

FLITWICK LOWER SCHOOL



Fire Precautions Policy

Rationale

This policy is written in accordance with the Fire Precautions (Workplace) Regulations 1997. It sets out the practical arrangements, equipment and organisation provided within school for ensuring the safety of both adults and children, particularly from fire hazard.

Roles & Responsibilities

Headteacher

The Headteacher is responsible for the following:-

- ◆ Ensuring all staff are conversant with the policy and how to implement it.
- ◆ Ensuring that all fire fighting equipment and alarm systems are inspected annually.
- ◆ Ensuring that fire risk assessments have been carried out and if hazards are identified, then appropriate action is taken.
- ◆ Ensuring that whole school 'timed' fire drills take place on a **termly** basis and any necessary action to improve speed and safety of escape is taken.

Site Agent

The site agent is responsible for the following:-

- ◆ Ensuring that fire alarms are tested on weekly basis and results recorded in the appropriate logbook.
- ◆ Ensuring that all emergency routes and exits are kept clear at all times.
- ◆ Ensuring that fire doors open satisfactorily and are not wedged open.
- ◆ Ensuring that fire extinguishers are properly secured in agreed locations.
- ◆ Ensuring that refuse bins are securely fastened.

Class Teachers

The class teachers are responsible for the following:-

- ◆ Ensuring that they are familiar with the policy for fire precaution.
- ◆ Ensuring that they have read and understood the fire evacuation procedures.
- ◆ Ensuring that they vacate the premises with the children by the safest, shortest route when the fire bell rings.
- ◆ Ensuring that 9999 is dialled in the event of no office staff being present to summon the fire brigade.
- ◆ Ensuring that their children do not leave bags and coats littering the corridors and causing an obstruction.

Office Staff

The office staff are responsible for the following: -

- ◆ Dialling 9999 to summon the Fire Service if fire alarm is raised.

- ◆ Ensuring that the 4+ staff are alerted by a telephone call to evacuate the building immediately.
- ◆ Ensuring that all class registers are brought out into the playground, to the designated evacuation area.
- ◆ Ensuring that all doors are closed on their escape route.
- ◆ Ensuring that the kitchen staff also evacuate promptly

Policy reviewed : March 2007.