

Title: Fire Safety Management Arrangements	
Parent: General Statement of Fire Safety Policy	Procedure Ref: FS/PR-001/v2
Date of Issue: January 2022	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.

Date	Section	Details of amendment made	Change by
July 2021	Annual Review	Re dated	T Brearley WRM
Jan 2022	Change of Headmaster and redate		T Brearley WRM

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?

Teresa Brearley
Operations Director
mobile 07854 576 006
e-mail teresa@workplace-rm.com

Simon Brearley
Managing Director
mobile 07807 493820
e-mail simon@workplace-rm.com

Workplace Risk Management Ltd., 30-32 Main Street, Nailstone, Nuneaton, Warwickshire, CV13 0QE

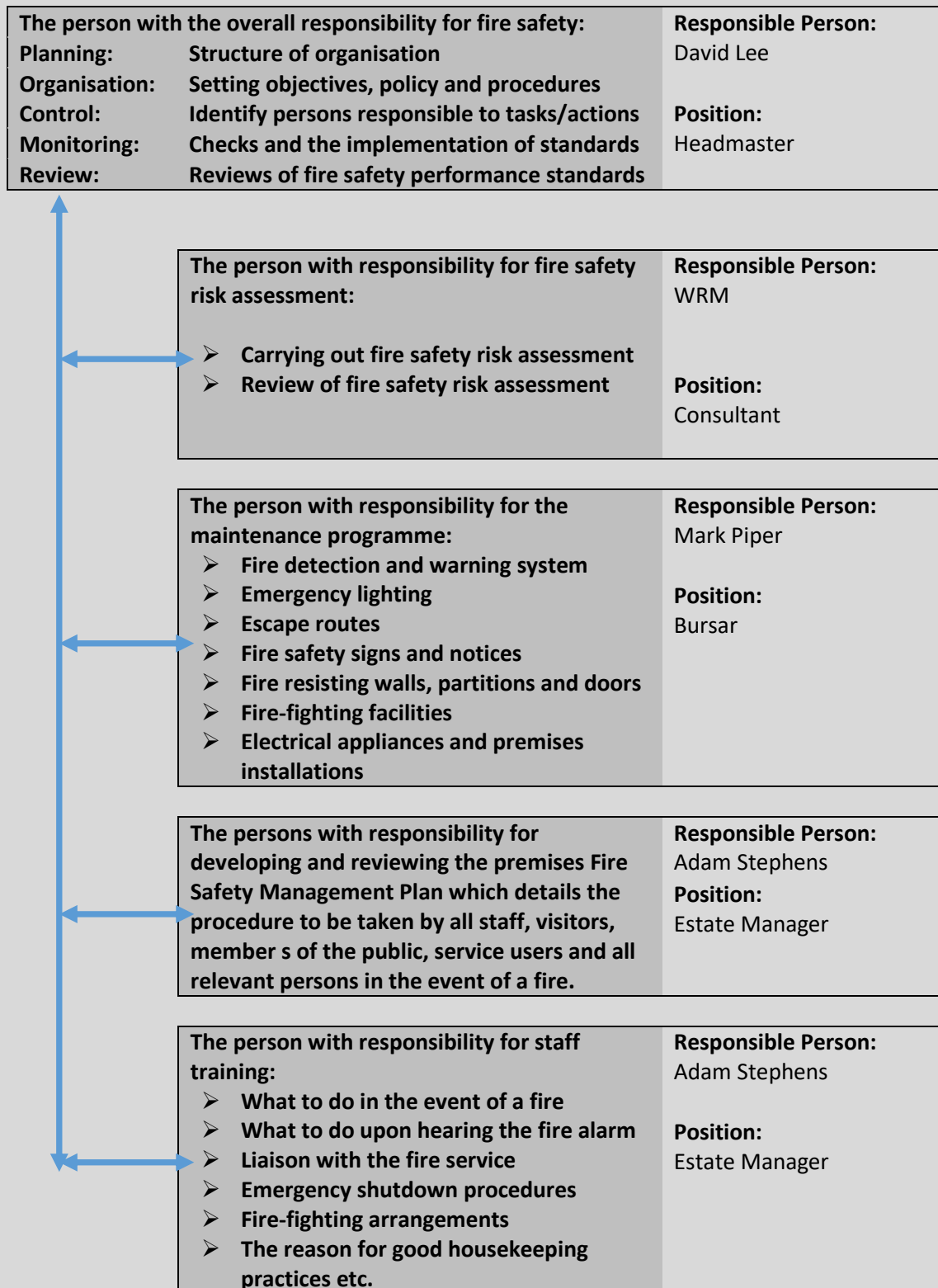
T: 0845 260 4242 W: www.workplace-rm.com

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 Pre-Prep Staff H&S Rep Head of EYFS Head of Art & DT

Key	
HM	Headmaster
EM	Estate Manager
BR	Bursar
CM	Catering Manager
HoS	Head of Science
PPS	Pre-Prep Staff
HSR	H&S Rep
HEYFS	Head of EYFS
HAT	Head of Art & DT

Specific Policies & Procedures	Individual Responsibilities								
	HM	EM	BR	CM	HoS	PPS	HSR	HEYFS	HAT
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: January 2022

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: January 2022

Simon Brearley – Managing Director WRM