

Title: Fire Safety Management Arrangements

Parent: General Statement of Fire Safety Policy

Date of Issue: October 2024

Procedure Ref: FS/PR-001/v3

Procedure Author: WRM

Amendment Record

Any amendments made to the Fire Safety Management Arrangements will be recorded below with information on changes made.

Where significant changes are to be made which could impact on the business or client, we will consider the reasons for change, potential problems and how it will be implemented.



I. Fire Safety Management

This section details the arrangements for the effective management of fire safety.

The General Statement of Fire Safety Policy sets out our commitment to provide and maintain safe working conditions for our employees and others who may be affected by our activities.

We will ensure that the objectives of this statement are communicated to our employees, initially through our induction training and our Employee Health and Safety Handbook. We will also monitor progress towards these objectives at senior management level, and we will review them annually in consultation with our employees and other interested parties.

The policy is supported by our fire safety management system which details our arrangements for the effective management of our significant fire risks and exposures. This includes detailed policies and procedures, our process for assessing risk, and our arrangements for emergencies.

We have appointed Workplace Risk Management Ltd. as our external risk management advisors who are responsible for providing the framework for our fire safety management system, giving expert advice and for monitoring our progress towards the standards we have set ourselves. WRM also serve as our competent persons.

To meet the objectives of our fire safety policy we have established and implemented clear responsibilities for fire safety.

We are aware that senior managers within the school are individually and collectively responsible for fire safety. Therefore, overall responsibility for fire safety has been assigned to the Headmaster. We have appointed the Estate Manager as the person with operational responsibility for fire safety.

The Headmaster is supported by the Estate Manager who is responsible for managing fire safety matters on a day-to-day basis; the Estate Manager may also be assisted by local Managers as delegated. The Estate Manager will manage our fire safety programme, ensuring that all the essential elements of the system are implemented, monitored and reviewed. However, we are aware that we can only meet our objectives through the efforts of our employees; therefore, we have established clear lines of communication and encourage our employees to co-operate with us in achieving our objectives. We have established a clear policy on consultation.

We recognise that the key to successful fire safety management is to ensure each employee is competent to carry out their responsibilities. To this end, we have developed and implemented a training policy which clearly defines who is responsible for training and identifies what training each individual needs, based on the results of our risk assessments. Each individual's training requirements are identified in a training matrix, and this is supported by general responsibilities contained in the Employee Health and Safety Handbook and individual work instructions for specific tasks and processes.

David Lee
Headmaster

St Francis School has a legal duty to put in place suitable arrangements to manage fire safety. The diagram below summarises St Francis School’s model of managing fire safety. This is not a once-and-for-all action, the cycle will need to be repeated as part of ongoing fire safety management.



Fire safety documentation is arranged in 4 parts:

1. General Statement of Fire Safety Policy.
2. Fire Safety Management Arrangements:
This contains everyone’s fire safety roles and responsibilities.
3. Fire Safety Policies and Procedures:
This contains the practical guidance on how to implement specific fire safety policies.
4. Fire Safety Forms and Records:
Forms and records which are to be used in conjunction with the specific policies and procedures.

Where can I get help?

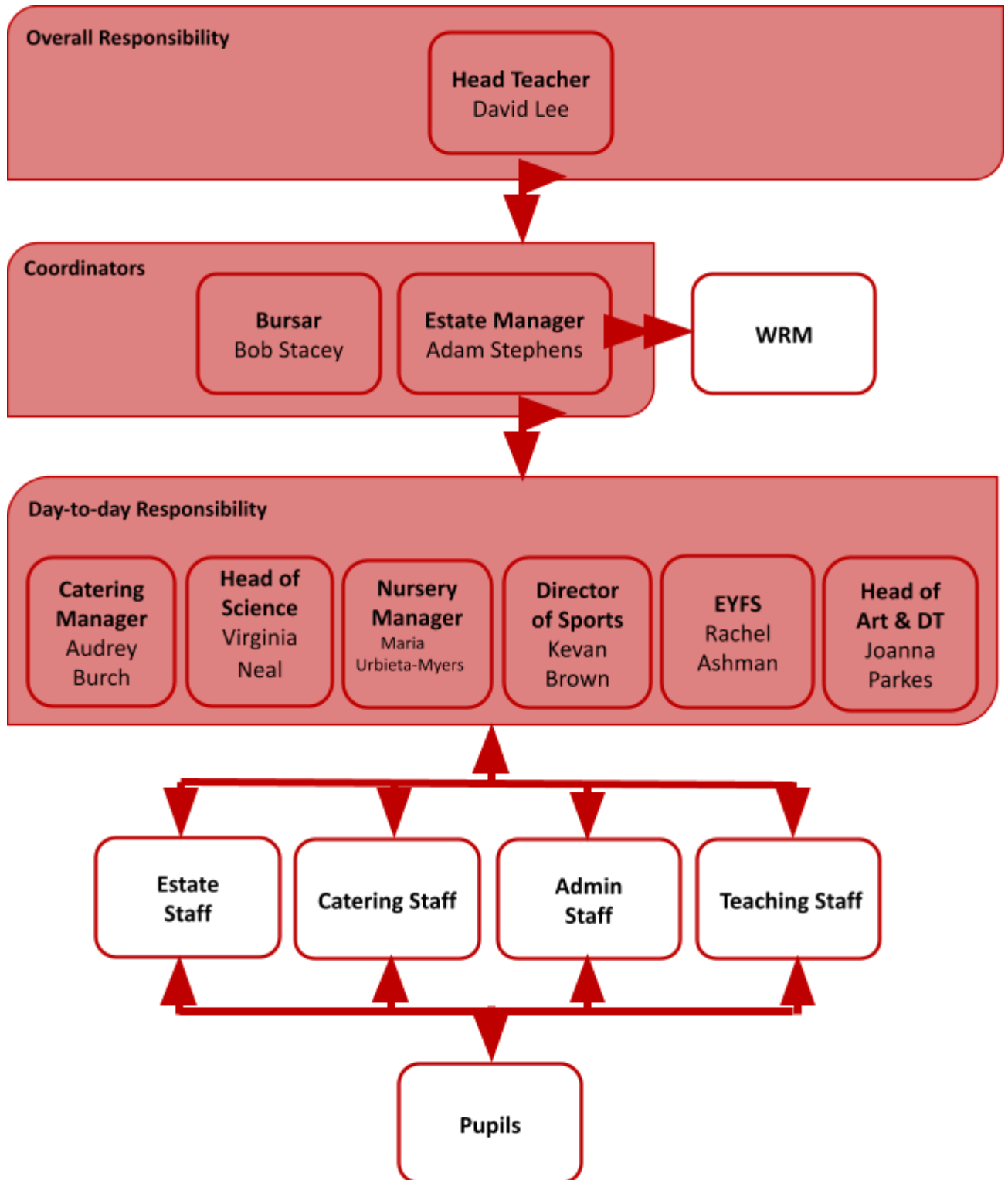
<p>Teresa Brearley Operations Director mobile 07854 576 006 e-mail teresa@workplace-rm.com</p>	<p>Simon Brearley Managing Director mobile 07807 493820 e-mail simon@workplace-rm.com</p>
<p>Workplace Risk Management Ltd., 30-32 Main Street, Nailstone, Nuneaton, Warwickshire, CV13 0QE</p>	
<p>T: 0845 260 4242 W: www.workplace-rm.com</p>	

You can contact the above people if you need help with any fire safety issue.

To enable us to provide support and advice to you as soon as possible, you should contact us immediately in the event of any of the following:

- Fire; or
- Visit by your local Fire Officer.

II. Fire Safety Management Structure



III. Responsibilities for health and safety

The following responsibilities have been assigned to competent people to enable us to meet the objectives of our fire safety policy.

Person with overall responsibility:	Headmaster
Appointed Fire Safety co-ordinator:	Estate Manager Bursar
Person(s) with day to day responsibility:	Catering Manager Head of Science Nursery Manager Director of Sports Head of EYFS Head of Art & DT

Key

HM	Headmaster
EM	Estate Manager
BR	Bursar
CM	Catering Manager
HoS	Head of Science
PPS	Nursery Manager
DoS	Director of Sports
HEYFS	Head of EYFS
HAT	Head of Art & DT

Specific Policies & Procedures	Individual Responsibilities								
	H M	E M	B R	C M	H o S	P P S	D o S	H E Y F S	H A T
Documentation And Design Information		✓							
Identification Of Fire Risks And Particular Hazards For Fire-Fighters	✓	✓							
Fire Service Access		✓							
Fire Emergency Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓
Fire Evacuation Strategy	✓	✓	✓	✓	✓	✓	✓	✓	✓
Commissioning and Maintenance of Systems to Support Fire Safety		✓							

Headmaster

The Headmaster has overall responsibility for the formulation and implementation of the school's fire safety policy, and in particular for:

1. Ensuring that the necessary arrangements are in place for managing fire safety effectively, and that senior managers are accountable for fire safety.
2. Considering fire safety during the planning and implementation of business strategy.
3. Ensuring there are sufficient resources for meeting the objectives of the fire safety policy.
4. Ensuring arrangements are in place for consultation with employees, and that they are involved in decisions relating to fire safety, and that progress in relation to fire safety is communicated to them.
5. Including fire safety on the agenda of Governors meetings.
6. Ensuring arrangements are in place to monitor and review fire safety performance across the school, including incidents; and ensuring that the necessary amendments are made to relevant policies, procedures and processes.
7. Reviewing the objectives of the fire safety policy on an annual basis.

Signature: *David Lee*

Date: 29th October 2024

Estate Manager

The Estate Manager is responsible for, in addition to any duties set out in this document or elsewhere, the day to day management of fire safety and ensuring that the objectives of the fire safety policy are implemented, and in particular:

1. Ensuring that fire safety is considered prior to the implementation of new processes.
2. Ensuring that suitable policies and procedures are provided and implemented to meet the objectives of the fire safety policy.
3. Monitoring and reviewing the implementation of the fire safety policy.
4. Ensuring that there is a training policy in place so that employees are competent for their respective roles and their fire safety responsibilities.
5. Ensuring that arrangements are in place for the elimination of control of risks in relation to fire safety.
6. Ensuring suitable emergency arrangements are in place in relation to fire.
7. Ensuring that fire alarm and detection systems, emergency lighting and fire extinguishers are appropriately located and properly maintained.
8. Ensuring that contractors are competent for the work they carry out, to operate a hot work system, and to monitor contractors' performance.
9. Ensuring that appropriate procedures are in place for the purchase, maintenance and use of work equipment, and that the fire safety aspects are fully assessed.
10. Ensuring that the Fire and Rescue Service are aware of any significant hazards associated with the premises, e.g. oxygen cylinders, storage of petrol, etc.
11. Ensuring that reports and recommendations provided by enforcement bodies, external consultants and other such bodies are evaluated and actioned without delay.
12. Monitoring performance in relation to fire safety and reporting to the Headmaster and Bursar of progress against the objectives of the fire safety policy.
13. Reviewing incidents in relation to fire safety and reporting to the Headmaster and Bursar on the outcome of these investigations.
14. Informing the Headmaster and Bursar of any situation which may affect or incur adverse publicity for the School.

Signature:



Date: 29th October 2024

Bursar

The Bursar is responsible for, in addition to any duties set out in this document or elsewhere, the day to day management of fire safety and ensuring that the objectives of the fire safety policy are implemented, and in particular:

1. Ensuring that fire safety is considered prior to the implementation of new processes.
2. Ensuring that suitable policies and procedures are provided and implemented to meet the objectives of the fire safety policy.
3. Monitoring and reviewing the implementation of the fire safety policy.
4. Ensuring that there is a training policy in place so that employees are competent for their respective roles and their fire safety responsibilities.
5. Ensuring that arrangements are in place for the elimination of control of risks in relation to fire safety.
6. Ensuring suitable emergency arrangements are in place in relation to fire.
7. Ensuring suitable controls are in place for the effective management of contractors.
8. Ensuring that appropriate procedures are in place for the purchase, maintenance and use of work equipment, and that the fire safety aspects are fully assessed.
9. Ensuring that reports and recommendations provided by enforcement bodies, external consultants and other such bodies are evaluated and actioned without delay.
10. Monitoring performance in relation to fire safety and reporting to the Headmaster and Estate Manager of progress against the objectives of the fire safety policy.
11. Reviewing incidents in relation to fire safety and reporting to the Headmaster and Estate Manager on the outcome of these investigations.
12. Informing the Headmaster and Estate Manager of any situation which may affect or incur adverse publicity for the School.

Signature:

Date: 29th October 2024

Department Managers

The Department Managers are responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the fire safety policy, and in particular:

1. Ensuring that responsibilities for fire safety are clearly allocated, and that the correct level of competence and training is identified for each type of employee.
2. Ensuring that risk assessments are provided for all significant work activities, and the results of these assessments are implemented and communicated to employees.
3. Ensuring that a robust and effective emergency plan is in place at each location to safely evacuate all persons, whether employees, visitors or service users. This emergency plan must take into account people with mobility, some sensory and some learning impairments, including those with temporary impairments, which will affect their ability to use stairs or otherwise evacuate premises promptly. The plan must be internally deliverable and not reliant on the Fire and Rescue Service to complete the evacuation.
4. Arranging for the emergency plan to be issued to their employees, visitors, etc. to inform them what to do in the event of fire, particularly safe evacuation.
5. Ensuring that staff are appropriately trained in fire safety procedures to reflect the requirements of the fire risk assessment;
6. Implementing the recommendations made by external auditors, enforcement officers and other relevant parties, within the timescales allocated.
7. Investigating fire incidents and ensure that any improvements identified in relation to working practices are implemented, and informing senior management immediately of any significant failures.
8. Monitoring fire safety standards on site at regular intervals and ensure remedial action is implemented.
9. Promptly informing the Estate Manager and Bursar of any significant fire safety failure
10. Providing the Estate Manager and Bursar with regular reports on fire safety performance, including recommendations for improvements.
11. Ensuring that fire safety records and documentation are complete and are systematically stored.

Employees

It is the duty of all employees to take all reasonable care for the health and safety of themselves, and any other persons who may be affected by their acts or omissions at work. They must also co-operate with senior managers and other employees in fulfilling our objectives and statutory duties. In particular, they must:

1. Ensure they are familiar with the emergency plan for their workplace and co-operate by participating in fire evacuation/drill procedures and by observing practical fire safety arrangements.
2. Know, and co-operate with, the responsible person for their workplace.
3. Report to their manager or supervisor any concerns about fire safety.
4. Be familiar with all escape routes.
5. Not wedge fire doors open, nor block or obstruct them.
6. Be aware of the action to be taken on discovering a fire, hearing a fire alarm, for raising the alarm (including the location of fire alarm call points) and calling the fire and rescue service.
7. Promptly evacuate the premises, in accordance with the emergency plan, to a place of safety without putting themselves and others at risk, and NOT attempt to extinguish a fire unless they have been specifically trained.
8. Comply with the No Smoking legislation.

These responsibilities are also part of the 'Employee Health and Safety HandBook'.

Fire Wardens

Fire Wardens are responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, and in particular:

1. Being familiar with the emergency procedures.
2. Taking appropriate and effective action if a fire occurs.
3. Identifying hazards in the workplace and recording and report their observations.
4. Ensuring that escape routes and doors are kept clear and are available for use.
5. Ensuring fire doors are kept closed.
6. Checking suitable and sufficient notices are displayed.
7. Ensuring appropriate extinguishers are in place and are subject to regular maintenance.
8. Ensuring fire alarms and emergency lighting is checked and serviced.

If a fire is discovered, the fire wardens should:

9. Ensure that the alarm has been raised.
10. Check that manufacturing processes have been made safe.
11. Collect roll call registers.
12. Evacuate staff from the building or area involved and check that any staff or visitors with disabilities are assisted as planned.
13. Ensure the fire service has been called.
14. Go to the designated assembly point.
15. Conduct a roll call.
16. Ensure all persons have been accounted for and remain in the roll call area until instructed otherwise.
17. Report to the senior manager to confirm all persons are accounted for and report any persons missing.

FIRE WARDENS MUST NEVER PUT THEMSELVES AT RISK WHILE UNDERTAKING THEIR ROLE

Workplace Risk Management Ltd (Health and Safety Consultants)

Workplace Risk Management Ltd, in agreement with management, provides the following services:

1. Development of our documentation throughout the period of our contract and keeping it updated for:
 - Changes in Fire Safety legislation relevant to us; and
 - Organisational changes which affect our management system.
2. A general risk assessment in the first part of the contract that forms the basis of our risk management programme and helps us plan our future actions to reduce risk.
3. A consultant visit to train senior managers and to support our implementation of this Policy by:
 - Assisting us to complete specific risk assessments;
 - Providing further training, as agreed, on relevant agreed topics;
 - Reviewing and auditing our health and safety procedures and legal compliance; and
 - Providing advice on implementing changes and system procedures.

Workplace Risk Management is also contracted to:

4. Fulfil the role of 'Competent Person', providing advice and assistance on Fire Safety issues.
5. Provide for us a telephone advisory service - available 24 hours per day, 365 days of the year.
6. Provide crisis help if we have a serious accident or incident involving the Enforcement Authorities.
7. Provide briefings to help keep us up to date with new and forthcoming legislation

Signed: *Simon Brearley*

Date: October 2024

Simon Brearley – Managing Director WRM

IV. Specific Policies Revision Contents Table

Specific Policies:	Ref No.:	Issue Date:	Revision Date:
Commissioning and Maintenance of Systems to Support Fire Safety	FS-PO-007-v1	October 2024	October 2026
Documentation and Design Information Policy	FS-PO-002-v1	October 2024	October 2026
Fire Emergency Plan Policy	FS-PO-005-v1	October 2024	October 2026
Fire Evacuation Strategy Policy	FS-PO-006-v1	October 2024	October 2026
Fire Service Access Policy	FS-PO-004-v1	October 2024	October 2026
Identification of Fire Risks and Particular Hazards for Fire-Fighters Policy	FS-PO-003-v1	October 2024	October 2026

Amendment Record – Specific Policies

Any amendments made to the Specific Policies will be recorded below with information on changes made.

Where significant changes are to be made which could impact on the business or client, we will consider the reasons for change, potential problems and how it will be implemented.

V. Specific Procedure Revision Contents Table

Specific Procedure:	Ref No.:	Issue Date:	Revision Date:
Evacuation of Disabled or Persons Requiring Assistance to Evacuate Procedure	FS-PR-005-V1	October 2024	October 2026
Fire Evacuation Drills Procedure	FS-PR-004-V1	October 2024	October 2026
Fire Safety Risk Assessment Procedure	FS-PR-001-V1	October 2024	October 2026
Fire Safety Training Procedure	FS-PR-003-V1	October 2024	October 2026
Hot Work Permits Procedure	FS-PR-007-V1	October 2024	October 2026
Housekeeping Procedure	FS-PR-006-V1	October 2024	October 2026
Routine Inspection and Maintenance of Fire Safety Installations Procedure	FS-PR-002-V1	October 2024	October 2026

Amendment Record – Specific Procedure

Any amendments made to the Specific Procedure will be recorded below with information on changes made.

Where significant changes are to be made which could impact on the business or client, we will consider the reasons for change, potential problems and how it will be implemented.

VI. WRMonline

WRMonline has multisite logging and reporting capability with configurable hierarchical access to ensure that employees can only see information that is pertinent to them. WRMonline is an online health and safety management tool that will be used for:

- Recording accident, incident and disease details;
- Access to health and safety policies, procedures, forms etc.;
- Health and Safety reporting, i.e. monthly workplace checklists;
- Clear view of outstanding actions;
- Record keeping, i.e. statutory inspections, training records etc.;
- An additional form of communication;
- Access to a Health and Safety assistance.