



# Lenham Primary School

*Take Pride; Be Proud*

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## Fire Safety Policy

March 2020

<b>Document history:</b>	
Written by	
Reviewed by	A. McCluskey
<b>Agreed by the governing body on:</b>	March 2020
<b>Review date:</b>	<b>March 2023</b>
<b>Signed:</b>    Chair of Governors	<b>10.3.2020</b>

Lenham Primary School has detailed information for Fire Evacuation in the Health and Safety Policy.

## Corporate level

### 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 all KCC buildings; the protection of property and the environment and to minimise business disruption in case of fire.

### General intentions:

- commitment to achieve high standards of fire safety for service users, employees and the public
- providing an effective fire prevention strategy
- exercise good management of fire safety to ensure that fires are unlikely to occur, but if they do occur, they are likely to be controlled or contained quickly, effectively and safely and that everyone in the premises is 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 (see overleaf for levels of responsibility)

#### Directorates:

- directorates to operate effective fire safety management systems to ensure the effective planning, organisation, control, monitoring and review of the preventive and protective fire safety measures
- named 'responsible person' to be identified within each directorate for each service / business unit.

#### All premises:

- to have fire risk assessments which identify 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.
- all places of work to have efficient and effective fire safety arrangements to put into effect the general fire precautions necessary as identified by the fire risk assessment.

## Directorate level

Directorates to nominate a responsible person at Directorate Management Team (DMT) level to oversee fire safety for the directorate. Directorates will also nominate 'responsible person/s' for each service/business unit if appropriate. Responsibilities to include:

- 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.

## Local level

The building manager or other person in control of the premises must ensure a fire risk assessment is completed under the requirements of the Regulatory Reform (Fire Safety) Order 2005. Most KCC premises apart from schools are managed by a Total Facilities Management provider and the responsibility for carrying out a fire risk assessment rests with them.

Based on the fire risk assessment, the building managers of KCC premises 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.

For places of work not controlled by KCC, the nominated senior manager present will have delegated responsibility to co-ordinate and co-operate with the person/s in control of the premises, to ensure adequate fire safety arrangements are in place and complied with.

## 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.

## Extract from Health and Safety Policy

### C3: Fire and Emergency Procedures

- The head teacher is responsible for ensuring the fire risk assessment is undertaken, controls are implemented and that it is reviewed annually. See annex 7
- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. (playground/ field)

#### **Names of fire wardens:**

Headteacher  
School Business Manager  
Caretaker and Admin Officer  
Nominated Teaching Assistant (Car Park)

All of these report to Reception at the sound of the alarm

- Emergency evacuation will be practiced three times a year and a record will be kept:

**A record will be kept by:** School Business Manager

- Kent Fire and Rescue will be contacted by:

**Specify whose role it is to make the call:** administration assistant or any other suitable person not otherwise engaged in marshalling the children.

- Regular testing of fire alarms will occur on:

**Indicate when tests are to be carried out:** Tuesday mornings 8am (term-time)

**Name of tester:** Caretaker

- The fire log book will be kept:

**Specify who will keep the log and where:** Caretaker and School Business Manager. Records held in the Reception Area.