



## **FIRE SAFETY POLICY**

Exposure to fire can result in burns and inhalation of smoke, either of which can be sufficiently serious to be fatal. Fires can cause massive destruction to the building structure, services, equipment, goods in storage, also information and records can be destroyed or damaged.

We are legally obliged to safeguard our employees and visitors against exposure to the hazards associated with fire.

For these, we undertake to put in place arrangements for the assessment of risks from fire and appropriate control measure to minimise the risks identified. These measures will include the following arrangements, procedures and controls:

- Inspection of the structure of the premises for fire safety annually
- Fire detection equipment to be installed and inspected regularly
- Fire alarms will be regularly tested
- Emergency lighting will be provided as appropriate
- Fire extinguishers will be placed at clearly labelled fire points
- Emergency exit routes and signs to be kept clear at all times
- We will train staff in the use of extinguishers, procedures for fire drills and evacuation
- Records of training, induction, drills, alarm tests, fire certification to be kept on the premises and up to date in the fire control log book located in the school office.
- Supervision and monitoring of visitors, including contractors will be carried out by the Site Manager.
- Precautions in respect of disabled people will be implemented
- The person responsible for the implementation of this policy is the Head Teacher.

Any persons hiring the facilities will be made aware of their responsibilities prior to hire.

These arrangements will be reviewed at least annually and on any significant change in the business or the premises. Improvements and alterations may be carried out, following advice from the Fire Prevention Officer, our insurers, or our safety advisor.

Staff and visitors will be informed that they have a legal duty to maintain fire safety measures and comply with this policy.

The Health & Safety Policy for the school is updated annually following a full site risk assessment by members of the governing body. The section on fire is an annex to this policy and lists the procedures followed in the school.

Signed: ..... Date: .....  
Headteacher

***(Signed copy in the school office)***