



## ***The Belsteads School Fire Risk Policy***

### **Aims**

The aim of this policy and the school's fire prevention procedures are to minimise the risk to life and to reduce injury by maintaining the physical integrity of the school in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The safe evacuation of everyone is the school's priority.

The School's Fire Risk Policy, procedures and risk assessments are designed to help the School community respond calmly and effectively in the event that a fire breaks out.

This aims of this policy are also to: -

- Ensure that the risk from fire is managed in accordance with the relevant fire safety legislation.
- Ensure that the management of fire risks are undertaken in such a way as to prevent injury or ill health to pupils, employees, visitors, contractors and others legally on the premises who may be affected by the activities of the school.
- Conduct regular fire evacuation drills and testing of emergency equipment and ensure effective liaison with the emergency services when necessary.
- Undertake suitable and sufficient fire risk assessments (formally recorded and regularly reviewed so as to keep them up to date).
- Identify and implement reasonably practicable measures to control risks from fire and eliminate or reduce risks from dangerous substances.

This policy should be read in conjunction with the School's Health and Safety Policy and Fire Risk Assessment.

### **Responsibilities:**

#### **Head/Proprietor**

The Head is the person responsible for ensuring that: -

- The appropriate policies, fire procedures and risk assessments are in place and reviewed on a regular basis.
- The Fire Risk Policy is kept under regular review by the Proprietor and the Staff Team and the Policy is promulgated to the entire school community.
- Everyone in the School (including visitors and contractors) are given clear instructions on where they should go in the event of fire.
- Fire induction training given to new staff and pupils.
- Procedures and arrangements for emergency evacuation are regularly tested and lessons absorbed.

- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are meticulously followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.
- Records are kept of all fire practice drills.
- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept.
- Regular safety checks are carried out of fire safety equipment, and regular inspections are carried out on all control measures and evacuation procedures to ensure their effectiveness and ensure there is a suitable system for the maintenance of clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers.
- Ensuring that fire detecting and protection systems are regularly tested, and proper records are kept.

### **Teaching Staff**

Teaching staff are responsible for escorting their pupils safely out of the building in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the Headteacher.

It is the responsibility of the Headteacher to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

No one should attempt to use a fire extinguisher before he or she has been trained in its use.

### **Briefing New Staff and Pupils**

All our new staff (teaching and non-teaching) and all new pupils are given a briefing on the school's emergency evacuation procedures on their first day at school and shown where the emergency exits, and escape routes are located. Fire action notices and evacuation instructions are displayed throughout the building, and pupils are shown where they should go on hearing the fire alarm. All new staff are shown how to activate the fire alarms if they see or smell a fire.

### **Fire Practices**

We hold at least one fire practice every term at school. This combined with a programme of inducting new staff and pupils with emergency escape procedures ensures that the School can be safely evacuated in the event of a fire.

## **Fire Prevention Measures**

The school has the following fire prevention measures in place:

- Escape Routes and Emergency Exits
- Fire notices and evacuation signs are displayed in most rooms and corridors.
- Fires extinguishers (of the appropriate type), smoke/heat detectors, are in buildings in accordance with the recommendations of our professional advisors.
- Passages and emergency exits are illuminated by emergency lighting.
- Alarm sound is heard in all parts of the building.
- Keeping fire routes and exits clear at all times.
- Testing all fire alarms weekly (and recording all tests and defects).
- Records of all tests are kept in the Office

## **Hazardous & Dangerous Substances**

- We ensure that flammable materials used in teaching or maintenance are securely locked away in appropriate storage facilities.
- Combustible materials used in teaching and maintenance are kept in the appropriate storage cupboards.
- The school has a fire risk assessment which is updated every 3 years, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.

## **Review**

This Fire Risk Policy and the school's procedures and risk assessments are monitored to ensure they are effective in meeting fire safety standards and will be regularly reviewed and revised as necessary.

## ***The Belsteads School Policy Sign Off***

This policy was agreed and implemented by Jo Burdon, on behalf on The Belsteads School:

Signed: ..... Headteacher

Last Reviewed: March 2018

## **Ongoing Feedback**

Staff are invited to comment on this policy and to suggest ways in which it may be improved, by contacting the Head Teacher who will discuss this with the SMT.

## **Review of Policy**

This policy will be further developed by staff and pupil review and discussion and given a formal review annually.

Reviewer: Senior Management Team (SMT)

**Date of next formal review: March 2019**