



FIRE SAFETY POLICY

Priestley Smith Specialist VI School

September 2026

Policy review date: September 2028

Policy status: Statutory

Responsible member of SLT: Joanna Garvey Headteacher

1. Introduction

1.1 It is the policy of **Priestley Smith School, BSPL, GTFM (THE PARTIES)** to seek to ensure as far as is reasonably practical, that all steps are taken by the **PARTIES** to prevent and minimise the effects of fire.

1.2 The **PARTIES** acknowledges its responsibility for the safety of people within **Priestley Smith School** if fires occur, for the prevention of fire and the requirement to have a written statement of general policy under the statutory requirements of :-

- Regulatory Reform (Fire Safety) Order 2005 (RR/FSO)
- The Health & Safety at Work Act 1974
- The Building Act 1984 & Building Regulations 1991
- The Health & Safety Management Regulations 1999

1.3 The **Priestley Smith School** policy, together with any subsequent revisions, will be brought to the notice of all School employees and employees of all the **PARTIES** providing services to the school.

2. Statement of Policy

2.1 The **PARTIES** recognise their responsibilities to ensure that reasonable precautions are taken to provide a safe working environment and that steps are taken to prevent or minimise the causes of fire, in compliance with relevant statutes and code of practice (as identified above).

2.2 In pursuance of aim, the **PARTIES** will:

- a) Provide a safe working environment, paying attention to fire prevention and evacuation procedures.
- b) Ensure that systems are in place and regularly scrutinised to ensure their adequacy i.e. fire evacuation drills, inspections of the means of escape and maintenance of fire warning systems and fire fighting equipment.
- c) Provide appropriate information, suitable instruction and training in basic fire prevention measures and evaluation procedures.
- d) Ensure all legally enforceable obligations are complied with, for designated use premises, under relevant Fire Legislation.
- e) Ensure Risk Assessment and Fire Audits are implemented to comply with statute.
- f) Ensure that **Priestley Smith School** has a local Fire Safety Procedure that is regularly reviewed.

2.3 The **PARTIES** recognise that this Policy Statement is implemented in pursuance of this aim.

3. Fire Safety Procedure

3.1 Head Teacher Responsibilities:

As the person in material control of the day to day running of the school, responsibility for Fire Safety rests with the Head Teacher.

The Head Teacher is responsible for:

- (i) Demonstrating commitment to the promotion of Fire Safety within **Priestley Smith School**.

- (ii) Ensuring sufficient resources are allocated to implement the Fire Safety Policy and Procedures including the preparation and maintenance of the Fire Evacuation Procedures for **Priestley Smith School** in consultation with the **PARTIES**.
- (iii) Ensuring that a Fire Risk Assessment is carried out for those areas under the Head Teacher's control.
- (iv) Reviewing the implementation of the Fire Safety Policy ensuring that training is provided for the school employees and that adequate resources are available to meet those training needs.
- (v) Maintaining a Fire Register for **Priestley Smith School** that keeps together in one place all fire related documentation, including copies of the building's Fire Risk Assessments.
- (vi) Ensuring that Fire Safety Training is included in all staff induction training and that all **Priestley Smith School** staff undertake annual fire training, including the monitoring of that training.
- (vii) Ensuring **Priestley Smith School** appointed contractors on site take effective steps not to compromise fire precautions.
- (viii) Organising regular fire drills, monitoring the outcomes, recommending remedial action where necessary and arranging records of training drills, to be kept centrally in the school.
- (ix) Keeping of records of all actual fire incidents and investigating fires in suspicious circumstances in conjunction with police and fire services.

3.2 BSPL / GTFM Responsibilities

BSPL / GTFM is responsible for:

- (i) Identifying necessary resources to prepare, provide and maintain fire systems and fire aid fire fighting equipment in line with the obligations of the Project Agreement, Health & Safety at Work Act 1974 and any relevant Fire Legislation.
- (ii) Maintaining and providing when required, detailed site plans and drawings showing the fire precautions arrangements of **Priestley Smith School**, indicating routes, compartmentation and other fire resistant construction and all active fire precaution measure. Copies to be held by **BSPL / GTFM** and are to be made available to the local Fire Brigade when requested.
- (iii) Ensuring that a Fire Assessment is carried out for those areas under the control of **BSPL / GTFM**.
- (iv) Providing the Head Teacher with copies for the school's fire register of documentation relating to the testing of the fire alarm, emergency lighting, smoke detection, fire extinguishers, and any other fire related documentation.
- (v) Ensuring that all **GTFM** staff participate regularly in fire safety training and fire drills.
- (vi) Ensuring that agreed programmes of investment in maintaining fire systems are properly accounted for in the **BSPL** Lifecycle Plans.
- (vii) Ensuring that Fire Safety Training is included in all staff induction training and that all staff undertake annual training, including the monitoring of that training.
- (viii) Planning fire precautions for new work or alterations.
- (ix) Ensuring **BSPL / GTFM** appointed contractors on site take effective steps not to compromise fire precautions.

3.3 Dolce Ltd and Arena Academy Catering Responsibilities

4. Dolce Ltd and Arena Academy Catering (under the direction of Beeches Infants and Juniors School and Arena Academy) are responsible for:

- (i) Ensuring that a Fire Risk Assessment is carried out for those areas under their control.
- (ii) Ensuring that all catering managers, catering supervisors and staff participate regularly in fire safety training and fire drills.
- (iii) Ensuring that Fire Safety Training is included in all staff induction training and that all staff undertake annual fire training, including the monitoring of that training.

- (iv) Ensuring contractors on site take effective steps not to compromise fire precautions.

All staff must sign in and out of the school visitors' book

3.4 Beeches Infants, Beeches Junior Schools and Arena Academy have a responsibility to:

- Adhere to **Priestley Smith School** Fire Safety procedures.
- **Beeches Infants and Junior Schools** and **Arena Academy** staff to take responsibility for vacating their pupils in the event of a fire alarm.
- Ensure that Fire Safety Training is included in all staff induction training and that all staff undertake annual fire training, including the monitoring of that training.

3.5 All other external agencies

All other external agencies on site will be made aware of the school's Fire Safety / Health & Safety Procedures for them to follow and adhere to.

3.6 Responsibilities of all Staff

(i) All staff must:

- Adhere to **Priestley Smith School** Fire Safety procedures.
- Notify even small, rapidly extinguished fires.
- Participate in fire safety training drills.
- Be aware of their responsibilities to visitors to **Priestley Smith School** and involve them (if appropriate) in the local fire safety process.
- If visitors are expected during a fire drill, the DH and AHT will position themselves outside the main front entrance (let a member of staff know you have left the building) away from the premises to ensure no one enters the premises until it is safe to do so.

4. Offsite Evacuation

In the instance of an offsite evacuation all staff must proceed with all pupils to:

Primary – Sandy Lane Baptist Church

Secondary – Beeches Leisure Centre

- Staff and pupils would be advised where to go on arrival.
- Ensure all staff / and or visitors are made aware of this eventuality

5. Preventative Measures Against Arson

Arson is a particular problem in schools, with most fires likely to be started by pupils, ex pupils or those with knowledge of the school. Of all the risk reduction methods, the most benefit may come from efforts to reduce the threat from arson. Measures to reduce arson may include the following:

- Deter unauthorised entry to the site by limiting site entrances, providing appropriate boundary security and implementing controlled site access,
- Thoroughly secure all entry points to the premises, including windows and the roof, but make sure that this does not compromise people's ability to use the escape routes,

- Ensure the outside of the building is well lit,
- Reduce the opportunity for an offender to start a fire by reducing concealed entrances or areas which offer cover,
- Make sure you regularly remove all combustible rubbish,
- Do not place rubbish skips adjacent to the building,
- Do not site wall mounted waste bins beneath windows or on walls covered in combustible cladding – in general secure waste bins in a compound separated from the building,
- Do not allow combustible displays or storage on the internal windowsills of ground floor rooms,
- Secure all store rooms, staff restrooms, the Head teacher’s office and general office areas against intrusion at the end of the working day,
- Secure flammable liquids so that intruders cannot use them,
- Reduce the scope for potential fire damage by limiting the availability of easily ignitable materials and the opportunity for fire to spread through the premises,
- Maximise the use of video surveillance,
- Encourage staff to report people acting suspiciously,
- Promote good relations with neighbours who overlook your premises – they can be your eyes when your premises are unoccupied, and:
- Do not park vehicles next to windows or doors opening into buildings.

6. Fire Risk Assessments

- (i) Fire Risk Assessments will be reviewed annually, or if there is a change in circumstances that affects **Priestley Smith School** fire safety arrangements.

7. Fire Safety Review

- (i) Representatives of the **PARTIES** under the Chairmanship of the Head Teacher which will meet annually to review the Fire Safety Policy and Procedures established for **Priestley Smith School** or when there have been significant material changes to necessitate any change to **Priestley Smith School** fire safety arrangements.
- (ii) Fire Safety is also a timetabled agenda item of termly PPP1 meetings with all Parties.

8. Review of policy

- (iii) **The Fire Safety Policy** will be reviewed every three years by the Governors’ Health and Safety Committee or earlier if circumstances necessitate.