

## **FIRE SAFETY POLICY FOR STANGROUND COLLEGE**

### **Purpose**

The purpose of the Fire Safety Policy is to ensure that the risk of fire is minimised by careful planning and audit and that in the event of a fire occurring, evacuation is carried out swiftly, safely and effectively.

### **Evacuation**

1. The College will maintain a comprehensive alarm system so that every person working in or visiting the site can be alerted to the presence of a fire.  
The system will use a combination of manual trigger points and automatic detection systems as appropriate.  
The system will be regularly maintained by means of an appropriate contract with an approved contract with an inspection at least annually.
2. Procedures for evacuation will be notified to all staff, visitors and students by means of a clear plan and instructions displayed throughout the College. This plan will be reviewed annually.
3. There will be a minimum of one fire drill per term, one of which will occur in the first month of the academic year, in order to practice the evacuation system. Each drill will be monitored by the College Health & Safety Officer and the Principal and the effectiveness of each drill will be reviewed.
4. Appropriate training will be given to new staff as part of their induction and update training will be provided for all staff, as appropriate.  
All new students will be briefed on the evacuation system and there will be practice evacuations before the first fire drill of the academic year.
5. Appropriate systems will be used to record all persons present on site during a fire drill including staff, students and visitors. Visitors must sign in on arrival at the college and out again when they leave so that the reception record is accurate.

### **Fire Precautions**

1. A fire risk assessment will be carried out termly by the College Health & Safety Officer as part of his/her regular audit.  
Action will be taken as appropriate to deal with issues identified in the audit.
2. Fire extinguishers will be maintained in accordance with advice from the Fire and Rescue Service. A contract will be maintained with an approved organisation to ensure these are checked and filled at least annually.  
Occasional staff training will be provided in the use of fire extinguishers.  
Signs in corridor areas will indicate nearest extinguishers.
3. Fire doors will be labelled with signs to indicate that they should be kept closed. They must not be permanently wedged open.

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Fire Safety Policy Continued....

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4. Emergency exits will be labelled in accordance with current regulations and will be kept clear at all times.
5. Emergency lighting will be provided in accordance with current regulations.

### **Fire Education**

1. Safety in respect of fires and combustible materials will be taught in Science lessons in Key Stage 3.
2. Guidance and education about responsibilities as a good citizen will be taught in Lifeskills lessons (including the Citizenship curriculum).

### **Appendices**

Appendices attached as follows:-

1. Fire Routine (as displayed)
2. Fire Drill plan (as displayed)
3. Evacuation procedure (as displayed)

***Policy written by:*** Stephen Forster (Principal) and  
Caroline Sneddon (Health & Safety Officer)

***Date Adopted:*** June 2002

***To be Reviewed:*** June 2004