



## Fire Safety Policy

<b>Policy name</b>	<b>Fire Safety Policy</b>
Frequency of review	Annually
Governor lead	Helen Mallory
Lead member of staff	Robert Webb
Reviewed on	30 November 2023
Reviewed by	Governing Board
Next review	November 2024

### 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.

- 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.
- Alarm systems will be tested regularly. Staff will not be told when a fire drill is scheduled, other than the September first fire drill.
- Any other safety systems will be checked regularly to ensure correct operation, where necessary, e.g. emergency lighting.
- Prior to any out of hour event, a meeting will discuss the fire precautions required for that event based on the staff, the occupants and the activity taking place. The school will take into account that occupants may not know the school layout or that they may suffer from any disabilities or restrictions that may hinder their escape. Once the precautions have been fully considered, the control measures will be shared with all those involved in the event.
- In the event of an emergency Office Staff will call the fire brigade.
- In the event of the whole or part of the school becoming unusable, we will evacuate to Seamer Sports Club, Seamer,
- The named Fire Warden/s, Marshal/s are; Lisa More; Robert Webb
- Staff are allocated responsibilities for sweeping common areas (toilets, cupboards etc.) see evacuation plan
- Our registers are accessible on Scholarpak, staff will do an immediate headcount on exit they will take a laminated register out with them to check attendance.
- The fire assembly point is located at the rear playground.

- The School Business Manager is responsible for liaising with the Fire Service
- Fire awareness training for all staff is every 3 years
- Fire Warden/Marshall training is provided at commencement of employment and every 3 years
- The PEEP (if applicable) is documented by Senco and distributed to class teacher and support staff and a copy is placed on child's file on Scholarpak.
- The use of personal electrical equipment is NOT permitted
- This policy forms part of employees' conditions of employment. Failure to comply may be treated as a disciplinary matter.