**OLDHAM HULME GRAMMAR SCHOOL**

**FIRE PREVENTION POLICY**

*This policy is applicable from EYFS through to year 13*

**Aim**

To eradicate or minimise the risk of fire in all buildings.

**Purpose**

* To ensure procedures are in place to eradicate or minimise the risk of fire in all School buildings.
* To ensure all staff, students and visitors are made aware of risks from fire and appropriate courses of action to take.
* To conform with all fire regulations.

**Procedures**

* Fire risk assessments to be completed on all buildings and reviewed biannually or when any material changes to buildings occur.
* Practice fire drills to be conducted once termly in all buildings and recorded on a fire evacuation form (Appendix A).
* Fire extinguishers will be placed in suitable locations in every building.
* All fire equipment to be regularly serviced.
* Fire alarms in all buildings to be tested weekly and serviced annually.
* Waste paper bins will be emptied daily and the waste stored outside the building.
* Buildings to be regularly inspected to ensure the storage of combustible materials is kept to a minimum.
* All new staff to be inducted on fire evacuation procedures.
* All staff to be given annual fire training sessions.
* All Science department flammable products to be stored separately in lockable flame proof storage cabinets in Prep rooms.
* All cleaning flammable products to be stored in locked cleaning cupboards.
* Fuel for Grounds equipment to be stored in accordance with [The Petroleum (Consolidation) Regulations 2014 (PCR)](http://www.legislation.gov.uk/uksi/2014/1637/contents/made), the [Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)](https://www.hse.gov.uk/fireandexplosion/dsear.htm) and be kept in a safe locked store.
* Bin store shutters are locked when the School is closed.
* Where smoke or heat detectors are installed, they shall be maintained and tested in accordance with British Standards.
* Relevant specialist equipment is subject to a fire risk assessment.
* Fire-doors and their ironmongery are checked daily and maintained as appropriate.
* All means of escape doors on escape routes are unlocked in each building when it is occupied.
* Changes noted in evacuation procedure regarding COVID-19 pandemic to evacuate the building and line up at assembly points maintaining social distancing as far as practicable.
* From the beginning of COVID-19 there has been an increased use of alcohol based hand sanitiser in buildings which has been noted on the FRA for each building.
* During the COVID-19 pandemic doors are propped open for increased ventilation and to reduce the need to touch handles etc. If such doors are fire doors these will be closed when the majority of pupils have left and when the room is empty. Staff and pupils have been informed to be more vigilant of fire initiation and spread.

**Responsibility**

* All aspects of Health and Safety are overseen by the Business and Operations Director.
* All staff in the organisation will be responsible for adhering to this policy.



Fire Prevention policy reviewed August 2020

Signed: Principal Date:

Signed: Chair of Governors Date:

Next Review Due: December 2022

Appendix A

### **OLDHAM HULME GRAMMAR SCHOOL FIRE EVACUATION RECORD**

|  |  |  |
| --- | --- | --- |
| **DATE: TIME:** | | |
| **BUILDING: MS DH HC EC AB TH**  **zone card number(s) not returned** | | |
| **REASON FOR EVACUATION** | | |
| **APPROXIMATE TIME TO EVACUATE** | | |
| **COMMENTS** | | |
| **FURTHER ACTIONS REQUIRED** | | |
| Name……………………………… Signature…………………………………. | | |