



## Fire Risk Policy

This policy applies to all pupils and staff of Abbot's Hill, including EYFS.

### 1. Introduction

- 1.1 The school's Fire Risk Policy is to ensure that pupils, staff and visitors, together with the fabric of the school, are protected at all times.
- 1.2 The school has a separate Fire Emergency Policy & Evacuation Procedure, Fire Risk Assessment and Critical Incident Policy.

### 2. Checks Made and Records Kept

- 2.1 Weekly checks of the fire alarm system are made and recorded by the Facilities Manager.
- 2.2 Fire Alarms and Smoke Detectors are checked at least annually by a competent engineer and records of checks are kept by the Facilities Manager.
- 2.3 Fire Extinguishers are checked regularly by the Facilities Manager and serviced annually with appropriate records kept.
- 2.4 A full Fire Risk Assessment by an external safety consultant is in place which is reviewed annually by the Bursar in conjunction with the Facilities Manager and Health & Safety Co-ordinator. The risk assessment includes an assessment of the risks posed by dangerous substances such as flammable liquids at the school.
- 2.5 Unannounced Fire Drills are held each term as a minimum. Records are kept, including any action taken.
- 2.6 Fire Procedures are reviewed at least annually.
- 2.7 Visual inspections of the premises are made routinely by the Facilities Team to include signage, notices and fire detection systems.
- 2.8 The termly Health and Safety Meeting includes a review of Fire Safety and any actions arising from the review of Fire Drills.

### 3. Training

- 3.1 All staff are provided with fire safety training when they join the school and their training is updated regularly as required.



3.2 Fire Wardens are appointed for each building and undergo training, as appropriate.

#### **4. Risk Assessments**

4.1 Risk Assessments for each room and activity are carried out each year and compiled into a risk assessment register maintained by the Health and Safety Co-ordinator.

#### **5. Responsibility**

5.1 The Governors, on behalf of the school, have overall responsibility for Fire Safety.

5.2 The Bursar has day to day delegated responsibility for the Fire Safety of the school and reports directly to the Head and Chairman of the Governors. The school is supported by external fire safety consultants.

#### **Signed**

Issue Date: October 2020

Review Date: October 2021 or earlier if major change

A handwritten signature in black ink that reads "K. Gorman".

Mrs Kathryn Gorman  
**Head**