



# Gigging Pana Chinese School

## Fire Safety Policy

Policy Type	Statutory
Approval Committee	Senior Management Committee
Last Review	August 2020
Next Review	August 2021

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## 1 Related Information

### 1.1 Availability of Statutory Policies

All statutory policies are available on the School's website.

### 1.2 Regulatory Guidance

This statutory policy has been reviewed in accordance with the following guidance:

The principles are—

(f) developing a coherent overall prevention policy which covers technology, organisation of work and the influence of factors relating to the working environment;

### 1.3 Supporting Documents

The following related information is referred to in this policy:

The Regulatory Reform (Fire Safety) Order 2005 (RR(FS)O)

Health and Safety Policy

### 1.4 Terminology

**School** means Giggling Panda Limited and affiliated sub branches of the business.

**Student** or **Students** means any student or students in the School at any age.

## 2 Introduction

The School will ensure, so far as reasonably practicable, that all staff, Students, contractors and visitors are protected from the risks of fire whilst on the premises.

### 2.1 Legal Requirements

The RR(FS)O places a greater emphasis on fire prevention by ensuring that all persons responsible for premises comply with their statutory duties and implement the general fire precautions which are needed to protect all persons from death or injury in the case of fire. This policy explains how the

School complies with the RR(FS)O to ensure that, where possible, fire is prevented and that any fire risks are adequately controlled.

### **3 Responsibilities**

The Fire Safety Policy forms part of the School's Health and Safety Policy and in common with that policy extends through the whole School, with specific responsibilities as below:

- ✦ Governors ensure that an appropriate policy is in place in the School and that arrangements are made for its effective implementation
- ✦ The Deputy Headteacher and sub branch headteachers have the ultimate responsibility for the implementation and management of this policy
- ✦ All employees have the responsibility to cooperate and to ensure that the workplace and its effects is safe from fire and must not do anything that will place themselves or other people at risk.

## **4 Managing Fire Safety**

### **4.1 Responsibility**

The School and hired facilities have delegated day to day responsibility for managing fire safety to the Deputy Headteacher who will:

- ✦ Ensure that all means of escape are properly maintained, always kept free from obstruction and available for safe and effective use; and that the means of escape have adequate emergency lighting
- ✦ Arrange for a fire safety risk assessment on each of the School buildings and hired facilities to ensure the facilities are compliant; and reduce the risk of fire incidents by carrying out appropriate task risk assessments
- ✦ Provide appropriate instruction and training for all School staff on the action to be taken to protect people and property including regular fire evacuation practices
- ✦ Ensure that staff, Students, contractors and visitors are made aware of and comply with the School's fire procedures
- ✦ Identify any special risks e.g. the storage of hazardous materials, and put in place appropriate procedures to minimise the risks

- ✦ Liaise with third parties, the emergencies services, and the School's insurers to ensure that best practice for fire prevention and procedures is in place
- ✦ Monitor and review this policy on a regular basis to ensure that any new risk or alteration to legislation is addressed.

#### **4.2 Monitoring**

The School utilises the services of various outside personnel to carry out effective monitoring of its duties.

- ✦ The hired facility fire detection and alarm systems are maintained by the owners of the school.
- ✦ Notices and signage are updated as and when required
- ✦ A file repository which contains records of fire safety issues is maintained by the Deputy Headteacher and contains:

### **5 Fire Risk Assessment**

The School carries out comprehensive fire risk assessments for associated teaching purpose. These assessments are kept with the Deputy Headteacher.

### **6 Fire Safety Training**

All staff receive fire safety training annually.

Students are given instructions by their form tutors during their first week of term on their actions to be taken in the event of fire.

Fire practices are planned each term to evaluate the effectiveness of the School's evacuation procedures. The findings of the practice are reported to staff through the Health and Safety Committee and any conclusions and remedial actions are recorded and implemented.

## **Appendix A – Fire Action**

If you discover a fire:

- ✦ Operate the nearest call point
- ✦ Call the fire brigade by telephoning 9 999 or ask an adult to do so
- ✦ Leave the building by the nearest exit
- ✦ Report to your assembly point:
  - The Compton School - Car Park
  - The Archer Academy – Car Park
  - Alec Reed Academy – Car Park
  - Westfield Academy – Car Park
- ✦ Do not stop to collect personal belongings
- ✦ Do not use lifts