

Fire Regulations Policy

Independent Day School for Boys and Girls (Whole School including EYFS)

Our Lady of Sion School

Reviewed: 5 December 2018
Date of next review: December 2019
Frequency: Annually

OUR LADY OF SION SCHOOL FIRE REGULATIONS POLICY

1. Definition and Objective.

The School Fire Regulations are to ensure the pupils, staff and visitors, together with the fabric of the School, are protected at all times. Main records are kept by the Bursar and the interim records kept by the caretakers on each site.

Details of the School's emergency evacuation procedures are set out in a separate document and are also displayed on noticeboards.

2. Checks Made and Records Kept.

- Weekly checks are made and recorded by the caretakers on a different Fire Alarm call point at each site.
- Fire Alarms and Smoke Detectors are checked each term by our electrical contractor and the reports are received and logged.
- Fire Extinguishers are serviced annually in August and records kept.
- A full Fire Risk Assessment was first performed in 2006 by an external safety consultant. Each year the Bursar and consultant re-inspect the premises and produce a report of their findings. The risk assessment includes an assessment of the risks posed by dangerous substances such as flammable liquids at the School.
- Surprise Fire Drills are held each term at both sites. Records are kept, including any action taken.
- Fire Procedures and Escape Route Notices are reviewed annually and are in each classroom and most other rooms.
- Visual inspections are made of the premises at least weekly by the Caretakers to include fire door closure, blocked escape routes and empty fire extinguishers.

3. Training

- All staff are provided with fire safety training when they join the School, and their training is updated regularly as required.

3. Risk Assessments – are carried out each year and held in the Bursar's office.

4. Responsibility.

The Governors, on behalf of the School, have overall responsibility for Fire Safety.

The Bursar has day to day delegated responsibility for the Fire Safety of the School and reports directly to the Headmaster and Chairman of the Governors. The School is supported by external fire safety consultants.

Authorised by:

Chairman of Governors

Date: 5 December 2018