

## Fire Safety Policy February 2019

**Reviewed by:** Isla Lunan

**Reviewed on:** February 2019

**Next review:** August 2019

**Related Policies:** Candle Safe Use 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

### 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 a Fire Marshall and a Fire Officer.
  - Fire Marshall – Elke Van Engeland (Receptionist)
  - Fire Officer – Isla Lunan (Resources Manager)

- 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 Resources 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 Manager or, in her absence, the Receptionist or member of the School Coordination Team whenever a dangerous or potentially dangerous situation is noted.
  - Portable electrical appliances brought on to site must be reported to the School 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 Resources Manager, including ensuring that all necessary works highlighted by the fire risk assessment are actioned.

The Resources 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;
- liaising with the local authority, fire brigade and other agencies as required.

### **Review**

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