risk assessment and review every year or as circumstances demand.

- Identify any necessary upgrade works in terms of fire safety and incorporate them into a fire management plan to enable prioritisation of funding in relation to perceived risks.
- Work in conjunction with the necessary authorities to ensure risks are being removed, reduced and controlled effectively.
- Provide the appropriate emergency evacuation training to employees and pupils.
- Provide online fire awareness training for all employees.
- Training will be reviewed in light of the most recent emergency evacuation and any changes or additions will be introduced as necessary.
- All visitors and contractors will be informed of the School's emergency evacuation procedures upon their arrival in School.

3. Responsibilities

The Deputy Headmaster is the member of the Senior Leadership Team (SLT) with overall responsibility for fire safety matters in relation to emergency evacuation. The School's Bursar has overall responsibility for the management of fire safety within School and is assisted by the Estates Manager and the Health and Safety Officer (H&S Officer).

The Deputy Headmaster or in his absence another member of the SLT has responsibility for whole school emergency evacuation during term time and will liaise with the Fire Service in the course of their duties as required.

The School's Estates Manager and/or H&S Officer will review the fire risk assessment on an annual basis and engage the services of a suitably qualified company or individual to undertake a new fire risk assessment following any significant changes. The Estates Manager and H&S Officer will also prepare the necessary reports for inclusion in the School's guidance database and reports for the SLT and Governing body as required.

Responsibilities of the Senior Leadership Team include:

- Ensuring the Fire Safety policy is current and relevant.
- Ensuring employees and pupils are trained, as necessary.
- Ensuring a fire risk assessment is completed and reviewed annually or as circumstances change.
- Ensuring emergency evacuation procedures are in place and communicated to employees, pupils, visitors and contractors.
- Ensure the fire alarm system is tested and maintained.
- Ensure fire call points are checked and maintained.
- Ensure firefighting equipment is checked and maintained.
- Ensure records are kept for evacuations, alarm checks, fire systems and firefighting equipment maintenance.
- Ensuring emergency routes and exits are identified and maintained and fire action notices are displayed.
- Ensure at least one emergency evacuation drill is undertaken each term.
- Ensuring all fire safety records and documentation are available for inspection.

4. Fire training and evacuation drills

All employees must familiarise themselves with the School's Fire Safety policy and Fire Safety guidance. Changes will be communicated to employees during the first week of the autumn term or at the time a change is made.

Pupils must be advised of the School's emergency evacuation procedure via form tutors during the first week of the autumn term.

New employees (including temporary and agency employees) will have the School's emergency evacuation procedure explained to them as part of their induction.

Visitors and contractors will also receive information about the emergency evacuation procedure upon their arrival to School.

Governors are briefed in person or virtually on an annual basis (normally at the October Board meeting) about the emergency evacuation procedures.

At least one emergency evacuation drill is undertaken each term.

5. Maintenance of firefighting equipment and systems

Fire extinguishers and emergency lighting are maintained under a contract administered by the Estates Manager. In addition to this, the Estates team will carry out tests on systems and equipment between maintenance visits.

6. Contacting the Fire Service

The School's fire alarm system is connected to a DualCom facility that ensures the Fire Service is called upon activation of the alarm between the hours of 22:00 and 06:00, and all times on Sundays, Bank Holidays and during Christmas closure.

At all other times it is the responsibility of the Estates Manager to contact the Fire Service. In the absence of the Estates Manager, this role will fall to the most senior member of the Estates team on site or the duty caretaker.

7. Events and External Lettings

Where events or lettings are organised, it is the responsibility of the employee organising the event or arranging the letting to ensure that all fire safety precautions and emergency evacuation procedures are understood by the organiser or hirer. It is also the responsibility of the organiser or hirer to communicate the fire safety precautions and emergency evacuation procedures to all attendees. There is a clause included in the lettings contract specifying this, and all hirers must sign and return this contract before the first date of their booking. Maximum room numbers must be adhered to at all times and are communicated to hirers upon booking where necessary, for example, if booking an event in the Price Hall.

8. Safe Storage

The H&S Officer ensures that flammable materials used in teaching or maintenance are locked in purpose-made flameproof containers when they are not in use.

Weapons and ammunition used by the CCF are kept in a securely locked store that is located within a permanently locked room, the door of which is independently alarmed and fire resistant. The weapons and ammunition are stored separately for operational security reasons; furthermore, the ammunition is stored in a locked fire-proof container.

The Armoury and Ammunition Store are detailed on the School Fire Plan which is kept in Reception.

9. Rubbish and Combustible Materials

Flammable rubbish is stored away from the building in a secure rubbish compound. Combustible materials used in teaching, catering, maintenance and caretaking are stored in flameproof cupboards.

10. Notices and signage

The Fire Action notice (see Appendix 1) is displayed in all areas within the School buildings. All safe emergency exit routes are clearly identified by the nearest green 'fire exit' signs which include a directional arrow.

Policy reviewed by:	Ashley Moss, Health & Safety Officer
Last policy review date:	December 2023
Next policy review date:	December 2024

Bradford Grammar School FIRE ACTION	
IF YOU DISCOVER A FIRE SOUND THE ALARM	 A red square icon with a white border. It features a white hand with the index finger pointing up, next to a stylized white flame.
WHEN THE FIRE ALARM SOUNDS LEAVE THE BUILDING BY THE NEAREST EXIT	 A green rectangular sign with a white border. It contains the words "Fire exit" in white, with a white silhouette of a person running towards an exit door.
AND REPORT TO YOUR DESIGNATED FIRE ASSEMBLY POINT	 A green rectangular sign with a white border. It is split into two sections. The left section shows a white silhouette of three people with arrows pointing towards them. The right section contains the text "Emergency assembly point" in white.
DO NOT RETURN TO THE BUILDINGS UNTIL AUTHORISED TO DO SO	 A white square icon with a red border. It features a red circle with a diagonal red line through it, indicating prohibition.