

Fire Safety Policy

Reviewed by: Macy Gaines

Reviewed on: January 2023

Next review: January 2024

Related Policies: Candle Safe Use Policy, Health & Safety Policy, Fire Evacuation Procedures

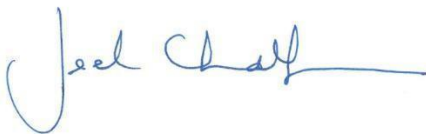
Endorsement

Full endorsement is given to this policy by:

Name: Joel Chalfen

Position: Cambridge Steiner School Trustee

Signed:



Date: 31/01/2023

Aim

The Cambridge Steiner School aims to, as part of its Health and Safety Policy, minimise the risk of fire by having in place suitable fire protection equipment, undertaking regular fire risk assessments, and ensuring there are robust procedures in place for the evacuation of the buildings in case of fire.

Basic Principles

- No life to be put in jeopardy.
- Evacuation procedures are reviewed and updated annually.
- Fire risk assessments are made on a regular basis, at least once a year.
- Practice fire evacuations are carried out regularly and, as a minimum, once per term.
- All firefighting equipment shall be checked annually.
- Fighting any fire shall only be undertaken by persons who have received appropriate training and when there is no risk to them or others.
- PAT [Portable Appliance Testing] is carried out annually.
- The building is single storey with multiple exits and as such is considered 'low risk' through the fire risk assessment.

Procedures

- In the event of a fire, safety and preservation of life will override all other considerations.
- It is the duty of all staff to study and make themselves familiar with the School's emergency evacuation procedures and to check their area of work daily for obvious signs of missing equipment/blocked passageways etc.
- The current procedures are held centrally in the 'Fire Folder'. Staff are made familiar through induction, written procedures, maps, regular fire evacuation practices.
- Staff, volunteers and visitors should always sign in and out at Reception.
- The school has Fire Marshalls and Fire Officers.
 - Fire Marshall – Macy Gaines, Tara Livermore and Sarah Fox

- Fire Officers – Will Burrows, Charlotte Burdett, Hannah van Marle, Emily Lucas and Tina Hobday
- Staff receive fire training as part of their induction and then at least annually, and carry out regular practice evacuation of pupils, staff and visitors.
- The Compliance Lead (currently the School Facilities Manager) or nominated person carries out weekly tests on the static equipment – call points and alarms.
- Each room or building shall have a sign posted on the wall near a door on 'What to Do in the Event of Fire'.
- Flammable liquids and chemicals shall be stored correctly.
- Staff should follow good housekeeping practices, including those listed below, which can eliminate or reduce many fire risks.
 - Heaters should not be covered and electrical sockets should not be overloaded.
 - Plastic socket safety covers should not be used.
 - 'Roll-up' extension leads should not be used at any time.
 - Immediately notify the School Facilities Manager or, in her absence, the Education Manager or member of the SLT whenever a dangerous or potentially dangerous situation is noted.
 - Portable electrical appliances brought on to site must be reported to the Facilities Manager so she can ensure electrical safety.
 - Escape routes should always be kept clear and fire exit doors never blocked.
 - Fire exits should always be unlocked when the building is in use.
 - Rubbish should not be left lying around, and any outside the building should always be put into the appropriate bins.
 - The School's Candle Safe Use Policy must be followed.

Controls

The Board of Trustees shall monitor the work of the Facilities Manager, including ensuring that all necessary works highlighted by the fire risk assessment are actioned.

The Facilities Manager shall act as the Responsible Person. Their duties include:

- complying with the Regulatory Reform (Fire Safety) Order 2005;
- ensuring that the annual fire risk assessment is carried out and managing the resulting actions;
- ensuring that all staff are aware of the fire evacuation plan and receive appropriate training;
- ensuring all fire-detection & firefighting equipment, emergency lighting and alarms are serviced and regularly tested. Organising repairs as required.
- liaising with the local authority, fire brigade and other agencies as required.
- organising termly fire drills to identify any gaps in staff training and good understanding and use of the fire evacuation plan.

Review

This policy shall be reviewed annually, in conjunction with the Fire Evacuation Procedures.