



Fire Safety Policy

Brayton Academy

1. General Statement.

We are a responsible school and take our safety duties seriously. For this reason we have formulated this policy to help us comply with our legal obligations to all building users including staff, pupils, and visitors under the Fire Precautions (workplace) Regulations 1997.

These include the provision of a safe place of work where fire risks are minimised. Due to its importance, this fire safety policy also forms part of our overall health and safety policy.

2. Employees' Duties.

All employees have a duty to take responsible steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with us in complying with any procedures that we may introduce as a measure to protect the safety and well-being of our staff and visitors.

3. Communication.

We will keep staff informed of any changes that are made to our fire safety procedures and fire risk assessment. We will also ensure that all visitors to our premises are briefed in the evacuation procedures and not left alone unless they are aware of and familiar with all available escape routes.

4. Procedures.

We have introduced the following procedures in order to maintain high standards of fire safety (these can be amended or deleted as applicable).

- 1 A fire risk assessment has been undertaken which will be reviewed annually. However, more frequent reviews will occur if there are changes that will impact on its effectiveness. These may include alterations to the premises or new work processes.
- 2 The fire evacuation procedures will be practiced at least termly.
- 3 Training will be provided as necessary to any staff given extra fire safety responsibilities, such as fire marshals.
- 4 It is our policy that all staff will be trained in the use of extinguishers.
- 5 All new members of staff and temporary employees will be provided with induction training on how to raise the alarm and the available escape routes.
- 6 All escape routes will be clearly signed and kept free from obstructions at all times.
- 7 All fire related equipment will be regularly serviced and maintained. If any employee notices defective or missing equipment they must report it to a manager.
- 8 Alarm systems will be tested regularly.
- 9 Any other safety systems will be checked regularly to ensure correct operation.
- 10 This policy forms part of employee's conditions of employment. Failure to comply may be treated as a disciplinary matter.

Signed

Date

Review Date October 2018.