

# FERNHURST PRIMARY SCHOOL



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## FIRE SAFETY POLICY (annex D1)



<b>Created</b>	2018 – Appendix D1 of Health & Safety
<b>Responsible Committee</b>	Finance & Resources
<b>Approved</b>	June 2018
<b>Next Review</b>	February 2020

## FIRE SAFETY POLICY

This fire safety policy has been prepared by Mrs Gill Richardson (“the Headteacher”) as the responsible person for the premises known as Fernhurst Primary School to comply with The Regulatory Reform (Fire Safety) Order 2005 (FSO).

The purpose of this policy is to ensure the safety from fire of all relevant persons on, in or in the vicinity of the premises by effective planning, organisation, control, monitoring and review of the preventive and protective measures.

This policy will be used to ensure the provision of suitable and sufficient general fire precautions, assessment of risk and management of necessary fire safety arrangements.

As such the following will be provided;

- The Headteacher is the designated person responsible for fire safety.
- A suitable and sufficient **fire risk assessment** will be prepared, regularly reviewed, and its significant findings acted upon.
- A suitable and sufficient **fire emergency plan** (annex D2) will be prepared, regularly reviewed, and practised by the regular carrying out fire drills.
- All **staff will be trained** to satisfactorily carry out the fire emergency plan, regular fire drills and any other necessary actions to comply with the FSO.
- All staff will be provided with **comprehensible and relevant information** regarding the risks identified from the risk assessment and any other notification of risk, the preventative and protective measures, the fire emergency plan, and the identity of the person nominated to carry out the duties of the responsible person.
- The employer of any other employees, or any other person working on the premises, will be provided with the same information as the responsible person’s employees.
- The Headteacher will appoint 3 fire marshals, in addition to themselves, who will ensure that the school is evacuated in accordance with the fire emergency plan.
- All necessary systems required as part of the general fire precautions (or other general systems or appliances required to be satisfactorily maintained to prevent the likelihood of fire) will be **tested and maintained** in accordance with the relevant code of practice.

Full records of these measures will be kept and made available for audit by the Fire & Rescue Service as required.