

SCHOOL PREMISES FIRE SAFETY POLICY

St Joseph's RC Primary/Nursery School

1.0 Introduction

- 1.1.1 This policy is designed to contribute to the safety of employees in St Joseph's RC Primary/Nursery as part of a demonstrable commitment to the continuous improvement in fire safety performance as stated in the Corporate Fire Safety Policy. That policy reflects the legal obligations placed upon Aberdeen City Council by The Fire (Scotland) Act 2005 as amended and related subordinate legislation.
- 1.1.2 Managers are responsible for ensuring that the chances of a fire starting are kept as low as possible and for ensuring that all fire safety measures for the protection of staff are in place and maintained in good order.
- 1.1.3 This document requires the commitment, support and action from everyone working within St Joseph's RC Primary/Nursery School and will be central to the ongoing effective management of the fire safety arrangements.

2.0 Policy

- 2.1 The manager will take all reasonably practicable steps to provide and maintain an environment, which is safe from the effects of fire for all employees, clients, and any other people who may be affected by the activities in St Joseph's RC Primary/Nursery School. The manager is committed to continually improving the fire safety performance in St Joseph's RC Primary/Nursery School to ensure that there is no disruption to the delivery of services.
- 2.2 This standard will be achieved by:
- a) Gaining, and maintaining, the commitment and participation of all employees in these premises in creating and maintaining a positive fire safety culture;
 - b) Meeting the responsibilities to employees, to others and to the environment in a way which recognises that legal requirements are the minimum standard;
 - c) Adopting a planned and systematic approach to the implementation of these premises' fire safety policy to ensure that:

- i) the maintenance of arrangements which allows persons to escape if a fire occurs;
 - ii) the maintenance of plant and systems of work to ensure, so far as reasonably practicable, the chances of a fire starting are kept as low as possible;
 - iii) arrangements for ensuring, so far as is reasonably practicable, fire safety measures connected with the use, handling, storage and transport of flammable articles and substances;
 - iv) the provision of such information , instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the fire safety of its employees and other persons ;
- d) With guidance from the Council's health and safety section, identifying and assessing the fire risks associated with all activities in the premises with the aim of eliminating or controlling the risks, so far as is reasonably practicable;
 - e) Allocating sufficient resources to meet the requirements of these premises' fire safety policy;
 - f) Planning for fire safety including the setting of realistic short and long- term objectives, deciding priorities;
 - g) Monitoring and reviewing performance to ensure that high standards are maintained or improved where necessary;
 - h) Maintaining arrangements for co-ordination and co-operation with other employers where Council employees or clients share premises, facilities or activities with persons working in other organisations.

3.0 Distribution

- 3.1 This Policy will be drawn to the attention of all staff within St Joseph's RC Primary/Nursery School A statement will be issued annually reminding all staff about the policy statement, its principles and the management's commitment to it.

4.0 Organisation and responsibility

- 4.1 The person responsible for fire management in St Joseph's RC Primary/Nursery School. is Mrs Tominey (Head Teacher)

4.2 The duties of this person are:

- Ensuring proper control of contractor's activities in relation to fire safety;
- Implementation of this policy and the corporate Fire safety policy in these premises;
- Ensuring compliance with all relevant Scottish Government and Aberdeen City Council fire safety legislation, guidance documents and procedures;
- Ensuring that new employees have an induction which will include an awareness of all fire safety precautions and procedures and emergency procedures;
- Ensuring that any legal requirements relating to their areas of responsibility are fully complied with;
- Ensuring that any fire safety responsibilities delegated to staff within these premises are clearly identified;
- Ensure that a member of staff has responsibility for accompanying visitors including making them aware of the fire evacuation plan.

4.3 Each employee is responsible for their own acts or omissions and the effect that these may have upon the safety of themselves or any other person. Whilst the management accepts main responsibility for the implementation of this policy, individuals are legally obliged to co-operate to ensure a working environment safe from the effects of fire.

4.4 In addition all employees must:

- Ensure they are aware of the precautions to be taken to prevent the outbreak of fire;
- Participate in fire evacuation practices which the management organises;
- Inform their line manager of anything relating to the premises which could represent a serious or immediate fire safety danger;
- Report any faults/improvements on the fire safety arrangements; and
- Co-operate with their employer, so far as is necessary, to allow them to comply with their fire safety responsibilities.

5.0 Arrangements

5.1 Organisational responsibilities

5.1.1 The recognition and management of fire safety/risk assessment is an integral part of the Council's responsibility to its employees, and the role of Heads of Service, Managers, Supervisors and employees in addressing fire safety related issues is vital. Responsibilities for the management of fire safety within the workplace are clearly defined within the corporate Fire Safety policy.

5.1.2 Catherien Tominey (Head Teacher) will have responsibility for fire safety management in ...St Joseph's RC Primary School/Nursery

5.2 Fire Safety Management

5.2.1 The Head of Service will pursue progressive improvements which will lead to reduction of the chances of a fire starting and the protection of staff. This will be achieved by the implementation and management of an effective fire safety management system, which reflects the objectives set out in the corporate Fire Safety Policy. The Corporate Fire Safety Policy requires the effective management of fire safety and includes ensuring that arrangements for planning, organisation, control, monitoring and review of fire safety measures are in place.

5.3 Fire Risk Assessments

5.3.1 A member of the Council's Health and Safety Section will carry out the fire risk assessment for these premises. Written assessment reports will be sent to the fire safety manager with copies to the appropriate line managers.

The fire risk assessment document and any action plans will be kept on these premises and is to be produced, on demand, to an officer of the enforcing authority, which is Grampian Fire and Rescue Board, or any other authorized person (for example a health and safety adviser).

5.4 Emergency Fire Action Plans

5.4.1 There will be a written emergency fire action plan for St Joseph's RC Primary/Nursery which sets out the action that staff and other people in the premises will take in the event of a fire. It will be kept on the premises and be available in languages understood by all. It will be known by staff and form the basis of training and instruction.

5.5 Maintenance of Fire Safety Measures

5.5.1 The premises, internal and external emergency routes and exits, fire-fighting equipment, fire alarm, fire detection, emergency lighting, Fire and Rescue Service facilities and other fire safety measures will be kept in efficient working order and covered by a suitable system of maintenance. There will be regular checks, periodic servicing and maintenance and any defects will be put right as quickly as possible. Records of these items will be maintained.

5.6 Fire Safety Training

5.6.1 The actions of staff are crucial to the safety of all occupiers in these premises. It is essential that staff know what they have to do to safeguard themselves and others on the premises and to have an awareness of the importance of their actions. This includes risk reduction, maintenance of fire safety measures and action if there is a fire. Management will actively support training by providing the necessary resources and organisation to carry out such training.

5.7 Fire Drills

5.7.1 Fire drills will be carried out so that staff understand the emergency fire action plan (including all relevant personal evacuation needs), ensure that staff are familiar with operation of the emergency fire action plan, to evaluate effectiveness of the plan and to identify any weaknesses in the evacuation strategy.

5.7.2 Fire drills will take place at least twice a year with each member of staff participating at least once a year.

5.7.3 Records of fire drills will be maintained.

5.8 Communication

5.8.1 Employees have an important contribution to make to the overall organisational fire safety culture. The Heads of Service will ensure that fire safety is an integral part of the management system and seek to develop a positive attitude to fire safety among employees by:

Visibly demonstrating a clear commitment to improving fire safety performance;

Ensuring the communication of necessary fire safety information to all employees; and

Securing the competence of employees by including fire safety within the recruitment process and systematically identifying fire safety training needs.

5.9 Raising Fire Safety Concerns

5.9.1 Should an employee require to raise a fire safety concern they must raise it with the relevant line manager. At any time an employee can contact the Health and Safety Section for further guidance.

6.0 Review

6.1 This policy will be reviewed on an annual basis.

Signature:

Date: