

# Policy on the Prevention of Fire Risks

## Purpose

This document contains information and guidance to ensuring adequate fire prevention measures are in place across the School.

St Joseph's Preparatory School acknowledges that the Regulatory Reform (Fire Safety) Order 2005 applies to all school premises. Further to this, the Headteacher will ensure that a regular Fire Risk Assessment is completed for the school, ensuring that it is kept available for inspection as a working document.

## Responsibility

The policy is maintained and reviewed annually by the Headteacher in conjunction with the Fire Safety Officer. Input from all staff will be necessary.

## Risk Assessment

This risk assessment is considered to be a key document in advising the School and its staff on fire risk prevention and the precautionary arrangements required to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005. The Headteacher will ensure that actions identified as a result of the review are implemented within a reasonable and practicable timescale to ensure that fire risks are minimised as far as possible. Any high priority / priority actions must be addressed within 24 hours of receipt of the report.

## Fire Hazards

The following general fire hazards must be considered on the School site:

1. Electrical equipment
2. Smoking
3. Flammable and combustible substances
4. Arson

1. Electrical equipment

Annual PAT assessment on a rolling programme.

Electrical equipment should be switched off when not in use – staff and pupils reminded.

Extension cables must not be plugged into other extension.

Electricity and electrical equipment is reviewed as a hazard within general School risk assessments.

2. Smoking

The School is a no Smoking site.

3. Flammable and combustible (dangerous) substances

Flammable and or combustible material are stored in accordance with COSHH

Where appropriate, staff are provided with regular COSHH training

Flammable and combustible materials throughout site are stored securely and inspected regularly by members of staff responsible. All containers and storage are clearly labelled

Staffordshire Fire and Rescue are aware of the location on site of dangerous substances and have it marked on their site plan

#### 4. Arson

Site security is regularly reviewed and monitored by a security guard. All rooms have motion detectors.

Visitors to site are asked to sign in at the Reception.