

# Stoke College

## **Fire Safety Policy** – applicable to all members of the school including those in the EYFS setting

Stoke College makes use of the services of “Park City Consulting Ltd” with respect to Health and Safety (including Fire Safety).

All files and documents relating to Health and Safety (including Fire Safety, the elimination or reduction of risks from dangerous substances) are kept in the Bursars Department where they are available for inspection.

Relevant Documents include:

Health and Safety Manual – audited April 2010

Fire Emergency Plan – April 2009

Fire Risk Assessment – Reviewed March 2010

- The fire risk (prevention) policy includes full procedures to be followed to eliminate or reduce the risks from dangerous substances. This policy is reviewed and updated annually, is monitored by the Health and Safety Committee and presented to the Governing body.
- The Head of Maintenance (as the responsible person, in conjunction with Park City Consulting Ltd) will review the fire procedures and their effectiveness annually, and staff receive appropriate training usually annually.
- All staff and visitors to the school sign in on arrival and are checked in the event of a fire or fire drill. Staff will receive regular updates on fire procedures. Information for visitors is displayed on the reverse on the visitor badge.
- Fire drills are undertaken at regular intervals, usually once a term, day and night, and recorded by the responsible person. College fire procedures make it clear who is responsible for contacting the emergency services.
- The responsible person is trained to act as a fire marshall, and has the knowledge and expertise to undertake preventative and protective measures (including fire fighting) and overseeing evacuation.
- Full checks and maintenance on fire alarms and extinguishers are undertaken annually or more frequently if the school is advised that this is necessary. All checks and maintenance are recorded. The building is checked annually as part of Park City’s Health and safety audit.
- Fire safety information is provided annually at the start of the school year during the autumn term staff INSET, and thereafter to any member of staff joining the school in the induction process. This information is available in the policies section which is on the school’s staff area of the intranet.

January 2011  
To be reviewed March 2011