



Dated: March 2023

Review Date: March 2024

### **Fire Safety and Fire Risk Assessment Policy**

Designated Fire Safety Officers have the responsibility to ensure that all staff and volunteers are made aware of the following procedures at the start of their induction period.

The Manager of the school will appoint a designated Fire Safety Officer (please see notice board for names of designated fire officers).

Our school complies with the Regulatory Reform (Fire Safety) Order 2005, which came into force in October 2006. It demands that a specific fire safety risk assessment is undertaken for every workplace, bringing fire safety into line with other health and safety legislation.

Designated Fire Safety Officers are responsible for:

1. Producing a fire risk assessment based on The Department of Communities and Local Government 5 step guide: [www.communities.gov.uk/documents/fire/pdf/151102.pdf](http://www.communities.gov.uk/documents/fire/pdf/151102.pdf).
2. Identifying potential fire hazards.
3. Deciding who, in the event of a fire, might be in danger in the workplace or while trying to escape from it, and note their location.
4. Evaluating the risks arising from the hazards and deciding whether existing fire precautions are adequate or whether more should be done to get rid of the hazard or to control the risks, e.g., by improving the fire precautions.
5. Recording the findings and details of the action taken as a result and telling employees about the findings.
6. Keeping the assessment under review and revising it when necessary (at least once a year).
7. Recording and sharing with colleagues/Managers: fire risk assessments, fire drills, incidents and any findings and actions identified.
8. Instructing and training relevant people/colleagues on fire procedures and the use of firefighting equipment.
9. Carrying out regular (at least once per half term) fire drills to allow all children and adults to experience the evacuation process. All fire drills will be recorded and evaluated

The setting will contact their local Fire and Rescue Service for further advice and guidance.

**General Fire Prevention Precautions:**

- Ensuring that PowerPoints are not overloaded with adaptors.
- Equipment will be properly maintained and inspected in accordance with the manufacturer's instructions. All electrical toys and equipment are subject to PAT (Portable Appliance Testing) regularly.
- Ensuring that the school's 'No Smoking' policy is always observed.
- Checking for frayed or trailing wires.
- Checking that fuses are replaced safely.
- Unplugging all necessary equipment before leaving the premises.
- Storing any potentially flammable materials safely.

All staff are aware of the location of all fire exits, the fire assembly point and where fire safety equipment is stored. Where possible, staff will be trained to use basic firefighting equipment such as extinguishers and fire blankets. In the event of a small fire, staff will only attempt to put out if they feel confident to do so and they or others are in no imminent danger.