

## Testwood School Fire Safety Policy

Key Responsibility	JB
Last Review:	November 2024
Next Review:	November 2025

### Revision History

Version	Date	Amendments	Initials
2.0	12.11.20	Covid pandemic information added in bold	MS
2.1	12.10.21	Revision dates amended/building works included	JB
2.2	31.10.22	Covid and building works restrictions removed	MS
2.3	07.11.23	Revision dates updated	JB
2.4	24.10.24	Replace Coordinator to marshal, addition of additional fire marshals – Roles and Responsibilities	JB

### Principles

Testwood School acknowledges fire is a significant hazard to the safety of both buildings and their occupants and accepts its responsibility under current fire legislation. Testwood School will ensure the provision of suitable, sufficient and risk appropriate fire precautions and management systems to enable the safe evacuation of students, employees and visitors from Testwood School buildings and take risk appropriate measures to minimise fire damage should a fire occur.

### Fire Precautions

- Suitable and appropriate means for giving warning in case of fire provided.
- Suitable and appropriate routes, exits and means of protection provided to enable occupants of buildings to evacuate quickly and safely in the event of fire.
- Sufficient and suitable emergency lighting provided when necessary.
- Suitable fire signage provided.
- Sufficient and suitable firefighting equipment available.

### Management Systems

- A fire safety management plan.
- A fire risk assessment for school complete with risks is held within the Fire Records File and priorities brought to the attention of employees, students and others at risk.
- An emergency evacuation plan.
- Monitored fire drills to be undertaken, evaluated and issues addressed where necessary with records maintained of relevant details and remedial actions.

- A fire safety training programme produced for all employees.
- Fire safety equipment maintained and tested by competent people and evident records kept.

### **Monitoring**

- Regular monitoring and review system operating throughout the management chain of responsible people.
- The Leadership Team and Board of Trustees receiving reports on the findings of monitoring and recommended actions.

### **Roles and Responsibilities**

- Board of Trustees – monitor Headteacher’s management of fire safety responsibilities.
- Head Teacher – appoint a lead fire safety marshal and additional marshals for the premises. Support for the lead fire marshal to carry out their duties.
- Lead Fire Safety Marshall – organise termly fire evacuations, produce evaluation reports after each one and make any necessary changes arising from these
- Fire Safety Marshalls – contribute to fire safety across the school by liaising with the Lead Fire Marshal and school staff. Take responsibility for certain areas of the school during an evacuation. Deputise for the Lead Fire Marshal when necessary
- Staff – adhere to fire safety instructions and procedures and bring defects and matters of concern to the attention of the lead fire safety marshal or their line manager, who should ensure the lead fire safety marshal or Headteacher has been advised