



Social Arts for Education Fire Policy

Updated 26/07/2019
Review by 25/07/2020

Scope/statement of intent:

- to meet our legal obligations under the Regulatory Reform (Fire Safety) Order 2005 (the Fire Safety Order)
- to ensure the fire safety of people in and around Social Arts for Education; the protection of property and the environment and to minimise business disruption in case of fire

General intentions:

- Social Arts for Education is committed to achieving high standards of fire safety for students, employees and the public. In order to achieve this, we will provide and implement an effective fire prevention strategy. We will exercise good management of fire safety to ensure that fires are unlikely to occur, but that if they do occur, they are likely to be controlled or contained quickly, effectively and safely and that everyone in the premises will be able to escape to a place of safety easily and quickly

Criteria and principles upon which actions are based:

- fire safety is a management responsibility
- named 'responsible persons' for fire safety to be identified throughout the organisational structure; to be responsible for the fire safety of all employees and premises under their direct control
- front line managers identified as the key resource to ensure day to day fire safety, having delegated responsibility for local fire safety arrangements
- promote employee involvement and commitment at all levels

Objectives

- to have a fire risk assessment which identifies the hazards and risks within the premises and any remedial actions that are required
- fire risk assessments need to be reviewed annually with a new assessment completed every 3 years by a competent person.
- to have efficient and effective fire safety arrangements to put into effect the general fire precautions necessary as identified by the fire risk assessment
- The Proprietorial Body and Head Teacher will nominate a suitably qualified Responsible Person to oversee the administration of this policy. This person is currently the Health and Safety Officer, Ruth McWeeney and is responsible for the following:
 - operation of an effective fire safety management system

- the appointment of one or more competent person/s to assist in fire safety duties as appropriate to the service
- consultation with employees or their elected representatives about appointment of competent persons, the nomination of people to carry out particular roles and the arrangements for fire safety
- overseeing a programme of fire risk assessment for all places of work and premises
- ensuring managers with fire safety duties are competent and have sufficient authority and appropriate resources

The Health and Safety Officer must ensure a fire risk assessment is completed under the requirements of the Regulatory Reform (Fire Safety) Order 2005.

Based on the fire risk assessment, the management of Social Arts for Education are to maintain and operate an appropriate fire safety system. This will include:

- management arrangements for controlling fire safety
- fire prevention measures (storage of dangerous substances; electrical safety etc)
- safety procedures (instruction and training; ensuring means of escape available etc)
- fire precautions (plans, systems and equipment availability and checks)
- procedures for the identification of people who have special needs, including those with a disability, for their safe evacuation in case of fire

Employee Duties

- all employees have a duty to co-operate with all the measures in place to ensure fire safety and must not do anything that will place themselves or other people at risk
- all Employees have a duty to draw to the attention of management any shortcomings in fire safety arrangements

Linked Policies

This policy should be read in conjunction with the following policies and risk assessments:

- Health and Safety Policy
- Risk Assessment Policy
- Premises Management Policy
- Premises Risk Assessment
- Fire Risk Assessment
- Boiler Cupboard Risk Assessment
- Kitchen Equipment Risk Assessment

