




Grow Independent School

FIRE SAFETY POLICY

Policy Document

(2024-2025)

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| Last Reviewed: | September 2024 |
| Next Review date: | September 2025 |
| Signed by: |  |
| Approved by | Alice Lee- Chair of Governors |

Policy Statement

Grow Independent School will ensure, so far as is reasonably practicable, that the risk from fire will be managed in compliance with the appropriate fire safety legislation, guidance and best practice standards.

Management of fire risks will be undertaken in such a way as to prevent injury or ill-health to employees, visitors, contractors and others who may be affected by the activities of the organisation.

In doing so, Grow Independent School will ensure that:

- Fire safety risk assessments are carried out on all its premises
- A 'competent person' to assist with implementing the requirements of legislation is appointed.
- Organisational arrangements for the effective planning, organisation, control, monitoring and review of fire safety are implemented.
- General fire precautions to ensure, so far as is reasonably practicable, the safety of its employees, students, contractors and visitors on its premises are implemented.

Organisational Responsibilities

The 'responsible person' will ensure that adequate resources are made available to enable Grow Independent School to fulfil their duties under the Regulatory Reform (Fire Safety) Order.

The Proprietorial Body (Grow Schools Ltd.) will ensure that:

- the appropriate policies, procedures and audit protocols are in place and reviewed from time to time.
- these policies and procedures are implemented and adhered to on a sustainable basis in their areas of strategic responsibility.
- these policies and procedures are implemented and adhered to in their area of operational responsibility.
- an appropriate system for carrying out fire risk assessments and developing emergency plans is in place and that suitable arrangements are implemented in all premises and for all activities within the premises.
- action plans, fire precautions and evacuation procedures, resulting from fire risk assessments, are implemented and control measures for controlling the risk from fire are maintained.
- regular inspections are carried out on control measures to ensure their continued effectiveness.
- audits are carried out periodically to ensure the effectiveness of control measures.

Employees, visitors, contractors and others will ensure they participate as requested in the fire risk assessment process and will ensure they comply with the arrangements made to control risks from fire hazards.

Arrangements

Fire Detection and Alarm System

Automatic fire detection and alarm systems and break-glass call points shall be installed, maintained and tested in accordance with BS 5839.

Maintenance is the responsibility of the landlord.

Fire alarms are tested weekly on a Friday at 10:00am by Peter Reeves (landlord) and any defects will be reported immediately to the proprietors.

Provision and Maintenance of Fire-fighting Equipment

Fire fighting equipment will be sited as recommended by the Fire Risk Assessment completed by Fire Protection services on 28th May 2024. S Hawthorne will have a responsibility to ensure that the equipment is accessible at all times.

An annual service contract is in force with Fire Protection Services for maintaining the fire extinguishers.

Provision and Maintenance of Fire Escape Routes

Emergency lighting, fire exit route directional signage (and other fire safety related signage), fire doors, fire lobbies and other parts of exit routes shall be available.

Emergency lighting shall be installed in all premises to the current British Standard.

The emergency lighting system is maintained and tested annually by a qualified electrician and a record of this is kept in the fire log book.

Emergency lighting will be tested monthly by V Boyd (School Business Manager) and any defects should be reported immediately to S Hawthorne.

A six monthly fuse-box disablement test will be conducted by V Boyd (School Business Manager) and any defects should be reported immediately to S Hawthorne.

Provision of Training and Information

Within 3 months of commencing employment, each new member of staff will attend an induction training course. This course will deal with all basic aspects of fire safety and fire equipment.

Within every 12 months all staff will receive refresher training.

Fire action notices are posted in prominent locations within buildings.

Handouts containing fire prevention information for contractors and visitors will be visible.

A file of relevant information including plans and details of the locations of hazardous substance areas etc. is kept at the main office for use by the Fire Brigade and other emergency services.

Fire Drills

Fire drills will be held every term. These drills are to be arranged by S Hawthorne who will trigger the alarms and reset them once the drill is completed.

Preventative Measures

A qualified electrician will conduct PAT annually for all electrical products regularly used and left on site. Teachers are provided with new laptops in order to mitigate risk of old/faulty electrics.

The risk is also mitigated by unplugging and removing devices from the premises that haven't been pat tested and that we don't know the age of. For example, if a teacher brings their own radio in from home that looks tired on visual inspection, we (the health and safety team) will raise this as an issue.

Our approach to this will be that the vast majority of things in the building have been tested. Testing will be done annually to catch things that are new coming into the building. Things that haven't been tested can be used, but should be unplugged and removed from the premises before the end of the day. Visual inspections are completed by the proprietors to check for plugged-in devices that are not tested.