

Fire Risk (Prevention) Policy

Introduction

Heritage School adheres to the following procedures in compliance with the Regulatory Reform (Fire Safety) Order 2005 and with reference to the HM Government guide to 'Making your premises safe from fire'.

All staff must be aware of the Fire Prevention and Safety Policies and the Emergency Action Plan.

All visitors/contractors must be signed in at the School Office where they are asked to read an information card which includes information on Fire Safety.

In the event of a fire, the person finding the fire must raise the alarm and dial 999 to contact emergency services.

You should not stop to collect any personal belongings.

Under no circumstances should any member of the school re-enter the building.

Annual Fire Risk Assessment and Emergency Action Plan

Each Autumn Term, Responsible Person (Evelyn Taylor, NEBOSH qualified) or another competent person acting on his/her behalf, will undertake a Fire Risk Assessment. Deficiencies will be identified and action to remedy any deficiencies will be undertaken.

Actions arising from the Fire Risk Assessment will be discussed at the Health & Safety Meetings where appropriate.

A copy of the Risk Assessment will be available on a notice board in the staff room.

The Emergency Action Plan will be reviewed annually when the Risk Assessment is undertaken. Any amendments that are made will be communicated to staff in training sessions (on INSET days), and practised during evacuation drills. A copy of the Emergency Action Plan will be available on the notice board in the staff room.

Where a pupil or member of staff has a disability, we make sure all reasonable adjustments are made to the facility or to our procedures to enable safe evacuation in keeping with our Disability Policy.

Staff Training

Staff will be trained annually during an INSET day, usually by the Headmaster. This will cover action to be taken on discovering a fire, how to raise the alarm, action to be taken upon hearing the alarm, procedures for alerting guests and members of the public, arrangements for calling the fire brigade, evacuation procedures, location, type and use of fire fighting equipment, fire escape routes, and general fire precautions and good housekeeping.

Staff must be aware of the location of the nearest fire call point at all times and be familiar with the safest appropriate route to get to the Assembly Point.

Fire Call Points are displayed on the Staff Noticeboard.

Assembly Point is located to the rear of the playground.

Registers/Visitors Book

Class registers, visitors book and student signing in book will be brought out to the Assembly Point. The school office staff will also be responsible for bringing the contact information folders. Registers will be taken by each class teacher once they are at the assembly point.

Fire Marshals

If it is safe to do so, the fire marshals will conduct a sweep of all buildings. If in the event of an alarm sounding the fire marshals are teaching a class, the class must be evacuated according to the fire safety procedure and responsibility for the children handed to a non-teaching member so the Fire Marshal can resume his duties.

Fire drills

Fire drills will be conducted at least once per term when the whole school is in session.

Routine Inspections and Maintenance

- Escape routes and signage will be inspected monthly.
- Portable fire extinguishers will be inspected monthly and serviced annually.
- The fire alarm system will be serviced annually. It will be tested weekly.

Fire precautions

Prevention of Arson

The school takes all reasonable precautions to minimise the likelihood of arson. This includes the following:

- Supervision of pupils.
- Security lighting on rear entrances
- Effective security on all doors and gates.
- The upholstery of furniture is in a good condition.
- Internal waste bins are emptied regularly.
- External bins are kept beyond the playground wall and in a safe position.
- The site is secure, with high walls and fencing.
- The school operates a strictly no-smoking policy.

Gas and electrical safety

- Portable appliance tests will be conducted every 2 - 3 years.
- A 5-yearly electrical test will be conducted in accordance with IEE Regulations.
- All items of electrical equipment are fitted with fuses of the current rating.
- The photocopiers are on timer.
- Lengths of flexible cable are kept to a minimum.
- All cables are run only where damage is unlikely and not under floor coverings or through doorways.
- If wound cables are used they are suitably unravelled.
- The boiler will be serviced annually by an external contractor.
- All gas equipment is subjected to an annual inspection by Gas Safe registered engineer.
- There is an easy accessible and well signed means of isolating (shutting off) incoming gas

Hazardous substances

All flammable substances such as science chemicals, fuel and maintenance products are stored securely, where necessary in a fire proof, ventilated cabinet.

All chemicals used in the Science Lab are stored securely in the Science Prep Room which is kept locked at all times unless in use by the Science Staff.

With regards to hazardous substances, the Science department must try to eliminate, substitute or reduce the chemicals that they hold, wherever possible.

Hazardous Information (COSHH) information is held on file for all hazardous substances kept in school.

Authorised by	Jason Fletcher
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