

Reviewed: January 2024

Next review date: January 2025



## St Laurence C E Primary School

### Fire Protection Policy

The “responsible person” for fire protection is the headteacher assisted by the school’s deputy headteacher, the school’s Caretaker, the school’s “safe school” committee and the governors with responsibility for health and safety.

#### **Fire Prevention.**

- Areas will be kept clear of rubbish and waste.
- There will be an annual check of all electrical equipment.
- At the end of each school day the Caretaker will inspect the building for security, possible causes of fire and ensure that doors are closed.
- Fire extinguishers will be available throughout the school.

#### **Fire Equipment Maintenance / Fire Drills**

- Fire extinguishers will be maintained annually.
- The caretaker will maintain a regular programme to check the fire alarm system.
- All fire escape routes will be kept free of obstruction and clearly labelled.
- All emergency doors will be unlocked during the school day.
- Emergency routes will be well signed.
- Each class room will have fire instructions clearly displayed.
- Fire drills will take place each half term at different times during the day and a record kept.

#### **Training**

- All personnel will be trained in evacuation procedures.
- All personnel will be informed of the situation of break glass fire alarms, fire extinguishers, fire blankets and emergency exits.
- An ongoing programme of using fire fighting equipment will be maintained.

Fire Risk Assessments will be reviewed annually (January).