ESTCOTS PRIMARY SCHOOL

Fire Safety Policy

ESTCOTS PRIMARY SCHOOL FIRE SAFETY POLICY

Estcots Primary School Fire Safety Policy is to ensure that the fire procedures are looked at annually to ensure Fire Safety is maintained in the school.

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 measures 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 are tested weekly
- fire suppression apparatus is inspected annually
- emergency lighting is installed and tested regularly
- fire extinguishers will be placed at clearly labelled fire points
- emergency exit routes and signs to be kept clear at all times
- staff are trained in the use of extinguishers, procedures for fire drills and evacuation
- records of training, induction, drills, alarm tests, fire certification are kept in the Health and Safety file in the premises room
- supervision and monitoring of any visitors to the school is carried out by the administration team of the school who will make visitors sign in and explain to them the fire procedures.
- The fire evacuation plan is updated annually or when there is a required change.
- The first aid trained staff list is updated annually or when there is a required update or change.
- Precautions in respect of disabled people will be implemented.
- The person responsible for the implementation of this policy is: - Helen Farren, School Business Manager
- Any persons hiring the facilities will be made aware of their responsibilities prior to hire. A copy of the Fire Safety Policy and Fire and Emergency Evacuation Policy will be displayed on the Community Room notice board as well as an emergency evacuation instruction.

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.

H Farren