

FIRE SAFETY POLICY

Northstead Community 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.
- Fire Awareness Training will be provided to all staff.
- 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.
- 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.

- 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 the Site Manager
- Alarm systems will be tested regularly. Staff will be told when a test is scheduled.
- Any other safety systems will be checked regularly to ensure correct operation, where necessary, e.g. emergency lighting.
- 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 St Peters School, North Leas Avenue
- The named Fire Warden/s, Marshal/s are; Andy Houston and Shaun Hopper
- Head Teacher and Deputies are responsible for sweeping common areas (toilets, cupboards etc.)
- The Class Teacher is responsible for taking out registers
- The fire assembly point is located - EYFS & KS1 On the School Field, KS2 playground
- Site Manager / Head teacher is responsible for liaising with the Fire Service
- Fire awareness training for all staff is provided by HandS /H&SRM on a 3 year cycle
- Fire Warden/Marshall training is provided at commencement of employment and every 3 years By H&SRM on a 3 year cycle
- The PEEP (Personal Emergency Evacuation Plan), (if applicable) is documented by Senco and kept in a yellow "Personal Evacuation Bag" grab bag in the School Office
- Staff wishing to use personal electrical items in school should have the Site Manager visually inspect and record the item prior to use. The Item should then be checked during the next round of PAT testing.
- This policy forms part of employees' conditions of employment. Failure to comply may be treated as a disciplinary matter.

Signed J. Lidgley

Date 9 July 2019

Review Date – July 2021