The Dales School
North Yorkshire

Health & Safety Fire Safety Policy and Procedures Appendix 7

Person responsible: Ann-Marie Ellis
Adopted and reviewed by the Governing Body: October 26
Review Date: October 27

FIRE SAFETY GUIDANCE

1. General Statement

We are a responsible school and take our fire safety duties seriously. For this reason we have formulated this policy to help us comply with our legal obligations to all building users including staff, pupils and visitors under the Regulatory Reform (Fire Safety) Order 2005.

These include the provision of a safe place of work where fire safety risks are minimised. Due to its importance, this fire safety policy also forms part of our overall health and safety policy.

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 procedures that we may introduce as a measure to protect the safety and well-being of our staff and visitors.

It is NYC Policy to provide fire extinguishers however there is no expectation placed on staff to use them. Staff's priority is to get out and get the children out. NYC only advocate the use of fire extinguishers if:

a) The fire is in its early stages, small and contained ie wastepaper bin sized or
b) The fire is blocking an escape route

3. Communication

We will keep staff informed of any changes that are made to our fire safety procedures and fire risk assessment. We will also ensure that all visitors to our premises are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

4. Procedures

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

- A fire risk assessment has been undertaken which will be reviewed annually. However, more frequent reviews will occur if there are changes that will impact on its effectiveness. These may include alterations to the premises or new work processes.
- The fire evacuation procedures will be practised at least termly.
- Training will be provided as necessary to any staff given extra fire safety responsibilities.
- All new members of staff and temporary employees will be provided with induction training on how to raise the alarm and the available escape routes.
- All escape routes will be clearly signed and kept free from obstructions at all times.
- All fire-related equipment will be regularly serviced and maintained. If any employee notices defective or missing equipment, they must report it to the office or member of the LMT.
- Alarm systems will be tested weekly. Staff will be told when a test in scheduled.
- Any other safety systems will be checked regularly to ensure correct operation, where necessary, e.g. emergency lighting.
- This policy forms part of employees' conditions of employment. Failure to comply may be treated as a disciplinary matter.