



IPSWICH HIGH SCHOOL
WOOLVERSTONE HALL
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Fire Risk Safety Policy



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Fire Risk Safety Policy 2017/2018

Title	Fire Risk/Safety Policy		
Author:	Lorraine Deville, Director of Finance and Operations		
Audience	All Ipswich High School Staff		
Version	Change History	Revised By	Date
1.0	Document created	Lorraine Deville	8th March 2011
	Reviewed	Lorraine Deville	1st December 2017

It is the policy of Ipswich High School to ensure, as far as is reasonably practicable, the protection of people, property and the environment from the effects of fire. Ipswich High School are also committed to complying with the requirements of the Regulatory Reform (Fire Safety) Order 2005 and the guidance contained within HM Government's series of Fire Risk Assessment Guides notably 'Educational Premises'.

Ipswich High School recognise their duties to users of and visitors to their premises under the requirements of the Health & Safety at Work etc Act 1974 and will, in accordance with the Management of Health & Safety at Work Regulations (amended) 1999, and the Regulatory Reform (Fire Safety) Order 2005, ensure suitable and sufficient fire risk assessments of all its premises are undertaken and kept under review. Through risk assessment and construction design, suitable fire precautions will be built-in to premises following a fire engineering approach. In undertaking any new construction or significant alterations to premises Ipswich High School will ensure that fire precautions and arrangements for fire service access are designed, constructed and installed in accordance with current building regulations.

In addition Ipswich High School will appoint Responsible Persons, Competent Persons and Key Duty Holders and provide appropriate information, instruction and training as required.

In summary, the person(s) ultimately responsible for fire safety as defined in the Regulatory Reform (Fire Safety) Order 2005 are as follows:

- (i) The Head Teacher is responsible for fire safety on behalf of the school;
- (ii) The Compliance Officer in terms of setting strategy, policy and procedures for fire safety.

In order to ensure compliance with legislation Ipswich High School has appointed competent persons, with enough training and experience or knowledge and other



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qualities to enable them to properly assist in undertaking the preventive and protective measures that may be identified as necessary through the Regulatory Reform (Fire Safety) Order 2005.

External Contractors appointed:

- (i) Health & Safety Adviser for competent advice and guidance
- (ii) Fire Risk Assessor for annual site reviews
- (iii) Legionella Risk Management Contractor
- (iv) Architects for competent design and construction
- (v) Building Contractors for competent maintenance and remedial work, including electricians.

A member of staff within Ipswich High School delegated by the Head has been appointed as Fire Officer & Fire Drill Officer: **Lorraine Deville, Director of Finance and Operations, (ext. 21004.)**

A member of staff within Ipswich High School delegated by the Head has been appointed as Health & Safety Co-ordinator: **Lorraine Deville, Director of Finance and Operations, (ext. 21004.)**

Key Duties and Responsibilities	Key Duty Holder/s (Deputy)
Documenting and updating the 'Fire Safety/Risk Policy' and 'Emergency Action Plan'	Lorraine Deville, Director of Finance and Operations
Updating the 'Fire Risk Assessment' and 'Action Plan' as tasks are completed;	Lorraine Deville, Director of Finance and Operations Barry Davies, Support Services Manager
Documenting 'Personal Emergency Evacuation Plans' (PEEPs) for staff and pupils;	Joanna Fox, Assistant Head Alison Garratt - Nurse Lorraine Deville, Director of Finance and Operations
Training staff, pupils and contractors working regularly on the Ipswich High School's premises, e.g. caterers and cleaners, in fire safety procedures;	Lorraine Deville, Director of Finance and Operations Nicola Griffiths, Deputy Head
Providing essential fire safety information to visitors, contractors and people who hire the school facilities;	Lorraine Deville, Director of Finance and Operations David Handley Head Caretaker Barry Davies, Support Services Manager



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Putting in place and regularly monitoring that fire safety procedures are in place and working. This will include checking:	
Escape routes – kept clear, not obstructed, clear of combustible items (e.g. coats) and displays	Lorraine Deville, Director of Finance and Operations Barry Davies, Support Services Manager & Estates Team
Fire doors – not damaged, fit/close correctly, not wedged/hooked open, will open easily	Lorraine Deville, Director of Finance and Operations Barry Davies, Support Services Manager & David Handley, Head Caretaker
Alarm activated door closers – ensure they activate when alarm sounds	Lorraine Deville, Director of Finance and Operations Barry Davies, Support Services Manager & David Handley, Head Caretaker
Fire fighting equipment - e.g. extinguishers and fire blankets - in place, not damaged, appropriate to the area, serviced in last 12 months	Lorraine Deville, Director of Finance and Operations Barry Davies, Support Services Manager & David Handley, Head Caretaker
Fire alarm systems – weekly check of fire alarm panels, alarm systems serviced and tested quarterly by engineer, call points and detector heads not damaged/covered/obstructed, call points tested weekly so that each individual call point is tested at least once a term	Lorraine Deville, Director of Finance and Operations Barry Davies, Support Services Manager & David Handley, Head Caretaker All staff to report faults



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Emergency lighting - serviced and tested annually by engineer, not damaged / covered / obstructed, each light tested for functionality at least once a month	Lorraine Deville, Director of Finance and Operations Barry Davies, Support Services Manager & David Handley, Head Caretaker
Fire signage – in place on all exit routes and by each extinguisher, not damaged / covered / obstructed	Lorraine Deville, Director of Finance and Operations Barry Davies, Support Services Manager & David Handley, Head Caretaker
Detailed information regarding the testing and inspection of fire alarm systems and fire safety equipment is contained in the 'Fire Log Book and Guide to Test Procedures and Staff Training' (Appendix 13). Appendix 14 is an aide memoir of items to look out for when carrying out fire safety checks	Lorraine Deville, Director of Finance and Operations Barry Davies, Support Services Manager & David Handley, Head Caretaker
The Fire Drill Officer is responsible for:	
Coordinating termly fire evacuation drills from all school buildings (including remote sites such as sports pavilions) and ensuring that any areas where improvements could be made are highlighted immediately and suitable remedial action implemented;	Lorraine Deville, Director of Finance and Operations Barry Davies, Support Services Manager
Upon the completion of a fire evacuation drill, advising the staff when they, pupils and any visitors or contractors may re-enter the buildings;	Lorraine Deville, Director of Finance and Operations Barry Davies, Support Services Manager
Keeping records of all fire evacuation drills including date, time of the evacuation, time taken to evacuate the buildings and time taken to complete a full roll-call, as well as any problems encountered;	Lorraine Deville, Director of Finance and Operations Barry Davies, Support Services Manager
Reporting the findings of the fire evacuation drills, particularly any problems and remedial measures to the H&S committee at Ipswich High School;	Lorraine Deville, Director of Finance and Operations Barry Davies, Support Services Manager
Ensuring that all staff and pupils are briefed on the fire evacuation procedures at the start of every new academic year, and that new staff/pupils are briefed as part of their induction/when they join the school;	Lorraine Deville, Director of Finance and Operations



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Assisting in the completion of the Fire Risk Assessment.	Lorraine Deville, Director of Finance and Operations Barry Davies, Support Services Manager
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"Ipswich High Fire Evacuation Procedures" and 'IHS Emergency Response Plan' details the procedures which must be taken in the event of a fire.