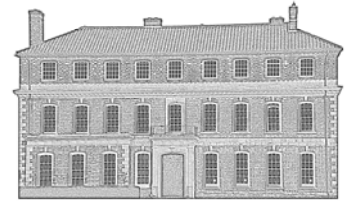


WINDLESHAM HOUSE SCHOOL



FIRE POLICY

Reviewed: January 2011

Policy Ref: 053

Windlesham

- 1) Most fires originate in and involve the contents of buildings as well as processes and activities carried out in the building. Fire can be dealt with effectively by putting good systems in place.
- 2) All Staff are responsible for maintaining fire safety by avoiding creating fire hazards with either flammable materials or sources of ignition. Fire exits doors, stairways and routes must be kept clear and free from obstructions at all times. No combustible material shall be stored or allowed to accumulate in the stairway enclosures and emergency fire exits are to be kept clear at all times.
- 3) The Bursar, as the appointed competent person, supported by the Facilities Manager, Property Manager and members of the Senior Management Team, is responsible for ensuring the School complies with fire regulations for the buildings and general requirements for good fire protection, to include the following:
 - a) Completion and maintenance of a thorough fire risk assessment of the premises and activities to determine any existing fire hazards and necessary precautions.
 - b) Maintenance and testing of fire detection, emergency lighting, fire alarms and suitable fire fighting equipment in sufficient numbers and at locations determined by the fire risk assessment.
 - c) Provision of fire exit routes suitable for the number of persons who may have to use them, with appropriate signage to lead people to a designated place of safety.
 - d) Records of maintenance and testing are to be kept by the Facilities Manager and reviewed at least four times a year by the Bursar.
 - e) Sufficient fire extinguishers, suitable for the risks involved, are to be sited at appropriate locations throughout School premises. These are to be regularly serviced and maintained as recommended by the manufacturers. Training in the use of the equipment is to be given where appropriate and all Staff instructed to only fight a fire with the equipment provided if it is safe to do so and never to take risks.
 - f) All Staff, pupils, contractors and other users of the School premises are to be made aware of the fire evacuation procedure during induction and advised of the location of fire fighting equipment, fire exits, alarms and assembly points. Staff should adhere to the Fire Action Notices displayed in School buildings. A reminder of the fire arrangements is to be given at the beginning of each term to all pupils and Staff, particularly boarders.
- 4) Staff are responsible for ensuring that pupils in their care and any visitors they are hosting are escorted out of the building to the appointed assembly point when the fire alarm has been sounded or in any other emergency. All Staff must take charge of any unsupervised pupil.
- 5) The Headmaster and Bursar are to make specific arrangements for anyone with special needs.
- 6) Regular evacuation drills will take place (at least termly) to familiarise the workforce, pupils & visitors and test the suitability of the arrangements.
- 7) This policy also applies to our Early Years Foundation Stage and after School care.