



## **Fire Management Policy**

Date Reviewed:	September 2025
Next Review Date:	September 2026
Policy Owner:	Marek Buchala
Ratified @ FGB/Committee Name & Date:	Finance and Estates 09.06.2025 Full Governing Board 30.06.2025

### **Mission Statement**

We are committed to providing a supportive, enjoyable and family style environment in which every child is nurtured and encouraged to achieve their potential through a broad-based curriculum and opportunities for developing sporting, dramatic, artistic and musical talents.

### **Statement of Aims & Objectives**

- To enable each child to fulfil their own academic and personal potential.
- To instil in every child the importance of developing personal initiative and to foster in them a belief that they can fulfil their potential in any area of school life.
- To provide a broad based academic and extra-curricular education that is delivered in such a way as to satisfy the learning needs of each and every pupil.
- To help each pupil to develop both a set of Christian values and an understanding and appreciation of other religious beliefs.
- To learn the difference between right and wrong and to appreciate that rights and responsibilities are equally balanced.
- To develop and promote a sense of caring and community between the pupils within the school and the wider community as a whole.
- To instil in each pupil a high degree of self-respect and respect for their fellow pupils, teachers and other adults.
- To prepare each child for the transition to the next stage of their education and to be able to take advantage of any opportunities as they present themselves.



## Oakhyrst Grange School

### **Safeguarding**

Oakhyrst Grange School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. At this school we respect and value all children and are committed to providing a caring, friendly and safe environment for our pupils so that they can learn in a relaxed and secure atmosphere. We believe that every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Oakhyrst Grange School. We recognise our responsibility to safeguard all who access school and promote the welfare of all of our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying. This should be read in conjunction with the Safeguarding Policy.

All staff will be asked to complete training annually following KCSIE updates. Further safeguard training will take place throughout the year. All staff must wear their lanyards at all times.

The Safeguarding governor is: Pauline Clark [Pauline.clark@oakhyrstgrangeschool.co.uk](mailto:Pauline.clark@oakhyrstgrangeschool.co.uk)

DSL: Roxann Dowling (Head of EYFS) 07746135233

DDSL: Gemma Mitchell (Headteacher) 07786 393228

DDSL: Faye Dance (Deputy Headteacher) 07415 359114

[dsl@oakhyrstgrangeschool.co.uk](mailto:dsl@oakhyrstgrangeschool.co.uk)

### **Policy Statement**



## Oakhurst Grange School

We will strive to ensure the safety of all persons who have a legitimate right to be in, on or in the vicinity of the premises from fire and its effects. These include residents, visitors, staff and contractors but exclude fire fighters in pursuance of firefighting.

### **Responsibilities**

#### ***The Responsible Person***

The responsible person retains overall responsibility for policy and management of fire safety and under the Regulatory Reform (Fire Safety) Order 2005 designated as the "Responsible Person".

The Responsible Person has delegated the following roles:

	<b>Task</b>	<b>Position or name</b>
1.	Ensuring all exits are available and useable during time people are in the premises (recommended daily)	PREMISES MANAGER
2.	Firefighting equipment is in place and undamaged (recommended weekly)	PREMISES MANAGER
3.	Staff have received induction training	PREMISES MANAGER/ BURSAR
4.	The daily check of the fire alarm	PREMISES MANAGER
5.	The weekly test of the fire alarm	PREMISES MANAGER
6.	The monthly test of the emergency lighting	PREMISES MANAGER
7.	Completion of the Fire Risk Assessment	PREMISES MANAGER/ BURSAR
8.	Ensuring the fire alarm, emergency lighting and firefighting equipment (and other fire safety measures if found) is serviced by a competent person	PREMISES MANAGER
9.	Ensuring appropriate cleaning of kitchen extract ducts where appropriate	PREMISES MANAGER/ BURSAR
10.	Ensuring portable electrical appliances are maintained as required (PAT)	PREMISES MANAGER
11.	Ensuring fixed electrics are inspected at least once every five years	PREMISES MANAGER
12.	Completion of refresher training	

**All staff**



## Oakhurst Grange School

All staff has a responsibility for their own and others fire safety. They should report any possible dangerous issues to PREMISES MANAGER or SCHOOL BURSAR for action.

### **Fire Strategy**

The fire strategy is to ensure there is a suitable means of alerting all persons who have a legitimate right to be in the premises to a fire in the early stages and provide sufficient number of exits to allow the safe evacuation to a place of ultimate safety. The evacuation procedure is for all persons to evacuate immediately.

Fire Risk Assessment carried out by a competent person will decide the type, number and level of fire safety measures.

Staff will receive fire safety training including the use of fire extinguishers but their overriding responsibility is to sound an alarm and initiate an evacuation of the immediate area.

### **Fire Risk Assessment (FRA)**

A fire risk assessment will be reviewed annually or when there is a major change in circumstance to the premises.

The fire risk assessment is a comprehensive assessment of the building, the processes taking place and the people expected to use it to ensure all relevant people are not at an unacceptable risk from fire or its effects.

The assessment will provide a list of Significant Findings These are items that are likely to present an unacceptable risk to people and will specify: what the problem is, what existing control measures are in place and what additional measures should be instigated.

Any Significant Finding will be prioritised as High, Medium, and Low or as a Note. High, Medium and Low are an identification of the risk the hazard presents to relevant people. The Company will use this system as a way of prioritising the work to complete it.

Where a Significant Finding is stated as a Note, there is unlikely to be any additional control measure. The Note is a way of informing the reader that an issue has been identified but due to the existing control measures requires no further attention.

The Responsible Person is responsible for ensuring the Significant Findings detailed in the FRA receive appropriate attention.

### **Testing and Maintenance**

#### ***Fire Alarm and Detection***

The level of coverage will be set by the FRA and serviced in accordance with the relevant British Standard (BS5839 Pt 1: 2013) by a competent person.

The alarm will be inspected daily by staff to ensure it is showing a healthy supply

The call points will be tested weekly by using a test key to operate a different call point each week on a rolling program. Records of the tests will be maintained on site for inspection by company personnel, fire risk assessors and enforcement officers.



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### ***Emergency Lighting***

The level of emergency lighting will be dictated by the FRA.

The installed system will be tested monthly by House Staff by using a suitable test key or by isolating (using the local light circuit breaker) the lights.

The system will be serviced annually by a competent firm of engineers in accordance with BS 5266 Pt 1: 2005.

Records of the tests will be maintained on site for inspection by fire risk assessors and enforcement officers.

### ***Portable Electrical Equipment***

The portable electrical equipment within the building work areas will be tested annually to ensure it is fit for purpose and in a safe condition. The company will have equipment tested in accordance with HSE guidance.

Records of tests will be held to be able to show due diligence.

### ***Portable Firefighting Equipment***

The portable firefighting equipment will be inspected to ensure the equipment appears in good condition, all extinguishers have a safety pin and plastic tag fitted and all equipment is in its appropriate position.

The equipment will be serviced annually by a firm of competent engineers in accordance with the manufactures instructions and the BS 5306 Pt 3.

### ***Means of Escape***

The designated on-site staff will check daily that all corridors and stairs are kept clear of obstructions and combustible material.

### ***Records of Testing & Maintenance***

Management to ensure accurate and true records associated with testing and maintenance of fire safety measures as well as staff training and evacuation drills. (A test record book can be downloaded free of charge from Firesafe Solutions website)

Records must be kept on site and except for staff training in a single file with the following information:

- Date of test
- Item tested
- Result of test
- Action taken
- Person completing test

In the case of staff training records they should be retained on site for the period the employee is working on site. The records should be kept confidential but may be shown to enforcing authorities for the purpose of showing due diligence to legislation.



## Oakhurst Grange School

### **Staff Training**

All staff will be given training when and will encompass:

- Action to take on discovering a fire or hearing the alarm
- Use of firefighting equipment
- Location of exits
- Assembly points

Nominated key staff will receive additional annual training providing detailed knowledge on the installed fire safety measures and use of firefighting equipment.

### **Evacuation Drills**

It is anticipated this will take place without visitors. The drill should take place at least once per school term.

### **Policy on Firefighting**

Staff who have been trained in the use of portable firefighting equipment may attempt to fight an uncontrolled fire where they feel confident it can be dealt with safely however they must not do this where they would put themselves or others at risk of harm from the fire or its effects.

Sufficient firefighting equipment will be provided in the premises for the purpose of immediate first aid firefighting. The level of equipment provided will be decided by the fire risk assessment or other competent persons.

### **Personal Emergency Evacuation Plans (PEEP's)**

All staff known to have a disability will have a PEEP completed on them.

The purpose of the PEEP is to ensure the person is provided with a means of being alerted to a fire emergency and a safe means of escape taking into account their disability or illness.

The PEEP should not disadvantage the employee in their job role but ultimately the purpose of the PEEP is to ensure the safety of the employee and if no reasonable solution can be found to ensuring the safety of the person a restriction in their location within or on the premises may have to be considered.

When completing a PEEP the Manager should speak to the person involved to discuss:

- What fire safety issues present problems?
- How serious are the problems?
- How can they be overcome?

Where it is recognized a resident has a disability that may affect their escape from the building the Responsible Person should consider discussing with them how they can be assisted however as these are private dwellings there is no legal requirement to formally provide outside assistance.

### **Contractors on Site**

Any contractors invited to site to carry out authorised repairs must provide onsite management with a method statement stating how the work is to be safely completed. This must include a section on fire safety.



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Any contractor invited on site to complete “hot work” (work that could use open flame or heat producing equipment high enough to cause ignition to flammable material) must produce a risk assessment stating how the equipment is to be used and what precautions will be put into place to reduce the risk and deal with a fire. All such contractors must bring their own firefighting equipment onsite suitable for the hazard they are introducing as specified in their risk assessment.

All such firefighting equipment must be in service (within one year). When the contractors have set up to work, onsite management must carry out an inspection and satisfy themselves they are working safely and to their risk assessment/method statement. Onsite management has the right to stop any contractor from working in or on the premises where they feel there is an unacceptable risk to the contractors, staff

This Policy is subject to regular review.