

# The Saint Benedict Academy

## Fire Safety Policy

Date of Policy	18 <sup>th</sup> Jan 2018
Edited by	M McCowen - 01/12/2018
Date approved by Trustees	19 <sup>th</sup> December 2019
Review Date	December 2020

The Trustees or those appointed by them for those specific tasks will:

- Carry out a Fire Safety Risk Assessment (and review it annually). This will consider things such as: fire evacuation procedures, fire detection and warning systems' checks, fire safety training, sources of ignition and housekeeping inspections. Also it will consider who will be especially at risk.
  - Record the Fire Risk Assessment and review it annually
  - Take action on any points raised by the fire risk assessment by removing or reducing the risk from fire, as far as is reasonably practicable, and provide general fire precautions to deal with any possible risk left.
  - Ensure that fire escapes are clear, easily opened and well signed.
  - Ensure that checks are carried out on fire-fighting equipment, emergency lighting, fire alarm and detection systems.
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- Have a fire evacuation plan and review it annually.
  - Ensure that all staff are familiar with the fire evacuation procedures, the location of fire exits and the significant findings from our fire risk assessment including escape routes, fire-fighting equipment and fire alarm and detection systems.
  - Organise regular fire drills (at least once a year) to practice the fire evacuation plan and record any findings from this.
  - Make sure adequate arrangements are in place for disabled pupils, employees and visitors, including personal evacuation plans
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- Encourage all staff to report any suspected fire safety hazards, risks or unsafe situations they identify. These might include poor housekeeping, unsafe storage of flammable materials and blocked or locked fire exits
  - Take precautions to avoid arson, such as not placing rubbish skips adjacent to the buildings