



CROYDON HIGH SCHOOL FIRE RISK POLICY

Policy Reviewed: July 2017

Next review: July 2018

Responsibility: DFO

**This policy informs practice in the Senior and Junior School including the Early Years
Foundation Stage**

Introduction

Croydon High School recognises that fire can have a devastating effect on life as well as the School's business and activities. The risk of fire and its consequences will be reduced if this policy and its supporting procedures are followed.

It is the policy of the school, so far as is reasonably practicable, to:

- safeguard all persons on the school premises from death or injury in the event of fire
- ensure pupils, members of staff, visitors and contractors can be safely and quickly evacuated
- identify and implement control measures to prevent incidents of fire occurring
- initiate prompt and effective action in the event of an incident and to limit the spread of any fire
- minimise the potential for fire to disrupt teaching and routine School business, destroy unique materials, damage buildings and equipment, and harm the environment.
- conduct regular fire evacuation drills and testing of emergency equipment
- comply with the requirements of legislation relating to fire and fire safety.

In particular, the School will ensure that:

- its premises are subjected to a fire risk assessment and where risks are identified, action is taken to implement appropriate control measures and remove the risk or reduce it as far as is reasonably practicable. All fire risk assessments will be regularly reviewed especially in light of alterations to buildings or changes in building use.
- measures are taken to protect buildings, installations and equipment from fire, including arson attacks, commensurate with the risk to life and appropriate to the value of teaching assets. This includes (but is not limited to) the provision of means

of escape, adequate emergency lighting, means of giving warning and of fire fighting.

- all new buildings and refurbishments are designed, specified and constructed in accordance with all relevant fire safety legislation.
- maintenance of buildings is designed, specified and carried out in accordance with all relevant fire safety legislation
- effective management procedures are in place to respond to any fire or emergency and to deal with the aftermath.

9.3

Responsibilities

Heads of Department:

- Take responsibility for ensuring as far as is reasonable practicable the safety of pupils, staff and visitors in their departments, and
- In the case of a fire drill or alarm, the complete evacuation of their departments

Sports Club Manager on duty:

- Take responsibility for ensuring as far as is reasonable practicable the safety of sports club members, sports club staff and visitors
- In the case of a fire drill or alarm, the complete evacuation of the Sports Club

Head's PA:

- Call out the fire service as soon as the fire alarm is activated on all occasions other than pre-arranged fire evacuation drills

Premises Officer / Caretaker:

- Ensure clear fire emergency action instructions are displayed in all buildings
- Test the fire alarm bell at 7.30am every Tuesday morning
- Direct the fire brigade on arrival at school to the area of the fire as indicated on the fire alarm control panel.

Contractors' staff:

- Take responsibility for being aware of the fire procedures that apply at CHS
- In the event of the fire alarm sounding, contractors' staff must leave the building immediately
- Each contractor's senior member of staff on site must check all his firm's staff have evacuated the building safely and report this to the Fire Officers as soon as possible.

All staff and girls must:

- co-operate with managers and supervisors, and those with fire safety responsibilities.
- ensure they know what to do in the event of fire, leave equipment in a safe condition, and be familiar with escape routes from their work location.
- consider the risk of fire from their activities and reduce or control that risk.

- not interfere with or abuse any equipment provided for fire safety.
- check during the weekly alarm tests whether the fire alarm is audible in their areas of work and report any deficiencies
- if disabled, be familiar with their personal emergency evacuation plan and take responsibility for keeping it up-to-date

Internal Monitoring

Fire safety arrangements and systems across the School site will be subject to regular monitoring. This will be done through fire risk assessment by the GDST Health and Safety

9.4

Adviser and general inspections of buildings by the Premises Manager and caretaking staff, and through formal audit and monitoring processes. Appropriate records will be kept.

Fire safety Training

All staff should attend an induction session and must receive fire safety training annually. The Fire Officer will maintain a record of all attendance at fire training sessions and will monitor attendances to ensure all staff receive adequate training. Training for staff should ensure those who attend are confident and sufficiently well informed to raise the alarm, carry out evacuation procedures, know all available escape routes and be familiar with fire fighting equipment. Fire evacuation drills will take place at least once every term.

Smoking

No smoking is permitted on the grounds or in the buildings at Croydon High School. No smoking signs are displayed at the main entrances to the site and in the coach parking bay.

Consequences of Non Compliance

Non-compliance with the School's Fire Risk Policy will be viewed as a serious matter and grounds for action under the School's disciplinary procedures.

Review and Update Arrangements:

This policy will be reviewed annually by the Director of Finance & Operations and revised or updated as necessary.

