

## STANILAND ACADEMY FIRE RISKS POLICY

The Management of Health & Safety at Work Regulations 1999 requires that employers carry out risk assessments for the purpose of identifying what must be done to safeguard employees and other persons from fire. This applies to all premises, including schools.

Responsibility for managing fire risks, like managing other Health & Safety risks, lies with the Head of Academy and the Governing Body.

The purpose of any risk assessment exercise is to identify what preventative and protective arrangements must be implemented to safeguard those at risk. Priority must be given to ensuring that adequate arrangements are in place to prevent fires starting and to limiting the likelihood of injury and damage if a fire starts.

Staniland Academy will conduct a fire risk assessment annually checking the following:

- that a fire can be detected in a reasonable time and that pupils, staff and visitors to the School can be warned
- that anyone who may be on the premises can get out safely
- that reasonable fire-fighting equipment is provided
- that those on the premises know what to do if there is a fire
- that fire safety equipment is properly maintained

A Fire Risks Checklist is as follows:

	Details	Yes	No	N/A
1	A Fire Risk Assessment has been carried out and the significant findings recorded			
2	The Fire Alarm is on a maintenance contract with specialists			
3	The Fire Alarm sounders are tested weekly from a different call point and records kept			
4	Emergency lights are tested twice per year and records kept			
5	Staff are instructed in the Fire Safety Procedures (see Fire and Emergency Policy) identified by the Fire Risk Assessment			
6	Fire Drills are held regularly and records kept			
7	Fire Extinguishers are maintained annually by a specialist			

8	Designated members of staff have been trained in the use of Fire Extinguishers			
9	The Boiler Room is kept clear of combustible materials			
10	There will be no excessive accumulations of waste material			
11	All exits are kept clear and capable of being opened from the inside			
12	Signs incorporating "pictograms" show designated Fire Exit routes			

## **FIRE RISK ASSESSMENT – RECORD OF SIGNIFICANT FINDINGS**

### **Premises and Description**

Staniland Academy is mainly a one storey construction in open grounds with play areas and a sports field. There is one area that is accessed by stairs or disabled lift.

#### **1. Fire Hazards identified in the Premises:**

##### **a. Combustible materials and flammable liquids/gases hazard**

Pupils coats & bags, books, paper, displays, carpets. PE equipment, foam filled chairs, waste paper/packaging.

##### **b. Source of ignition hazards**

Fixed and portable electrical equipment.

#### **2. Risk assessment and control measures**

##### **a. Preventing a fire starting.**

- The main control measure to prevent fire starting in school is to ensure that combustible materials do not accumulate around electrical equipment, staff are aware of this and routine monitoring is carried out.
- A high proportion of combustibles are kept in store rooms, items being stacked carefully to prevent any likelihood of contact with lights.
- Waste bins are emptied into black sacks and put into bins located clear of the buildings. Any large amount of waste is collected immediately.
- The boiler is located in a separate room which is kept free of combustibles.
- All electrical equipment is tested annually and maintained or replaced as necessary.
- Contractors are aware of all school policies.

##### **b. Limiting the injury and damage if a fire starts.**

- No one is particularly at risk from fire. Combustible materials are kept safe.
- During the normal school day, staff are in and around the building and therefore a fire developing would be noticed straight away. A break glass electric fire alarm system is fitted with points around the school. The alarm can be heard in all parts of the school.

#### **3. ON DISCOVERING A FIRE OPERATE THE NEAREST FIRE ALARM POINT.**

Refer to the Fire and Evacuation Policy for further details on evacuating the building.

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