



## Fire Safety Policy

## **Rosemary Works School Fire Risk (Prevention) Policy**

Our Fire Safety Policy is designed to outline our approach to minimizing the risk of fire breaking out on the premises; ensuring that our fire fighting equipment is properly maintained; ensuring that all staff and children at the school know what to do in the event of fire.

All employees must cooperate with the school to ensure the workplace is safe from fire and free from its effects and must not do anything that will place themselves or other people at risk.

### **Management**

1. Semira Asfaw is the 'competent person', responsible for ensuring the school has effective procedures for the prevention of fire, and of protective measures.
2. All staff have a Fire Safety Briefing when they join the school.
3. All staff have annual Fire Safety Training.
4. The school has named, trained Fire Wardens to assist in evacuating the building in the event of fire.
5. The school conducts an Annual Risk Assessment, that is reviewed annually, or more frequently if required. Every 5 years the Risk Assessment is carried out by a specialist external organisation
6. The school ensures that all Fire Safety Equipment is regularly tested and maintained by a competent person.

## General

1. We hold a fire drill at least once a term when as many staff and children as possible are on site. The drill is timed and we always feed back to staff after the drill, drawing attention to any matters for concerns that may have arisen.
2. Escape routes are clearly signposted.
3. All staff understand their responsibility for preventing and reporting fire risks and hazards and understand the importance of maintaining unobstructed fire exits.
4. In each room there is a 'Fire Action' procedure posted with instructions for what to do in the event of fire.
5. The Fire Risk Assessment is conducted and reviewed regularly to identify and eliminate avoidable or unacceptable risk, or to minimize unavoidable risks. An action plan is drawn up based on the findings and is shared with all staff.
6. Our portable electrical appliances are tested regularly by a qualified technician.
7. Our cook and kitchen assistant are advised about extra fire risks and have their own fire fighting equipment.
8. We regularly update a Fire Log Book to record fire equipment tests and replacement. We also log fire drills and incidents of concern.
9. Prior to the Fire Drill, the children are advised of Fire Safety Procedures in an assembly, and these are reinforced during the drill.
10. As part of his daily routine, the caretaker will remain vigilant for fire risks, and obstructions to escape routes, and remove where necessary.

11. Our fire fighting equipment is checked regularly and maintained by a specialist company.
12. Consideration is given to the risk of fire when conducting works to the building, and risk assessments are carried out for special circumstances.
13. Flammable liquids are avoided where possible, or kept stored in a locked room away from sources of ignition.
14. Consideration is given to the needs of all individual children and staff in evacuating the building, bearing in mind, age and physical and mental disability or ability.
15. Our Fire Safety policy and procedures are audited and reviewed annually by the Board of Directors.

**Policy reviewed by:**

**Semira Asfaw**

**Date 27 February 2025**