



Bell Lane Academy

Fire Safety Policy

Updated November 2016
Review date November 2017

Introduction

Responsibility for fire safety in schools is shared between the Governing Body and the Headteacher. Between them, these parties must ensure that fire precautions at the academy comply with all relevant fire safety legislation.

The safety of all children, visitors and staff at Bell Lane Academy is paramount. The Headteacher, and nominated staff, will ensure procedures are in place for the safe evacuation of children, visitors and staff, including those who may be disabled, from the academy.

Note: the safe evacuation of the academy is not the responsibility of the fire service.

This policy includes a detailed fire safety plan of procedures to follow in case of fire.

Protective Equipment - Fire Extinguishers and Fire Blankets.

Fire fighting equipment is provided throughout the academy buildings. Only persons who have received training in the use of extinguishers and blankets should attempt to use them. Extinguishers should only be used by the trained staff if the fire is minor and can be tackled without putting those staff at risk. It has been recommended by the Fire Officer not to tackle the breakout of any fire, minor or otherwise. The recommended policy is to telephone the fire brigade and exit the building as quickly as possible.

Inspection Procedures

Regular inspections of fire safety equipment, exit routes etc will be carried out by the contractors (CHUBB) in accordance with the details in the Health and Safety / Fire Precautions log book. Any defects or shortcomings should be brought to the attention of the Premises Manager who will ensure the arrangements for replacement or replenishment. If any extinguishers are not fixed securely on the wall please inform the Premises Manager.

The Headteacher and Governing Body are responsible for health and safety in the academy. They will complete a fire risk assessment and implement the control measures identified. Review of the fire risk assessment takes place annually if no modifications have taken place in the building within 12 Months. Fire alarm tests will take place at regular intervals. An evacuation exercise will take place at **least** once a term and as soon as possible after any new intake of pupils is admitted to the academy. A record will be kept of the results by the Headteacher.

The **Premises Manager** has responsibility to undertake regular inspections of all fire fighting equipment to ensure that they are in the correct location and have not been tampered with. Extinguishers are fitted with a tag that will drop below the level of the trigger-grip if they have been tampered with.

Daily visual checks will be carried out by **The Premises Manager** as follows:

- On the physical state of fire extinguishers.
- Checking that the exit routes are free from obstruction and are left unlocked.
- Reporting all defects to the Headteacher, who will ensure that remedial action is taken.

Fire alarms

These are tested regularly by the Premises Manager who will activate a different call point each time and log any faults. These faults must be reported immediately to the Trust/local authority.

Regular annual checks of all fire extinguishers will be undertaken by local Contractors (CHUBB) and will be recorded on each extinguisher.

Good Housekeeping within the academy (excludes Kitchen)

- Staff visually check all electrical equipment before use.
- All electrical equipment has a yearly PAT test.
- Extension Leads with various outlets (reel) are fully unwound when in use.
- Fire doors/fire exits are not obstructed and remain closed at all times.
- Matches and lighters are only stored in the main academy office.
- Cleaning Materials are stored in locked rooms.
- Storage of all “back up” software off site or in fire protective cabinet.

Note: Most fires occurring during school/academy hours start in storerooms or cloakrooms.

Unexpected Explosions

In the event of an unexpected explosion office staff and the headteacher will instigate a controlled evacuation immediately. Children, staff and public will be directed away from the site of the explosion. The Police and Fire Brigade will be summoned and the ambulance service alerted by the office staff. In addition the scene of the explosion will be cordoned off. The academy will implement a separate emergency plan to manage unexpected situations including explosions whether on site or nearby.