



Fire Precautions Management Plan

Premises Address	Swan's Corner, Guisborough Road, Nunthorpe
Approved By	FGB 27.06.16

to be reviewed annually.

Fire Precautions Management Plan

Introduction

The principal fire safety legislation applicable to Redcar and Cleveland Borough Council premises, employees and service users is the Regulatory Reform (Fire Safety) Order 2005.

Article 11 of the Order requires that the Responsible Person make appropriate arrangements for the effective planning, organisation, control, monitoring and review of preventive and protective measures.

To assist compliance with the above Article and reduce the risk from fire, the Health and Safety Unit has developed a Corporate Fire Precautions Management Plan for all Directorates and Services.

The framework of the Plan allows consistency throughout Redcar and Cleveland Borough Council Directorates although technical details within the Plan may be adapted to meet the needs of the varying activities, people and premises at the discretion of each Director.

There are no new duties in the Plan but the division and allocation of these duties may require adaptation within each Directorate and Service.

This document adapts the Corporate Plan to meet the needs of Primary Schools.

The Fire Precautions Management Plan sets out:

1. Statement of Intent - A clear statement by Head Teacher of their intentions regarding compliance with fire law, safety of relevant persons from fire and mitigation of service delivery disruption by fire damage.
2. Organisation and Responsibilities - A description of the general organisation of management arrangements and a detailing of specific roles and responsibilities for all staff groups with fire safety related responsibilities.
3. Management Arrangements - The general methodology and details of the actions required by each group.
4. Methods of Work - Detailed guidance on carrying out the specific actions and duties of each group. (Available separately.)
5. Codes of Practice - Standardised recommendations for general fire precautions, instructions and guidance within and appropriate to each Service. (Available separately.)

Fire Precautions Management Plan

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Statement of Intent

The Head Teacher will ensure that for each premises under their control:

- In so far as is reasonably practicable, general fire precautions are taken to ensure the safety from fire of employees and other relevant persons including service users, visitors and contractors.
- The premises are managed in compliance with current fire safety legislation and in particular the Regulatory Reform (Fire Safety) Order 2005 and the Health and Safety at Work Act 1974.
- Having regard to the Corporate and Departmental Risk Management Process, additional proportionate general fire precautions are taken to mitigate damage to property and disruption to service delivery caused by fire.

Monitoring and Reviewing the Policy Statement

This Policy Statement will be reviewed annually.

Head Teacher

.....*A O'Garra*.....

.....*27.6.16*.....

Signed

Date

Statement of Intent – General Premises.

The Responsible person will ensure that for the premises:

- In so far as is reasonably practicable, general fire precautions are taken to ensure the safety from fire of employees and other relevant persons including service users, visitors and contractors.
- The premises are managed in compliance with current fire safety legislation and in particular the Regulatory Reform (Fire Safety) Order 2005 and the Health and Safety at Work Act 1974.
- Having regard to the Corporate and Departmental Risk Management Process, additional proportionate general fire precautions are taken to mitigate damage to property and disruption to service delivery caused by fire.

Monitoring and Reviewing the Policy Statement

This Policy Statement will be reviewed annually.

Premises Manager.

Signed

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Date

General Organisation

- Ultimate responsibility for compliance with the Regulatory Reform (Fire Safety) Order 2005 rests with the "Responsible Person" who in a workplace is the employer.
- The Responsible Person designates Competent Persons including Directors, Fire Safety Managers, Co-ordinators and Advisors to assist with the management of fire precautions.
- Duties imposed by the Fire Safety Order on the Responsible Person are extended to any other person, including Competent Persons, who may have control to any extent of any part of the premises.
- **The responsible person / premises manager** will determine policies, procedures and codes of practice.
- All employees have a duty to ensure general fire precautions are implemented.
- Competent Persons will be appointed to assist with maintenance of fire precautions.
- General staff will co-operate and comply with the fire precautions
- Guidance and advice will be provided by the Redcar and Cleveland Borough Council Health and Safety Manager
- A fire risk assessment will be carried out to determine the need for and extent of general fire precautions.
- General fire precautions based on the fire risk assessment and codes of practice will be adopted and maintained.
- Records of testing, training, maintenance and servicing will be maintained.
- Records and fire precautions will be monitored by audit and inspection.
- Appropriate information, training, instructions, and supervision will be provided to all staff and in particular those with specific fire precautions duties.

Specific Role Responsibilities

Responsible Person (Head Teacher)

Under the Regulatory Reform (Fire Safety) Order 2005, responsibility for complying with the order rests with the "Responsible Person." In a workplace this is the Employer but duties are extended to any person who has control of the premises.

In the Academy the Head teacher is deemed to be the Responsible Person.

The duties of the Responsible Person are detailed in Articles 8-22 of the Regulatory Reform (Fire Safety) Order 2005 and include:

- Implementing such general fire precautions as will ensure, so far as is reasonably practicable, the safety of any of their employees and other relevant persons.
- Making appropriate arrangements for the effective planning, organisation, control, monitoring and review of fire precautions.
- Designating competent persons to assist with the implementation of general fire precautions.

Note: Competent Persons are defined as having sufficient training, experience, knowledge or other qualities to be able to carry out their duties properly.

Specific Role Responsibilities

Senior Manager- Business Manager

The Business Manager is designated to implement appropriate arrangements for the effective planning, organisation, control, monitoring and review of fire precautions (i.e. The Fire Precautions Management Plan) in each school.

The duties are:

- Approving, adopting, communicating and reviewing the Fire Precautions Management Plan.
- Approving, adopting, communicating and reviewing codes of practice for fire precautions.
- Designating the role of Fire Safety Manager for each premises to a competent member of staff (usually the premises manager)
- Empowering the Fire Safety Manager with the necessary authority and powers of sanction to ensure that fire precautions are implemented and maintained.
- Providing sufficient time, training and resources for the Fire Safety Manager to carry out their duties effectively.
- Monitoring the performance of the Fire Safety Manager.
- Ensuring that deficiencies identified in audits and inspections are rectified within a reasonable timescale.
- Promoting a culture of fire safety throughout the premises based on proactive prevention, protection and response.
- Co-operating with the Adults and Children Director and Head of Service on issues relating to fire precautions.

Specific Role Responsibilities

Fire Safety Manager – Business Manager

The Business Manager is designated to manage the fire safety in each school.

Due to the level of responsibility, the person designated as Fire Safety Manager in a premise should typically be the building's manager.

The Fire Safety Manager must ensure that the duties detailed below are carried out.

The Fire Safety Manager must ensure:

- Compliance with the fire precautions management plan and codes of practice.
- A suitable and sufficient fire risk assessment has been carried out.
- Remedial action, identified by the fire risk assessment, is taken within a reasonable timescale.
- The fire risk assessment is reviewed annually and whenever significant changes occur.
- An emergency evacuation plan is developed.
- Special arrangements for the evacuation of disabled people are put in place.
- Fire wardens and fire safety assistants are designated and their duties identified, to ensure all occupants within the premises are aware of their locations throughout occupancy hours.
- Action and evacuation in the event of fire is effectively controlled.
- Fires, false alarms and near miss incidents are investigated and reported upon.
- General staff, fire wardens and others with specific fire related duties are trained.
- Information is exchanged with other responsible persons.
- Employees and other relevant persons are provided with appropriate information.
- Day-to-day fire hazards are identified and the likelihood that they result in fire reduced.
- Arrangements are made for the cyclic maintenance of building equipment and systems.
- Means of escape are monitored and maintained.
- Fire protection equipment and systems are tested and maintained.
- Records are maintained.

- Specific advice from the R&C BC Health and Safety Officer is requested if children are to be employed, dangerous substances to be used or stored or structural alterations planned.
- Building work that might affect fire safety provisions is monitored.
- The Fire and Building Authorities are notified of any changes that might affect fire precautions.
- Audits and inspections by Redcar and Cleveland Borough Council Health and Safety Officers or Cleveland Fire Brigade Inspectors are facilitated.
- Remedial action identified by audit or inspection is taken within a reasonable timescale.
- Issues related to fire precautions are reported to the Authorities Health, Safety & Wellbeing Team.

Specific Role Responsibilities

Fire Safety Co-ordinator- Caretaker

A competent person should be designated to carry out the duties and tasks delegated by the Fire Safety Manager.

Due to the premises-specific nature of the work, the person designated the Fire Safety Co-ordinator should be based in or have day to day contact with the relevant premises.

The duties delegated to the Fire Safety Co-ordinator may include:

- Complying with the fire precautions management plan and codes of practice.
- Ensuring that a suitable and sufficient fire risk assessment has been carried out.
- Implementing any remedial action identified by the fire risk assessment within a reasonable timescale.
- Reviewing the fire risk assessment whenever significant changes occur and annually.
- Developing an emergency evacuation plan.
- Making special arrangements for the evacuation of disabled people.
- Appointing fire wardens and fire safety assistants and designating their duties.
- Controlling action and evacuation in the event of fire.
- Investigating and reporting on fires, false alarms and near miss incidents.
- Training of general staff, fire wardens and others with specific fire related duties.
- Liaising and exchanging information with other responsible persons.
- Providing employees and other relevant persons with appropriate information.
- Identifying day-to-day fire hazards and reducing the likelihood they result in fire.
- Arranging for the cyclic maintenance of building equipment and systems.
- Monitoring and maintaining means of escape.
- Arranging for the maintenance and testing of fire protection equipment and systems.
- Maintaining records.
- Requesting specific advice from the R&C BC Health and Safety Officer if children are to be employed, dangerous substances to be used or stored or structural alterations planned.
- Monitoring building work that might affect fire safety provisions.

- Notifying the Fire and Building Authorities of any changes that might affect fire precautions.
- Facilitating audits and inspections by Redcar and Cleveland Borough Council Health and Safety Officers or Cleveland Fire Brigade Inspectors.
- Implementing any remedial action identified by audit or inspection within a reasonable timescale.

Specific Role Responsibilities

Fire Wardens

Competent persons should be designated where required to assist the Fire Safety Co-ordinator to monitor fire precautions and ensure that the Emergency Evacuation Plan is effective.

Fire wardens will not only be selected staff from within a large workplace but also teaching staff, care workers and staff supervising the public.

The duties of individual fire wardens will be specific to Primary School but will include:

- Assisting the Fire Safety Manager in carrying out routine duties.
- Monitoring that fire exits and escape routes are available for use whenever relevant persons are on the premises.
- Monitoring that fire warning systems, fire fighting equipment, emergency escape lighting, signs and notices are functional.
- Monitoring that staff, pupils, visitors and contractors comply with general fire precautions.
- Carrying out their specific duties under the Emergency Plan.

Specific Role Responsibilities

General Staff

In addition to their duties as Fire Wardens, all Primary school staff have general fire safety duties including:

- Co-operating with the management of fire safety arrangements.
- Complying with general fire precautions.
- Reporting of defects or deficiencies in fire safety equipment and arrangements.
- Reporting of any concerns regarding anything that might affect fire safety.
- Carrying out their specific duties under the Emergency Plan.

Specific Role Responsibilities

Health and Safety Manager and Team

- Providing specific technical advice on request.
- Providing general fire precautions guidance.
- Facilitating training.
- Auditing and inspecting fire precautions.
- Reporting on deficiencies in fire precautions.
- Investigating and reporting on fires, false alarms and near miss incidents.

Management Arrangements – General

- Compliance with the Regulatory Reform (Fire Safety) Order 2005 will be established and maintained.
- Directorate codes of practice in fire precautions will be introduced.
- A fire risk assessment of the premises will be carried out and reviewed when necessary to identify the general fire precautions required to, as far as is reasonably practicable, prevent fire and protect relevant persons from the effects of fire.
- The fire risk assessment will focus on the safety in case of fire of all relevant persons and pay particular attention to those at special risk, such as disabled people, those with special needs and young persons.
- The fire risk assessment will also consider property protection especially where disruption to service delivery may be significant.
- General fire precautions based on the fire risk assessment and the directorate codes of practice will be introduced and maintained.
- An emergency plan will be put in place to ensure that the people in the premises know what to do if there is a fire and that the premises can be safely evacuated.
- A suitable means of contacting the emergency services will be established.
- The emergency plan will be practiced by fire drill and debriefed at least once per year (more often for potentially higher risk premises) to ensure that it is effective.
- The emergency plan will be implemented in the event of fire or fire alarm actuation.
- Fires, false alarms and near misses will be investigated and reported.
- Competent persons will be appointed to assist in carrying out any preventive and protective measures required.
- Competent persons will have sufficient training and experience or knowledge and other qualities to be able to carry out their duties properly.
- Competent persons will maintain the premises and any fire safety equipment in an efficient state, in good working order and repair.
- Employees (or their elected representatives) will be consulted about nominating people to carry out particular fire safety roles and about proposals for improving fire precautions.
- Employees will be provided with clear and relevant information on the risks and the preventive and protective measures necessary to control the risk.
- Employees will be provided on induction, at least annually and when circumstances change with appropriate information, instruction and training on fire precautions.

- Particular emphasis will be placed on induction training for seasonal and volunteer workers.
- Non-employees such as contract workers will be provided with clear and relevant information on the risks, the nominated competent persons and the fire safety procedures for the premises.
- Where a building is shared, co-operation and co-ordination arrangements will be established with other responsible persons.
- Room Hirers and event organisers will be made aware of their temporary responsibilities.
- Special fire safety arrangements will be put in place before a child is employed.
- The presence of any dangerous substance liable to be on the premises and the risk from fire this presents to persons will be considered and additional measures introduced if necessary.
- Up to date records of testing, training and other fire related matters will be maintained in a logbook to demonstrate compliance with fire safety regulations.
- Audits and inspections of the fire precautions will be carried out annually.
- Reports of audits and inspections will be copied to the fire safety manager, head of service and director.
- Identified deficiencies will be rectified within a reasonable timescale.

Nunthorpe Primary Academy Management Responsibility Table

Role	Name	Date
Responsible Person	Alexa O’Gara	27.6.16
Fire Safety Manager (Premises Manager)	Alison Wilson	27.6.16
Fire Safety Co-ordinator (Deputy / Caretaker)	Mark Wilkinson	27.6.16
External Fire Safety Advisor (R&CBC Health and Safety)	Health, Safety & Wellbeing Team	27.6.16

