

# OLDHAM HULME GRAMMAR SCHOOL

## FIRE PREVENTION POLICY

*This policy is applicable from EYFS through to year 13*

### **Aim**

To eradicate or minimise the risk of fire in all buildings.

### **Purpose**

- To ensure procedures are in place to eradicate or minimise the risk of fire in all School buildings.
- To ensure all staff, students and visitors are made aware of risks from fire and appropriate courses of action to take.
- To conform with all fire regulations.

### **Procedures**

- Fire risk assessments to be completed on all buildings and reviewed biannually or when any material changes to buildings occur.
- Practice fire drills to be conducted once termly in all buildings and recorded on a fire evacuation form (Appendix A).
- Fire extinguishers will be placed in suitable locations in every building.
- All fire equipment to be regularly serviced.
- Fire alarms in all buildings to be tested weekly and serviced annually.
- Waste paper bins will be emptied daily and the waste stored outside the building.
- Buildings to be regularly inspected to ensure the storage of combustible materials is kept to a minimum.
- All new staff to be inducted on fire evacuation procedures.
- All staff to be given annual fire training sessions.
- All Science department flammable products to be stored separately in lockable flame proof storage cabinets in Prep rooms.
- All cleaning flammable products to be stored in locked cleaning cupboards.
- Fuel for Grounds equipment to be stored in accordance with The Petroleum (Consolidation) Regulations 2014 (PCR), the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR) and be kept in a safe locked store.
- Bin store shutters are locked when the School is closed.
- Where smoke or heat detectors are installed, they shall be maintained and tested in accordance with British Standards.
- Relevant specialist equipment is subject to a fire risk assessment.
- Fire-doors and their ironmongery are checked daily and maintained as appropriate.
- All means of escape doors on escape routes are unlocked in each building when it is occupied.

### **Responsibility**

- All aspects of Health and Safety are overseen by the Director of Finance and Operations
- All staff in the organisation will be responsible for adhering to this policy.

**Fire Prevention policy reviewed March 2023**

**Next Review Due: March 2024**

**OLDHAM HULME GRAMMAR SCHOOL FIRE EVACUATION RECORD**

<b>DATE:</b>	<b>TIME:</b>
<b>BUILDING: MS DH HC EC AB TH</b> zone card number(s) not returned (if applicable)	
<b>REASON FOR EVACUATION</b>	
<b>APPROXIMATE TIME TO EVACUATE</b>	
<b>COMMENTS</b>	
<b>FURTHER ACTIONS REQUIRED</b>	
Name.....	Signature.....