

## FIRE SAFETY POLICY

The responsibility for Fire Safety is principally with the School's Head teacher, assisted by all the teaching and other staff.

The aim of the School Fire Safety Policy is to minimise the risk of fire, and in the occurrence of a fire to minimise its effects and maximise the safety of all people who may be affected by a fire.

The School has the following equipment to achieve our aims in fire safety:

- a fully functional fire alarm system compliant with current legal requirements;
- a set of fire fighting equipment (3 water extinguishers, 1 powder extinguisher, 1 fire blanket) serviced once a year by a specialist contractor;
- a set of signs in prominent positions describing the location of fire exits and the requirements of people movement in the event of a fire.

To ensure our aims in fire safety are met, the Head teacher ensures:

- all staff receive a copy of the Fire Safety Policy, including a copy of the directional map for emergency exits;
- all full time, and a range of part time, staff and all pupils participate at least once per term in a fire drill to check on the speed of exit;
- all equipment is checked at least once per year by authorised specialist contractors;
- periodic advice is sought and taken from the Fire Brigade and other relevant authorities as appropriate;
- the playgrounds and buildings of the school are NO SMOKING areas;
- a written record of all Fire Safety Action and issues is kept for reference and audit purposes;
- a risk assessment of Fire Safety is undertaken annually in January by the Head Teacher;
- all portable electrical equipment is regularly PAT tested.
- A personal emergency evacuation plan will be made available for people with disabilities
- The designated fire marshal will be responsible in assisting anybody with disabilities to exit the building in the event of a fire