



Monksmead's Fire Policy

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Introduction:

The fire policy for Monksmead is framed in compliance with health and safety legislation; The Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1992, the Fire Precautions (Workplace) (Amendment) Regulations 1999 and the Regulatory Reform (Fire Safety) Order 2005. This Fire Policy is approved by the school governors and is subject to annual review by the governing body to ensure that the school continues to operate in a safe manner.

Visitors and Contractors:

It is a requirement for all contractors to read this policy document and for them to sign to confirm that they have done so. Visitors to the school will be provided with the 'Fire Drill Procedures' leaflet. This can be found in the school foyer.

For contractors any hot works which you may be required to carry out can only be started on the express permission of the site manager Jim Morris or in his absence Mrs Bub. This permission will be recorded in a book (Hot Works Permission Book, located in the school office), your work area will be periodically monitored and you may be required to supply a suitable extinguisher for the duration of your works, if the school deems this to be necessary. On completion of the work you must inform the school so that we can check that there is no ongoing hazard.

Evacuation Procedure:

The school has an Evacuation Procedure (Monksmead School Fire Plan) which details the actions which staff and students are to take in the event of a fire alarm. This procedure is displayed prominently around the school and in particular adjacent to every break glass fire call point.

In event of fire:

If the fire alarm sounds you are to move calmly from the building by the nearest exit and make your way to the fire assembly point - this is where a roll call will be taken. No-one may enter the building until a check has been conducted and the school is certain that it is safe to enter. This decision can only be made by Mrs Bub (or Mrs Kelly in her absence) and this decision is on the advice of the site manager Jim Morris (or duty fire warden Mrs Rose, in his absence).

Fire Assembly Points:

- Nursery, Squirrels and Reception assemble in the front playground
- KS1 & KS2 assemble KS1 playground

Recording and Monitoring:

The evacuation will be monitored and any issues recorded in the Fire Protection Log Book. The evacuation is expected to be completed in 3 minutes or less. In the event that it is confirmed to be a real event rather than a false alarm the fire brigade will be called by Mrs Bub or Mrs Kelly or a designated person in their absence.

In order to ensure that the fire systems are likely to operate effectively regular and periodic checks are carried out to the fire alarm system itself, to the emergency lighting, and to the fire extinguishers.

- Fire Alarm System – yearly
- Call points – weekly
- Emergency Lighting - monthly
- External monitoring of call points and smoke detectors – six monthly

The checks are carried out by school staff and by suitably qualified fire engineers. All of this test information is recorded in the Fire Protection Log Book and is in accordance with the prevailing fire safety recommendations. A Fire Risk Assessment has been completed and is reviewed annually by the school's governing body.