

# Elmsett C. of E. V.C.P. School

## Fire Drill/Safety Policy

---



## Document Control

---

Updated:	October 2016
Person responsible:	Headteacher
Written by:	Headteacher
Monitored by:	Headteacher
Reviewed by:	Resources Committee
Next review:	Spring 2020 or as needs dictate
Adopted on:	
Signed:	

# Contents:

---

1. Fire Procedures.....	3
-------------------------	---

# 1. FIRE PROCEDURES

A fire risk assessment takes place every two years. This is incorporated into the general Health and Safety risk assessment.

The fire risk assessment is reviewed whenever significant changes to the premises or the use of the premises are planned.

Notices detailing the fire evacuation procedure (for both the school and village hall) and assembly points are placed around the school, with one in every classroom. Arrangements have been made for people who may need assistance for example, wheel chair users to evacuate the building(s) in an emergency. A personal evacuation plan must be written for any person requiring assistance to evacuate the building.

An evacuation practice is carried out at least once per term (to cover part time staff).

An annual inspection takes place by Chubb to ensure all fire extinguishers have been examined. They are also checked weekly by the custodian to make sure they have not been tampered with.

All staff are trained by Safety Boss in the use of fire fighting equipment and other techniques to enable them to deal with a situation where a person's clothing is on fire.

All staff are adequately trained in fire extinguisher use to enable them to escape in an emergency.

The electric fire bell is tested weekly to ensure its effectiveness in the case of a fire.

The details of the alarm and other tests, evacuation drills and fire precautions training are recorded in a log book which is kept in the school office.

Routine checks are undertaken daily by the Custodian of all fire exits and doors. When a public event is being held (plays, parents' evenings etc) fire exit route doors are checked specifically.

The health and safety governor carries out termly checks following the inspection carried out by Safety Boss.

Most recent Fire Risk Assessment attached.