



# Heathside Preparatory School

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## FIRE SAFETY POLICY

The prevention of fire is of vital importance. Most fires are caused by carelessness and ignorance. It is the responsibility of all personnel to become conversant with these instructions.

Upon outbreak of fire the saving and preservation of life takes precedence over the salvaging of property. A member of staff's first duty is to look after the children and this will mean the evacuation of the building. No attempt should be made to fight the fire until their safety is ensured, and then without exposing any person to risk.

### Fire Risk Assessments

An annual risk assessment will be made by the Health and Safety team, or when changes are made to the building; whichever is first. It will:

- Review the evacuation plan and instructions
- Look at the past year's records of fire practices
- Ensure the provision of adequate training
- Review the Fire Risk Assessment sheets
- Review the provision of instruction to students or visitors to the building
- Identify any person especially at risk in a case of fire (e.g. an person with sensory or mobility impairments) and make plans to include their safe evacuation

### Training

Every member of staff will receive instructions in fire precaution during induction. The training will be recorded in the fire logbook. All members of staff will receive refresher training every 12 months.

Students and visitors will be instructed at the beginning of their attendance.

### Fire Drills

Fire drills will be carried out once a term. This will include a simulated evacuation drill. When a fire drill is held it will be recorded in the fire logbook.

## **Testing of Fire Alarm System**

The fire alarm system will be tested each week and recorded in the logbook.

## **Emergency Lighting**

The emergency lighting will be tested each week and recorded in the logbook.

## **Emergency Exits**

All emergency exits are to be kept clear and free from obstruction at all times.

## **General Fire Safety**

All staff will make it their responsibility to ensure:

- That the room(s) they work in are left safe at the end of the school day and that exits are closed.
- Fire doors will not be propped open
- Tops and fronts of heaters are kept clear
- There is 1 metre clearance to the routes of exit doors
- Displays above heaters are securely fixed
- Combustible materials (paper, card, fabrics etc) are not stored near to sockets or lights
- Unnecessary lights or electrical appliances (Computers, printers, TV and video, fans, laminator, etc) are switched off and where possible unplugged.
- All electrical items, plugs and cables are checked each year

## **Smoking**

Smoking is not permitted in or around the school under any circumstances.

## **Roles and Responsibilities**

It is the responsibility of the headteachers to ensure that fire safety policy is reviewed regularly, kept up to date and upheld. This includes meeting with fire safety officers and ensuring that all the above points are carried out as intended. The headteachers make a firm commitment to uphold the fire safety policy.

The headteachers may delegate certain routine tasks to other members of staff - this will be recorded in the logbook.

