

# Spalding Parish Church of England Day School

*We are a caring Christian Community built on  
Compassion, Trust, Friendship and Hope*

## Fire Safety Policy



Date of Policy:

December 2015

Date of Review:

December 2017

Adopted by Governing Body:

December 2015

Signed by Chair of Governors:

Melvyn Price

**FIRE SAFETY POLICY**  
**SPALDING PARISH CHURCH OF ENGLAND DAY SCHOOL**

**1) General Statement**

We are a responsible employer and take our fire safety duties seriously. For this reason we have formulated this policy to help us comply with the Regulatory Reform (fire safety) order 2005 (FSO). In compliance with the FSO we will adopt a risk assessment based approach to managing fire safety within our premises. Based on the findings of the fire risk assessment (FRA) we will also create an emergency action plan, which provides explicit guidance to all staff and visitors to ensure that in the event of a fire our premises are safely evacuated.

**2) Employees' Duties**

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with us in complying with any fire precaution or procedure that we may introduce as a measure to protect the safety and well being of our staff and visitors. All employees have a responsibility to make sure they are familiar with the layout of the building, noting where fire exits are and where they lead. They must also ensure the correct use of fire doors, that all fire exits and evacuation routes are clear at all times and that no flammable materials are stored in corridors or any other inappropriate location.

**3) Communications**

We will keep staff informed of any changes that are made to our fire safety procedures and FRA. We will also ensure that all visitors to our premises are briefed on the evacuation procedure, issued with a visitors identification card and supervised by a member of staff at all times.

**4) Fire Safety Arrangements**

We have introduced the following measures in order to maintain high standards of fire safety.

-  A Responsible Person (RP) will be appointed and given sufficient authority to effectively ensure that the following measures are in place and effective.
-  A Fire Risk Assessment (FRA) will be completed. The findings of the FRA will be used to develop appropriate control measures to ensure the risk are reduced to a level as low as is reasonably practicable. The FRA will be reviewed annually or in the event of any significant changes being made to either the premises or the processes completed within it.
-  The fire evacuation procedure will be tested at least annually with a fire drill, the results being recorded in the fire log book.
-  All employees will receive training and instruction on the fire and emergency procedures. All training will be recorded and details retained on the employees personnel files (and the fire log book).
-  Any employee with additional fire safety duties, ie fire marshals or their deputies, will be given training on appointment to their specific duties and refresher training on an annual basis.
-  Any other person identified to be at risk will receive training on the fire evacuation procedures.

-  All exits and emergency routes are to be kept clear at all times. These routes will be properly signed, adequately lit and fitted with fire doors where appropriate.
-  All exits will be fitted with appropriate hardware to allow escape without the use of a key.
-  Where necessary escape lighting will be provided to assist evacuation in the event of failure of normal lighting during an emergency. Escape lighting will be tested on a regular basis as defined in the fire log book.
-  The premises will have appropriate fire-fighting equipment, fire detectors and alarms. Fire safety testing and maintenance of these will be carried out on a regular basis as defined in the fire log book. Alarms will be tested on a set day and time each week.
-  All electrical equipment will be maintained in accordance with the manufacturer's instructions. Faulty or damaged electrical equipment will not be used until it has been repaired and tested.
-  This policy forms part of all employees' condition of employment. Failure to comply with it may be treated as a disciplinary matter.

## **5) Policy Review**

This policy will be reviewed in two years.