



FIRE SAFETY POLICY

1 Scope

Fire Safety is taken very seriously in order to protect, students, staff and visitors in the school. In accordance with the Regulatory Reform (Fire Safety) 2005, a Fire Safety Manager has been appointed who has overall responsibility for fire safety matters. Regular fire risk assessments are carried out by every department and evacuation procedures and fire precaution systems are robust and regularly reviewed. The evacuation procedure is clearly visible in all classrooms and is made available to visitors at reception. Regular evacuation practices are carried out and their effectiveness monitored closely.

2 Requirements

The Directors have delegated powers and responsibilities to the Principal to ensure all school personnel and stakeholders are aware of and comply with this policy. A link Director has been nominated to visit the school regularly to liaise with the Principal and Vice Principal for Estates and this will be the Director responsible for the Finance & Estates portfolio. This Director will have the responsibility to report back annually to the board with their findings and any concerns, and ensure that the systems are carried out with due diligence.

The Principal will ensure that all school personnel, students and visitors are aware of and comply with this policy and will work closely with the link Director and the Vice Principal for Estates to ensure that risk assessments are carried out and evacuation procedures are in place.

The Health & Safety Co-ordinator will act as the Fire Safety Manager and will:

- Have overall responsibility for fire safety matters
- Undertake risk assessments and ensure that departmental risk assessments are carried out by Team Leaders
- Respond to any findings from departmental risk assessments
- Liaise with County Health and Safety advisor and arrange regular departmental safety checks which will include fire safety
- Arrange annual Fire Risk assessment monitoring with Health and Safety advisor
- Have in place an evacuation procedure for the school and carry out regular drills; ensure these are recorded
- Be responsible for fire safety training
- Make periodic inspections of fire safety equipment

- Make weekly fire alarm checks at Exeter Road ensure these are carried out by caretaking staff at Mill Lane
- Ensure all fire exits are adequately signed and lit
- Ensure all fire exits are clear of obstructions
- Ensure that fire detection systems are regularly tested and maintained
- Liaise regularly with nominated Director who will be the portfolio holder for Finance & Estates
- Report to Board of Directors on fire safety matters

The Site Manager will ensure that:

- There is always a member of the Maintenance Team on the Exeter Road site
- Building security checks take place regularly
- All escape routes and fire exit doors are kept clear
- All rubbish and recyclable material is stored securely
- All external refuse bins are kept away from the building and wheelie bins are kept in a secure, locked compound
- Undertake periodic training in all fire safety procedures
- Periodic discussions take place with Principal, Vice Principal for Estates and Health & Safety Co-ordinator regarding fire safety routines

All School Staff are

- Responsible for their own safety which means ensuring that they inform Reception if going off site for any reason, and inform Reception on their return
- Responsible for the safe evacuation of students in their charge and will follow the evacuation procedure laid out below, via the route which is displayed in every room
- Have a duty to take reasonable steps to ensure they do not place themselves or others at risk or harm
- Are expected to be fully aware of and comply with all fire and emergency evacuation procedures
- Are responsible for maintaining a high standard of fire precautions in areas under their control or influence such as:
 1. Not covering heaters
 2. Not overloading electrical sockets
 3. Not leaving rubbish lying around
- Must ensure that students for whom they are responsible are informed of fire evacuation procedures
- Undertake periodic training in all fire safety procedures
- Report any concern they have in regard to fire safety

Students will be responsible for

- Listening to instructions from their teachers with regard to evacuating the building
- Remain calm and quiet
- Leave the building in an orderly manner
- Treat each other and their work and equipment with respect

Amendment Record

VERSION #	DATE	AMENDED BY	NATURE OF CHANGE
1	2010	M Stone	To accommodate site changes
2	27.11.13	M Stone	Update following advice from H&S
3	08.09.14	M Stone	Annual Review. Addition of evacuation procedure for disabled people
4	08.02.17	M Stone	Addition of procedure for outside of school hours and during holidays. Addition of Examinations Procedure
5	01.02.18	H Millward	Update with new staff roles and remove evacuation procedure to be separate document