



## **Fire Risk Policy**

*Reviewed January 2017.*

*This policy applies to the whole School, including EYFS & Wraparound*

*See also the Fire Risk Assessment carried out by an external company*

Fire can have a devastating effect on the School. The objectives of this policy are:

- 1) To safeguard all persons at Brabyns Preparatory School from death or injury in the event of a fire or associated explosion.
- 2) To minimise the risk of fire and to limit the spread of fire.
- 3) To minimise the potential for fire to disrupt teaching, damage buildings and equipment and harm the environment.

This policy applies to all persons at Brabyns Preparatory School and, in particular, to staff who have a duty placed upon them to actively monitor the implementation of this policy. Brabyns Preparatory School will comply with the Regulatory Reform (Fire Safety) Order 2005 following accepted standards of good practice, having as its first priority the immediate and total evacuation of the building upon discovery of fire.

Brabyns Preparatory School will ensure:

- 1) That adequate means of escape in case of fire exist for all persons on school premises.
- 2) That all means of escape are correctly maintained, kept free from obstruction and available for safe and effective use at all times. Staff, however, must not leave or store items in designated escape routes or block emergency exits.
- 3) That means of escape have adequate emergency lighting (in case of fire) which will be maintained in efficient working order.
- 4) That adequate means of giving warning in case of fire exist and are maintained in efficient working order.
- 5) That adequate means for fighting fire are present and are maintained in efficient working order.
- 6) That appropriate instruction will be given to all persons on the Brabyns Preparatory School premises on evacuation procedures.
- 7) That Brabyns Preparatory School premises are subjected to a fire risk assessment and that where risks are identified action is taken to implement appropriate control measures.
- 8) That measures are taken to protect buildings, installations and equipment from fire that are commensurate with the risks.

### **Procedures and Responsibilities**

The Site Supervisor is responsible for conducting fire risk assessments, providing advice and training, monitoring and auditing Brabyns Preparatory School's Fire Risk Policy, standards and procedures. They are also responsible for ensuring that adequate maintenance checks are carried out on the school's fire detection and alarm system, fire fighting equipment and emergency lighting by fully competent persons. Whilst it is the school's responsibility to ensure, so far as possible, a safe working environment, safe working practices and adequate training, it is the responsibility of all staff, pupils and visitors to care for their own safety and the safety of others. This includes, but is not limited to:

- 1) Maintaining safe working practices.
- 2) Identifying possible hazards and bringing these promptly to the attention of the Health & Safety Committee.



- 3) Undertaking any necessary safety precautions.
- 4) Being familiar with appropriate emergency procedures.

### **Minimising the risk from fire**

The following measures will minimise the risk, and associated consequences, of fire in the School:

**Training:** The Health & Safety coordinator is responsible for arranging suitable staff training and for organising regular fire / evacuation drills (at least once a term).

**Instructions:** Staff must comply with all instructions given to them in regard to fire safety and fire procedures.

**Faults:** Staff must also report any observed shortcomings in fire precautions to the Site Supervisor.

**Smoking:** Smoking is banned in all buildings and grounds on the site.

**Electrical system:** The School's fixed wiring is tested on a five year cycle. There are regular inspections of socket outlets and the use of multi-adaptors removed from service.

**Portable electrical equipment:** All portable mains-operated electrical equipment used on the site must display a valid test sticker issued by the authorised tester. Test stickers display both the date tested and the date the next test is due. Equipment must not be used if the next test is overdue, or the equipment is damaged in any way, until the equipment has been re-tested and (if required) repaired.

**Plugs and cables:** Access to plugs must be kept free. Cables should be kept neat and run in safe places so as to prevent damage.

**Storage:** Rubbish, loose paper and other flammable material must not be allowed to accumulate due to the fire risk.

**Kitchen:** All staff are made aware of the policy on the use of the cooker and other heating appliances on induction by Catering Manager.

Extraction is in place where needed and maintained to manufacturers recommendations by specialist contractors. All ducts and flues are regularly checked and maintained and fire fighting equipment suitable for the environment is supplied and maintained.

All flammable and combustible materials are kept to a minimum and are stored in the correct manner.

**Waste storage:** The waste area is situated at the rear of the kitchen in a fenced area.

**Visitors:** Visitors must comply with all instructions given to them in regard to fire safety and any other fire procedures. All visitors should be signed in and issued with a visitor's badge. They should also be briefed about the evacuation procedure. Staff are to guide visitors on the premises to the nearest exit and assembly point.



**Brabyns**  
Preparatory School

### **Arson**

To avoid a possible arson attack on the school, staff are to observe the following immediate preventative measures:

- 1) Doors should be locked and windows closed at all times when the school is unoccupied.
- 2) All internal doors throughout the school should be closed at the end of the day.
- 3) All corridors should be kept clear of combustible materials as per the Fire Risk Assessment.
- 4) All rooms and stores containing hazardous materials such as chemicals (e.g. cleaning cupboard) should be well managed, clean and permanently secure.