

## Candle Safe Use Policy February 2019

**Reviewed by** Green-Guertler, Beate

**Reviewed:** February 2019

**Next review:** February 2020

**Related Policies:** Fire Policy, Health & Safety Policy

### Endorsement

Full endorsement is given to this policy by:

**Name:** Toby Carter

**Position:** Cambridge Steiner School Trustee

**Signed:**



**Date:** February 2019

The use of candles to create a special atmosphere is important within the Cambridge Steiner School (the School). However, it is important to remember that they can be the cause of major fires and serious injuries if not used correctly. Simple precautions should mean that candles can be used safely within the School.

### Choice of candle

Only good quality, slow-burning candles should be used in the school.

### Placing of candles & supervision

Candles must be kept clear of all combustible materials, including flammable decorations, foliage and electrical equipment. Ideally, candles should be placed in metal holders on non-combustible surfaces, such as stone or brick. The Teacher in charge (Teacher) at the time should also consider carefully the location of the candle and whether it should be contained within an appropriate casing eg. lantern, depending on the age of the children.

The Teacher, or their authorised assistant, must be in the room at all times whilst the candle is alight. If the room is vacated, the candle must be extinguished. The Teacher shall ensure that only safety matches or a lighter are used, and that they are kept safely in a place not accessible to pupils, preferably a locked container. Spent matches shall not be returned to the box, but disposed of safely. The Teacher shall routinely make the pupils aware of the danger of fire and instruct them not to interfere with the candle.

### Hand-held candles

Great care needs to be taken when people are given candles to hold, especially where large numbers are involved. Apart from the risk of lighting flammable materials, molten wax can cause burns to skin and damage to clothing, as it is very hot. Purpose-made candles are available, and should be used with proper slide-on drip trays. Where children are involved, even greater care is necessary. Children should be properly supervised, and care taken to ensure that they do not stand too close together and, in particular, not too close behind one another, as there's a risk of both clothing and hair being set alight.

### **Fire extinguishers & blankets**

Fire extinguishers must always be readily available when candles are being used. Water extinguishers are the most suitable for dealing with burning foliage, paper and wood. Staff in charge of candles should ensure that they are familiar with the location of the nearest fire extinguisher before lighting candles.

A fire blanket may be a better way of dealing with certain fire situations. A fire blanket will be available in all rooms where candles are lit, and staff should ensure that they are familiar with its location before lighting candles.

### **Means of escape**

If a fire should start, the School's fire and emergency evacuation procedures should be followed. Staff should ensure that they are familiar with the procedure and the location of the nearest fire exit before lighting candles.

### **Other open flames**

The precautions in this policy should also be followed if and when other open flames are used within school eg. lanterns or torches.