



# Leighton Park School

## Fire Safety Policy

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The School will conduct and maintain a fire risk assessment to assist in meeting its obligations under the statutory requirements as specified under:

- The Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005

These obligations are of particular relevance at the time of any consultation with the Fire Authority on subjects that were originally contained within the fire certificate. The School's insurer will require a suitable and sufficient risk assessment to be undertaken.

The fire risk assessment will focus on:

- Identifying potential fire hazards
- Identifying who could be at risk in the event of a fire.
- Evaluating the level of risk from the fire hazards and deciding how effective are the existing controls to eliminate, control or avoid the fire hazards (control measures include: fire safety emergency plan, fire detection and warning systems, means of escape, means of fighting fire, fire safety training and fire prevention measures).
- What needs to be done to mitigate the risk.
- Recording the assessment and communicating information to persons at risk.
- Confirming that an appropriate process is in place to review and monitor the control measures.

The School will also ensure that:

- The Assistant Bursar will be the designated School Fire Officer responsible for the implementation of the policy.
- All fire call points are identified and weekly call point tests (different call point every week) undertaken and recorded.
- Adequate and suitable fire extinguishing appliances are provided and maintained.
- Suitable means of fire detection and signalling of the presence of fire is provided and maintained.
- Adequate means of escape are provided and maintained.
- Suitable signs designating fire fighting equipment and means of escape are provided and maintained.
- A fire logbook is provided and maintained.
- Fire training is provided to employees.

- Evacuation drills are undertaken at all of the School's premises at least twice a year and the results recorded.
- Suitable fire procedures are published in respect of:
  - Action to be taken on discovering a fire.
  - Action to be taken on hearing the alarm.
  - Responsibility of key personnel in the event of a fire.
  - An appropriate number of employees will be trained as Fire Marshalls, at the discretion of the School Fire Officer.

The School will liaise with local Fire Authorities regarding any changes likely to affect the means of escape at the planning stage.

September 2011