



Cupernham
Junior School

FIRE SAFETY MANAGEMENT PLAN

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This policy was updated in November 2025 and has undergone an Equalities Impact Assessment in line with the requirements of the Public Sector Equality Duty.

POLICY STATEMENT

The Departmental Director understands and accepts the legal obligations in respect of fire safety and in accordance with Corporate Policy and Departmental Guidance (as appropriate) will provide as far as is reasonably practicable an environment safe from fire for staff, clients and others who may be in or near the building. In this respect suitable, sufficient and risk appropriate “Fire Precautions” and “Management Systems” will be provided and maintained to facilitate safe evacuation from the premises and mitigate the effects of fire should this occur.

MANAGEMENT

The Site Manager acting on behalf of the Headteacher is the “Responsible Manager” for the purposes of the bringing into effect in these premises the requirements of the Fire Safety Order and any other fire safety related requirements that may have effect now or in the future.

The general management of this responsibility is delegated to the site manager who will be assisted by the senior admin officer.

SITE FIRE SAFETY SPECIFICATION

The workplace has a total of 2 buildings put to educational use and presented as follows:

BUILDINGS

The main building is linked to the extension via a covered corridor. The main building is on 2 levels and has a staircase at either end. The extension is on one level.

FIRE ALARM

- The building has an electrical fire alarm with manual call points.
- There is also automatic fire detection connected to the fire alarm throughout.
- The fire alarm is connected to a Central Call Station 24/7.

EMERGENCY ESCAPE LIGHTING

Emergency lighting is provided to all escape routes, basements and areas not having windows used during the hours of darkness.

PORTABLE FIRE FIGHTING EQUIPMENT

Fire extinguishers of various types are strategically located throughout the main building and extension.

NB: The location of the above facilities are indicated on the diagram in the front section of the manual.

RISK ASSESSMENT

The Fire Safety Coordinator (Site Manager) will complete the fire risk assessments. This will be monitored by the headteacher and reviewed when changes occur or annually whichever is sooner. The risk assessment will be kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

EMERGENCY PLAN

An emergency plan will be produced by the admin manager indicating the arrangements for the safe evacuation of anyone in the premises. This will be reviewed when changes occur. This process will be monitored by the headteacher and the plan will be kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

FIRE SAFETY TRAINING

Staff will receive fire safety training as part of their ‘first day induction’ and at regular periods thereafter. A training programme for this will be produced by the headteacher and records kept regarding who gave the training, the subjects covered and who attended. The programme and records will be kept in the relevant section of the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

FIRE DRILLS

The headteacher will arrange for a monitored fire evacuation drill to take place termly. The outcomes from these drills will be made known to staff together with any actions that may be necessary. Records of when drills occur, the findings and actions will be maintained and kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors. These arrangements will be monitored by the Responsible Manager.

FIRE PRECAUTIONS

All fire resisting doors will be maintained self-closing or locked shut as appropriate.

If fire doors are required to be maintained in the open position, they will not be left unattended other than for short periods of time and for specific reasons.

Fire escape routes will be maintained clear of combustible materials and unobstructed at all times. Staircases and fire escape routes will be maintained clear of combustible materials and unobstructed at all times.

Whilst the building is occupied, fire exit doors will be maintained unobstructed and immediately available to enable people to exit, without using a key, pass card or code.

In some cases, following risk assessment, secure doors have been provided. In such cases appropriate provisions for the automatic release of securing devices have been made and will be maintained and tested as appropriate.

Internal refuse containers will be emptied when necessary and at the end of each day to ensure no undue build-up of flammable materials occurs within the premises. External refuse containers are located in a fence compound to minimise the risk to premises should they be set alight.

Smoking is not permitted on the premises.

Combustible materials will be kept at a safe distance from means of ignition at all times when stored and used.

The storage of flammable materials will be in accordance with health and safety guidance and when used only the minimum necessary will be freely available for that use.

MAINTENANCE ARRANGEMENTS

The fire alarm will be tested weekly by the site manager and serviced by competent contractors managed by Property, Business and Regulatory Services and monitored by site staff. These arrangements will be monitored by the admin manager and reviewed annually. Records will be maintained and kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

The escape lighting will, where possible, be tested monthly by the site manager and serviced by competent contractors managed by PBRs and monitored by the admin manager and reviewed annually. Records will be maintained and kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

The fire-fighting equipment will be checked monthly by the site manager and serviced by competent contractor annually. This will be monitored by the admin manager and reviewed annually. Records will be maintained and kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

The site manager will check fire-resisting doors and final exits quarterly to ensure they are in good order and working correctly. This will be monitored by the admin manager. Any repairs and/or maintenance will be undertaken by a suitably competent/skilled person. Records of the checks, findings and necessary actions will be maintained and kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

MONITORING AND REVIEWS

Records will be held which will include:

- Details of repairs/replacements to fire equipment and fire related building defects;
- The reporting and decision process up and down the management chain.

RECORDS

All current records will be kept in the Fire Safety Manual and be available for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors. Other associated records together with previous manual records will be kept separately for a period of at least seven years.