

# Belvedere Preparatory School

## Fire Policy



**BELVEDERE**  
PREPARATORY SCHOOL

## **POLICY OBJECTIVES**

- To safe guard all persons on site from death or injury in the event of a fire by the effective management of fire safety;
- To minimise the risk of fire and to limit fire spread;
- To minimise the potential for fire to disrupt services, damage buildings and equipment, or harm the environment.

## **MANAGING FIRE SAFETY**

The school has delegated day to day responsibility for managing fire safety to the responsible person i.e. The Site Manager assisted by Compliance Education.

The Site Manager assisted by Compliance Education will:

1. Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times.
2. That the means of escape have adequate emergency lighting.
3. Maintain the working order of all firefighting appliances and devices including:
  - Fire detection and alarm systems;
  - Emergency lighting systems;
  - Firefighting equipment;
  - Notices and signage relating to fire procedures;
  - Means of escape taking into account the needs of any disabled users.
4. Ensure a fire risk assessment is carried out and reviewed every 12 months, or following relevant changes, to ensure the schools facilities are compliant with current legislation (Regulatory Reform (Fire Safety) Order 2005.)
5. See that appropriate instruction and training is provided for school staff.
6. Carry out regular fire drills (one per term).
7. Ensure that all staff, students, contractors and visitors are made aware of and comply with the schools fire procedures.
8. Identify and special risks, i.e. the storage of hazardous materials, and put in place appropriate procedures to minimise risk.
9. Monitor and review this policy on regular basis as to ensure any new risk or alteration to regulations is addressed.
10. Liaise with third parties, i.e. the emergency services and the schools insurers to ensure that best practice for fire safety is in place.

## **MONITORING**

The school utilises the services of contractors to carry out effective monitoring of its duties:

- The school fire detection, alarm system and emergency lighting is maintained and checked by a competent approved contractor quarterly. The schools alarm sounders are tested by the site manager weekly.
- Notices and signage is updated as and when required.
- Firefighting equipment is visually inspected weekly by the site manager and are replenished and replaced annually by Walker fire.
- The school health and safety advisors, Compliance Education, are consulted on a regular basis to carry out a review of fire safety procedures.
- A fire log book which contains all relevant records of fire safety issues is maintained by the site manager including:
  - I. Fire drills
  - II. The inspection and testing of fire detection and alarm systems
  - III. The inspection and testing of emergency lighting systems
  - IV. The inspection and testing of firefighting equipment
  - V. Staff training records

## **FIRE RISK ASSESSMENT**

Compliance Education has carried out a comprehensive fire risk assessment of the building. This assessment is kept with the fire log book and is reviewed annually or if it is no longer valid due to and planned or unplanned changes including:

- Any structural change/alterations to the layout of the premises which may affect the spread of fire.
- Any change to the use of the premises which may affect the risk rating.
- Any change to work processes or work equipment which may introduce new fire hazards.
- Any significant change to the numbers of people using the premises to ensure escape routes can accommodate the numbers safely.

## **FIRE SAFETY TRAINING**

- All staff will receive basic fire safety training and will attend refresher courses when required.
- Nominated staff holding special responsibilities, i.e. fire marshals, will receive more detailed training in the use of firefighting equipment.
- Fire drills will be carried out each term to evaluate the effectiveness of the current procedures in place. The findings of these drills will be recorded and any remedial actions will be implemented.

## **EVACUATION PROCEDURES**

The evacuation procedures which are to be followed in the event of a fire alarm are attached to the fire log book and outline the roles and responsibilities of staff and individuals during an evacuation and subsequent roll call.

This procedure also outlines the specific guidance on the evacuation of disabled persons from the school building.

## **FIRE DRILLS**

A schedule of fire drills has been established as one drill per term. The site manager has been appointed to organise the fire drills and will keep a record of the drill in the fire log book.

## **FIRE ROUTINE**

1. If a fire is discovered raise the alarm via the nearest alarm call point.
2. On hearing the fire alarm all pupils should leave the school buildings under the direction of their teacher and walk to the designated assembly points.
3. Doors and windows should be closed as classrooms and corridors are vacated.

## **FIRE DOORS**

Fire doors play an essential role in prohibiting the spread of smoke and fire, but only if they are closed and stay closed during a fire.

Fire doors are often wedged or propped open with fire extinguishers or litterbins. Such practices should be discouraged.

Weekly checks should, therefore, be carried out to inspect all fire doors as well as door furnishings such as hinges, glazing, push bar mechanisms and self-closing devices.

Faults found in any mechanism should be reported for immediate attention.

## **FIRE PRECAUTION CHECK LIST**

All points below should be carried out by an appointed person and recorded in the Fire Precaution Log Book.

Daily - Ongoing	Check exit doors and emergency routes are free from obstruction
Weekly	Test fire alarm via different alarm call points
Weekly	Ensure automatic doors release correctly and fire door mechanisms are functioning
Monthly	Check smoke/fire detectors are free from damage.
Ongoing	Ensure fire extinguishers are in correct location and that their tamper device have not been disturbed
Ongoing	Check fire signs are in situ
Termly	Fire drill/evacuation
Six Monthly	Check battery systems for emergency lighting
Annual	Check: hose reels, fire extinguishers, fire blankets, (this is carried out by service engineers)