

# **RAMILLIES HALL SCHOOL AND NURSERY**

## **FIRE RISK (Prevention) Policy**

### **Safety and suitability of premises, environment and equipment:**

**Providers must take reasonable steps to ensure the safety of children, staff and others in the case of a fire or other emergency procedure.**

This Policy is a summary of the hazards, groups at risk and controls put in place at Ramillies Hall School. A full inspection and Fire Risk Assessment has been carried out by an external agency, Fire Risk Assessment Solutions Ltd, in October 2014, and a report showing its conclusions and recommendations is kept in the School Office.

Overall responsibility for Fire Safety within the school premises lies with the Principals and the Estate Manager.

The Estate Manager will be responsible for the implementation of the requirements of Fire Safety Legislation.

Fire Risk Assessment of premises and appropriate control measures put into place will be overseen by the Estate Manager and undertaken by Fire Risk Assessment Solutions Ltd. A full inspection and Fire Risk Assessment was carried out by an external agency in October 2014, and a report showing its conclusions and recommendations is kept in the School Office.

### **Significant Hazards**

The storage of dangerous chemicals is kept under lock and key, in a safe environment. Key holders are restricted to personnel trained in the safe storage and handling of hazardous / dangerous substances, under the regulations of COSHH.

Main risk of fire arises from:

- Computers and other electrical equipment
- Carpets and curtains
- Books and bookcases
- Pupils' coats and games kit bags
- Kitchen appliances using gas, electric and oil.
- Central Heating Boilers

In addition, there is a risk of blocking of escape route.

### **Groups at risk**

- Pupils
- Teaching staff and Non-Teaching
- Volunteers and temporary staff
- Ancillary staff
- Peripatetic teachers and outside agency workers (eg speech therapists)
- Visitors to the School, including contractors

## **Existing Controls**

- The School has an L1 (British Standard 5839 Part 1) Fire Alarm system, and the alarm is checked weekly in-house by the Estate Manager (a log of this is kept in the school office), and regularly serviced by an external specialist.
- Smoke detectors are fitted in each classroom.
- All electrical equipment is PAT tested, and no equipment that is not PAT tested may be used within the School.
- Corridors are wide enough to give space for pupils to proceed to the fire exits.
- Fire alarm call points, and fire exit signs, are posted at appropriate points, with the sign by the external door illuminated.
- Fire resistant doors with closers and intumescent strips are fitted throughout.
- Fire extinguishers are checked regularly by the Estate Manager to ensure tamper-proof tags are still intact and that labels are in place.
- Gas central heating boilers are serviced annually and all gas appliances are checked and receive a gas certificate.
- Fire Extinguishers are serviced annually in January by Fire Queen. These have luminescent labels which display information about their contents.
- Staff should explain the fire procedure to pupils - this is done termly.
- Fire drills take place termly and recorded in the Fire Book kept in the School Office.
- Staff must emphasise to pupils the importance that fire escape routes must be kept clear at all times.
- Fire procedure notices are displayed in each classroom, next to the door.

## **Fire Safety Information**

The Fire Risk (Prevention) Policy and the Fire Procedure Policy are in the school policy documents in the Staff Room. The fire safety is also conveyed at Staff Induction. Named information on current Fire Marshalls is located around the school, staff room and school office. The fire drill information is in each room throughout the school

Staff training will be repeated periodically in Fire Risk Prevention and Fire Safety.

September 2016