

FIRE SAFETY POLICY

Thirsk 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 out 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.
- 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 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 the school office staff or the Headteacher will notify the fire brigade.
- In the event of the whole or part of the school becoming unusable, we will evacuate to the main playground at the rear of the premises and then should we have to leave the site totally then we will go to the Community Centre next door.
- The office staff will sweep the main school communal areas such as toilets etc. that are next to their office and the other areas to the premises are swept by the teaching staff as they leave their classes
- The office staff are responsible for taking out registers, whoever is in possession of them at the time
- The fire assembly point is located to the main playground to the rear of the premises.
- The school office staff or the Headteacher is responsible for liaising with the Fire Service
- Fire awareness training for all staff is every 3 years
- The PEEP (if applicable) is documented by and kept in the school office
- This policy forms part of employees' conditions of employment. Failure to comply may be treated as a disciplinary matter.

Signed.....Date 17/11/16

Review Date 17/11/17

