

FIRE SAFETY POLICY

This policy is created to ensure all members of staff including visitors and contractors know what St Alban's Classical Academy's fire procedure is and know how to act in the event of a fire. The Fire Safety Policy is promulgated to the entire school community.

All staff will have annual fire safety training. This training will take place on the first teacher training day of every new school year. The training involves staff knowing what the policy and procedures are according to the EMERGENCY ACTION PLAN. New staff members receive fire safety training during their induction process.

As a school, we recognise and accept our responsibilities as employers to comply with the Regulatory Reform (Fire Safety) Order 2005 (FSO) and DfE guidance 'Health & Safety: Advice on Legal Duties and Powers to:

- A. Assess the risks posed by fire to the Health and Safety of their employees and to anyone else who may be affected by their activities; and
- B. To eliminate those risks, so far as reasonably practicable, or to otherwise reduce those risks to a tolerable level.

On a day to day basis, the responsibility for ensuring that these duties are undertaken will be delegated to individuals within the school (see organisational responsibilities below). The Board of Directors recognises and acknowledges its responsibility to take general precautions to protect the safety, so far as reasonably practicable, of its employees and anyone else potentially affected by its undertaking, against fire and dangerous substances which could give rise to fire and the effects of fire. All staff and school directors need to be aware through induction and annual training of St Alban's Classical Academy Fire Risk Assessment.

The following are the 3 Key documents all staff must be aware of and have regard for:

1. **Fire Safety Policy**
2. **Emergency Action plan (evacuation plan)**
3. **Regulatory Reform (Fire Safety) order 2005 Fire Risk Assessment**

Please note: All staff must be trained on these during induction and complete below test when commencing employment at St Alban's Classical Academy.

Duty	Who's responsible	How Often and action
Fire officer (competent person to carry out preventative measures and to lead emergency action (evacuation plan))	Headteacher or most senior member of Staff in school.	Preventative measures ongoing Once a term fire drill If there is a real fire
Risk assessment training to Staff	Headteacher or Staff induction team member	Annually to staff and each time a new staff member starts employment
Consult employees of preventative measures in place	Headteacher or Staff induction team member	Annually to staff and each time a new staff member starts employment
Visitors and Contractors on site	Reception Staff	Each time a visitor or contractor arrives on site they must see, understand and sign Emergency Action Plan
Children and parents aware of fire procedures	Headteacher, Teachers, and Staff	Children receive a fire drill each term, and the school website updated each year with policies reviewed. All new parents and pupils receive policy information with fire protocol information.
Dangerous substances	Headteacher, Leadership Team, Teachers, and Staff	Ongoing – keep all dangerous substances in locked metal cabinet located in staffroom labelled COSHH and fill in data sheet
Contacting emergency services/sound alarm/registers	Headteacher, Fire Safety Leader, or most senior member of Staff in school. Headteacher or Staff to bring entire school registers out.	Call them from the school phone or mobile. Sound alarm (any staff member that spots a fire). Inform services of dangerous substances. Head calls register.
Training	Headteacher, Staff, and Directors	All staff have annual fire training with knowledge of Fire Policy, risk assessment and emergency action plan. All new staff have fire training during induction.
Maintenance of firefighting equipment, lighting	Headteacher, Staff, and Directors	Annual check for services and repairs and upgrading in line with new legislation.
General care and identification of risk	All Staff	To bring to the attention of operations manager anything that has been identified that may pose a potential risk of fire

Daily Check	Operations manager to follow up with directors	Daily building check to include fire awareness and identification in the safety book to take to directors' meetings to raise health and safety matters.
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Fire Safety Policy Test

What 3 key documents must you know in regards to fire safety?

Where is our assembly point?

What must all visitors and school contractors see, understand and sign when they arrive in reception?

Where are dangerous substances kept?

Who brings out the register?

Who sounds the alarm?

When should my fire training take place?