



St John's School, Marlborough FIRE SAFETY POLICY

Policy Statement:

The Excalibur Academies Trust will undertake all necessary action to prevent the risk of fire and the consequential loss should such an event occur.

Management of fire risks will be undertaken in such a way as to prevent injury or ill health to employees, students, visitors, contractors and others who may be affected by the activities of the School.

Aims/Objectives:

- To ensure compliance with all relevant legislation.
- To ensure effective liaison with the local fire authority where appropriate.
- To undertake suitable and sufficient fire risk assessments of all premises and activities within premises.
- To identify and implement reasonably practicable control measures to control risks from fire.
- To conduct regular emergency evacuation drills (as per emergency evacuation procedures) and testing of emergency equipment.
- To conduct regular fire safety inspections.

Responsibilities:

- The person responsible will ensure that the appropriate policies, procedures and audit protocols are in place and reviewed annually.
- The Strategic Leadership Team will ensure that these policies and procedures are implemented and adhered to on a sustainable basis in their areas of strategic responsibility.
- Line Managers will ensure that these policies and procedures are implemented and adhered to on a sustainable basis in their area of responsibility.
- The person responsible will ensure that an appropriate system for carrying out fire risk assessments is in place and will ensure that suitable and sufficient fire risk assessments are carried out on all premises and activities within the premises.
- The Site Manager will ensure that action plans, fire precautions and evacuation procedures, resulting from fire risk assessments, are implemented and control measures for controlling the risk from fire are maintained.
- The Site Manager will ensure that regular inspections are carried out on control measures to ensure their continued effectiveness:
 - Fire Alarms and Emergency Lighting – tested at appropriate intervals
 - Emergency Lighting – full maintenance check annually by a qualified electrician
 - Fire Extinguishers – serviced annually
 - Keeping records of all checks, services and drills.
- The responsible person will ensure that audits are carried out periodically to ensure the effectiveness of control measures.
- Employees, students, visitors, contractors and others will ensure they participate as requested in the fire risk assessment process and will ensure they comply with the arrangements made to control risks from fire hazards.

Arrangements:

- Assessments will be recorded on appropriate Fire Risk Assessment documentation.
- Records of the assessments will be held by the responsible person. Assessment records will be made available to staff for information and be available for health and safety audits.
- Directors / Line Managers will liaise with the Premises Department when planning structural alterations or the introduction or amendment of control measures in relation to fire safety.

Evacuation procedure:

See separate Evacuation Procedure document.