

## **FIRE SAFETY POLICY**

Fire safety and the application of good working practices are considered to be of vital importance to the wellbeing and protection of life and property at our schools.

The director Mr Otten takes overall responsibility for the Fire safety of the school.

Clear roles are defined as to responsibilities in fire precaution activities and in the event of an outbreak of fire.

Mlle Daniélou (Registrar) has the duty of Fire Warden, Mme Mesnage is her stand in and assistant in this role.

### **Fire outbreak and drills**

Regular Fire Drills are carried out each term.

In term one, the children and teachers are forewarned of the day and time to expect the fire alarm so as not to overly frighten the smaller children.

In term two, the teachers and staff only are informed of when the drill will take place.

In term three, the teachers are informed of the week only in which it will occur.

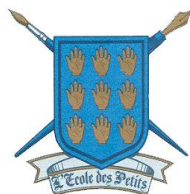
The Assembly Point in the event of fire is in the front playground.

In the event that the school building cannot be re-entered, arrangements have been made with St Matthews Church (vicarage or church itself depending) to take the children and staff in.

Vicar William Rogers is contactable by phone on 07879 084321 if he is not on site. You can also contact him by email on: [william.j.rogers@btinternet.com](mailto:william.j.rogers@btinternet.com).

Parents will be contacted by mobile phone in this event to come and collect their children in the interest of their wellbeing.

There is a procedure in place if fire is discovered and the alarm has not gone off.



## **Training**

Salvus Consulting are responsible for fire safety training.

Mr N Otten and Mr W Otten have received a specific training on fire from Salvus (Sept 2010) and assist in carrying out the annual fire safety risk assessment.

At the beginning of each year, all staff attend a day's training session, a refresher for old staff and induction for new staff.

Staff also receive use of Fire Extinguishers training.

## **Inspections**

### **Weekly**

Breakglass fire points are checked weekly on rota.

One emergency light box is checked weekly on rota.

Fire resistant doors on magnetic release systems are checked weekly.

Fire bells/sounders are checked weekly in conjunction with the monitoring company Banhams.

Reminders are regularly given to staff not to stack materials on top of radiators.

### **Monthly**

Exit routes and corridors, trip hazards, position of desks in classrooms are checked monthly.

Firefighting equipment is checked monthly to be in good condition and in the right place.

Intumescent strips and automatic closers are checked monthly.

Condition of equipment is checked monthly.

Emergency exits signs are checked monthly.

### **Termly**

General building condition, signage in general and precautions have an overview check during each holiday period.

### **Annually**

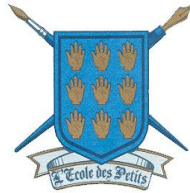
Banhams service the fire alarm twice a year.

Boiler system is serviced once a year and a gas safety certificate issued.

PAT tests are carried out annually.

Each summer holiday all mechanical equipment is serviced and the whole building overhauled and redecorated the process of which reduces fire risk.

Five year electrical tests are carried out to conform with the regulatory requirement.



## **Visitors**

All visitors must sign in to the visitors' book on arrival at reception and to sign out when leaving.

Mlle Daniélou, Fire Warden, runs through the emergency fire procedure with the visitor.

## **Fire risk assessment**

A full assessment is carried out annually by Salvus Consulting.

## **General**

Staff are advised not to bring their own electrical equipment into the school.

All outside companies using school facilities must have test certificates (PAT tests) for equipment, have proper insurance and have carried out a risk assessment on their practices in the school.

Contractors carrying out hot works must complete a "Hot Work Certificate".

**Reviewed Sept 2018**