Balcombe C E (C) School



Fire Safety Policy

Adopted by Governors:	Jan 2016
Reviewed:	November 2018
Next Review:	November 2019

This fire safety policy has been prepared by Mrs Wendy Millbanks as the responsible person for the premises known as the Headteacher to comply with **The Regulatory Reform (Fire Safety) Order 2005** [FSO]**.**

The purpose of this policy is to ensure the safety from fire of all relevant persons on, in or in the vicinity of the premises by effective planning, organisation, control, monitoring and review of the preventive and protective measures.

This policy will be used to ensure the provision of suitable and sufficient general fire precautions, assessment of risk and management of necessary fire safety arrangements.

As such the following will be provided;

A suitable and sufficient **fire risk assessment** will be prepared, regularly reviewed, and its **significant findings** acted upon.

A suitable and sufficient **fire emergency plan** will be prepared, regularly reviewed, and practiced by the regular person carrying out fire drills.

All **staff will be trained** to satisfactorily carry out the fire emergency plan, regular fire drills and any other necessary actions to comply with the FSO.

Employees will be provided with comprehensible and relevant information regarding the risks identified from the risk assessment and any other notification of risk by other employees, the preventative and protective measures, the fire emergency plan, and the identities of persons nominated to carry out the duties of the responsible person.

The employer of any other employees, or any other person working on the premises, will be provided with the same information as the responsible person's employees.

All necessary systems required as part of the general fire precautions (or other general systems or appliances required to be satisfactorily maintained to prevent the likelihood of fire) will be **tested and maintained** in accordance with the relevant code of practice.

Full records of these measures will be kept and made available for audit by the Fire & Rescue Service as required.