

FIRE SAFETY POLICY

ST CUTHBERTS C OF E PRIMARY SCHOOL

1. General Statement

We are a responsible establishment and take our fire safety duties seriously. For this reason we have formulated this policy to help us comply with our legal obligations to all building users including staff, pupils and visitors under the Regulatory Reform (Fire Safety) Order 2005.

These include the provision of a safe place of work where fire safety risks are minimised. Due to its importance, this fire safety policy also forms part of our overall health and safety policy.

2. Employees' Duties

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with us in complying with any procedures that we may introduce as a measure to protect the safety and well-being of our staff and visitors.

3. Communication

We will keep staff informed of any changes that are made to our fire safety procedures and fire risk assessment. We will also ensure that all visitors to our premises are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

4. Procedures

We have introduced the following procedures in order to maintain high standards of fire safety

- A fire risk assessment has been undertaken which will be reviewed annually. However, more frequent reviews will occur if there are changes that will impact on its effectiveness. These may include alterations to the premises or new work processes.
- The fire evacuation procedures will be practised at least termly and documented. Records are maintained in the fire safety folder located in the main office.
- Fire Awareness Training will be provided to all staff. Records are maintained in the Health and Safety document management folder located in the main office.

- All new members of staff and temporary employees will be provided with induction training on how to raise the alarm and the available escape routes.
- All escape routes will be clearly signed and kept free from obstructions at all times.
- All fire-related equipment will be regularly serviced and maintained. If any employee notices defective or missing equipment, they must report it to a manager. Records are maintained in the fire safety folder located in the main office.
- Alarm systems will be tested regularly. Staff will be told when a test is scheduled. Records are maintained in the fire safety folder located in the main office.
- Any other safety systems will be checked regularly to ensure correct operation, where necessary, e.g. emergency lighting. Records are maintained in the fire safety folder located in the main office.
- In the event of an emergency the fire brigade will be called by the schools Headteacher or senior staff member in the Headteachers absence.
- In the event of the whole or part of the school becoming unusable, we will evacuate to the main playground and then the Memorial Hall.
- Teaching and office staff are responsible for taking out registers whichever is in possession.
- The fire assembly point is located in the main school playground.
- The Headteacher or senior staff member is responsible for liaising with the Fire Service.
- Fire awareness training for staff is assessed annually or as required for new staff, 3 yearly refresher training.
- The Personal Emergency Evacuation Plan (PEEP) (if applicable) is documented by the assisting staff and kept in a personal file in the admin office.
- This policy forms part of employees' conditions of employment. Failure to comply may be treated as a disciplinary matter.

Signed.....

Date 11/09/2017

Review Date 10/09/2018