



Holy Trinity Catholic Primary School  
**Aspire not to have more but to be more**

# Fire Legislation and Fire Safety Precautions Policy

Holy Trinity is a Catholic Primary School where Core Values, underpin every aspect of school life. Our Mission Statement is:

**Inspired by Christ and His teaching,  
Holy Trinity Catholic Primary School educates, nurtures and celebrates  
the unique nature and worth of every member of its diverse family.**

The Mission Statement is summed up in our school motto: '**Aspire not to have more, but to be more**'  
The aims for all of our school family are:

- *to promote excellence in all aspects of school life, developing each person's ability to recognize and strive for this;*
- *place Christ at the centre of our daily lives, so that our school family may be the leaven of the Gospel values promoted in our mission*
- *to recognize that all members of the community are life-long learners, prepared to accept challenges with confidence and determination*
- *to promote self-discipline and respect, never accepting bullying of any kind and to communicate this belief in a positive and proactive manner.*

These aims are revisited regularly to ensure their relevance and we work to ensure our statement on equality of opportunity and values are understood by all.

**The rationale of Fire Safety in our school is:** The legal requirements governing fire safety procedures in our school are set out in the Regulatory Reform (Fire Safety) Order 2005. This legislation consolidates previous legal requirements on fire safety, introduced under the Fire Precautions (Workplace) Regulations 1997 and the Fire Precautions Act 1971, into one set of regulations, applying to virtually all premises in England and Wales, apart from private homes. Until 1st October 2006 the 1997 regulations operated alongside the Fire Precautions Act 1971. This Act required certain workplaces, excluding schools, to hold a fire certificate. Fire certificates are no longer required. Instead all employers and other 'responsible persons' must comply with the requirement to undertake fire risk assessments. As risk assessments were required under the 1997 Regulations, our school is not faced with an onerous task. Limited areas where the 2005 Order is more prescriptive than the 1997 Regulations, are, however highlighted in the policy. The DfE has produced detailed guidance for schools on fire safety. In addition the Ministry of Housing, Communities & Local Government has published guidance aimed at educational establishments.

## **Enforcement: the Role of local Fire Authorities**

The local fire and rescue authority enforces the Order in our school. It has the power to inspect our school to check that the Order is being complied with. If the enforcing authority is dissatisfied, an enforcement notice may be issued, requiring improvements to be made. In extreme cases, a prohibition notice may be issued that restricts the use of all or part of the school until improvements are made. Fire officers will visit Holy Trinity if invited in order to advise on fire precautions and check the adequacy of extinguisher provision and other fire prevention equipment. Additional advice from specialist fire prevention services may in some cases be appropriate, even if this imposes a cost on the school. It is the policy of the Governing Body

## **1 Governing Body's Legal Responsibilities**

- 1.1 The Order places primary responsibility for fire safety on 'responsible persons', which, in this school, is the Governing Body and the Leadership Team when in control of the workplace. It is the role of 'responsible persons' to determine and provide the measures which are needed to meet the risk from fire.
- 1.2 The key requirement for compliance with the Order is that the Governing Body must carry out a "suitable and sufficient" risk assessment relating to fire safety and take appropriate steps to remove or

reduce the risk of injury due to fire. The risk assessment must pay particular attention to the needs of disabled adults and children and those with special needs. The Order requires employers to:

- identify any fire hazards in the workplace;
- identify people at risk, including everyone who uses the premises, with particular attention paid to the disabled, people with language difficulties, employees who work in isolated areas and people in neighbouring properties;
- evaluate the risk of fire occurring, whether by accident or deliberately;
- remove or reduce that risk. This could include operating a no-smoking policy, ensuring that qualified staff only work on gas and electrical installations, use of fire resistant materials and installation of fire detection systems to name but a few precautionary measures;
- record significant findings and action taken, prepare an emergency plan, inform and instruct relevant people and provide training;
- keep the assessment under review and revise where necessary.

1.3 The Governors will consult safety representatives about arrangements for nominating fire wardens to implement the measures for fire fighting. The Safety Representatives and Safety Committees Regulations 1977 include these provisions.

1.4 The Governing Body will:

- appoint one or more competent persons to carry out any of the preventive and protective measures required by the Order. (A competent person is someone with enough training and experience or knowledge and other qualities to be able to implement these measures properly).
- provide employees with clear and relevant information on the risks to them identified by the fire risk assessment, about the measures that have been taken to prevent fires, and how these measures will protect them if a fire breaks out.
- consult employees, or their elected representatives, about nominating people to carry out particular roles in connection with fire safety and about proposals for improving the fire precautions.
- inform non-employees, such as pupils and temporary or contract workers, of the relevant risks to them, and provide them with information about the nominated competent persons, and about the fire safety procedures for the premises.
- co-operate with other responsible persons who also have premises in the building, inform them of any significant risks they find, and how they will seek to reduce/control those risks which might affect the safety of their employees.
- provide the employer of any persons from an outside organisation who is working in their premises, for example an agency providing temporary staff, with clear and relevant information on the risks to those employees and the preventative and protective measures taken. They will also provide those employees with appropriate instructions and relevant information about the risks to them.
- consider the presence of any dangerous substances and the risk this presents to relevant persons from fire.
- establish a suitable means of contacting the emergency services and provide them with any relevant information about dangerous substances.
- provide appropriate information, instruction and training to our employees, during their normal working hours, about the fire precautions in our workplace, when they start working for Holy Trinity, and from time to time throughout the period they work for us.
- ensure that the premises and any equipment provided in connection with firefighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance, and are maintained by a competent person in an efficient state and in good repair.

1.5 The Governing Body expect all employees to co-operate with the school to help keep the workplace safe from fire and its effects, and not do anything that will place themselves or other people at risk. This duty on employees is already contained within the Health and Safety at Work Act 1974.

## **2 The Key Aspects to Fire Safety**

### **2.1 Fire Risk Assessment**

*This is the key requirement upon employers. Good management of fire safety is essential to ensure that fires are unlikely to occur and that, if they do occur, they are likely to be contained quickly. A fire risk assessment helps employers check that fire safety procedures and precautions are in place and working properly.*

- 2.1.1 The Governing Body will carry out a 'suitable and sufficient' assessment of the risks to the health and safety of all relevant persons in the event of fire and will take appropriate preventative and protective measures. Particular attention is paid to those who may be particularly vulnerable in the event of a fire emergency. The fire risk assessment and the accompanying emergency plan will be reviewed annually and after any significant changes such as changes to the building and room use.
- 2.1.2 The fire risk assessment will consider, for example, the following:
- structural features and the way in which they may promote the spread of fire, smoke etc;
  - work processes and materials, particularly combustible materials and the way in which they are used and stored;
  - sources of ignition which may cause fire, such as heating equipment, electrical equipment etc; and
  - people who may be particularly at risk due to their location or the nature of their work.
- 2.1.3 The findings of the risk assessment will be recorded, maintained in school records, the findings reported to the Governing Body and the report made available to safety representatives if they ask for it.
- 2.1.4 The Head Teacher will provide and document Health and Safety induction training for all new employees. The Head Teacher is responsible for ensuring that all staff are provided with adequate information, instruction, training, and identifying the health and safety training needs of staff. All employees will be provided with:
- Induction training in the requirements of this policy.
  - Update training in response to any significant change.
  - Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
  - Refresher training where required.
- 2.1.5 Training records are held by the Office Manager, who is also responsible for coordinating health and safety training needs and for reporting details to the Headteacher for inclusion in the training and development plan. This includes a system for ensuring that refresher training (for example in Fire Marshall training) is undertaken within the prescribed time limits. The Head Teacher will be responsible for assessing the effectiveness of training received.

## **2.2 Fire Detection and Warning Systems**

*The Order require employers to ensure that there are adequate means of detection and that people in the premises will be warned quickly. Factors to be taken into account when deciding what is necessary include the equipment contained in the workplace, the size and dimensions of the workplace and the maximum number of people who may be present.*

- 2.2.1 Holy Trinity will have appropriate fire detection and fire alarm systems which will ensure that fire can be detected quickly, fire alarms can be activated easily and people on the premises can be warned quickly in the event of fire.
- 2.2.2 There will be a sufficient number of fire alarm activation points, available in prominent positions, on escape routes, marked with operating instructions and within 30m walking distance of all points in the school.
- They will also be provided in, or close, to every kitchen, enclosed room and assembly hall. The fire alarm will provide a fast warning to occupants of a building to ensure that evacuation of the premises can take place immediately.
- 2.2.3 The alarm in the event of fire is indicated throughout the ringing of a continuous fire alarm bell.
- The fire alarm warning sound is distinguishable from any other school bell system including the usual class change bell.
  - It is audible in all buildings on the site when the school is in normal occupation.
  - The mobile classroom is linked to the main alarm system so that it is heard immediately throughout the school. Hand bells are not used.
- 2.2.4 Due consideration is given to the special needs of teachers, children and visitors with a disability when on school premises.
- All staff are responsible for alerting any children or adults who are hearing impaired by using the recognised British sign for fire.

- A strobe light also alerts users of the learning suite and the toilet with facilities for disabled users.

2.2.5 There is not an agreed 'phased evacuation policy' at Holy Trinity Catholic Primary School.

## 2.3 Fire Fighting

*The Order requires appropriate measures to be taken for fire fighting, taking into account the nature of the workplace, the activity carried on and the presence of any persons other than employees, and requires employers to nominate and train employees to implement these measures.*

2.3.1 The Governing Body believes that the fundamental purpose of Holy Trinity's fire precautions is to safeguard the lives of pupils, staff and visitors.

2.3.2 In cases of fire, the first priority for all staff will be to raise the alarm and ensure that children, teachers and visitors evacuate safely. People with no training are not expected to attempt to extinguish a fire.

2.3.3 At Holy Trinity, fire extinguishers are only for dealing with small fires in order to 'buy time' for safe evacuation. If staff are in any doubt about a situation, they must concentrate on evacuation rather than firefighting.

2.3.4 Fire extinguishers provided are suitable to address the risks identified in the risk assessment.

- Extinguishers for use with electrical fires are strategically placed in areas of usage.
- A competent person conducts maintenance and checks the firefighting equipment. These are conducted within the period required and recorded.
- A fire blanket is provided in the KS2 kitchen area.
- Certificates are obtained and kept in the fire logbook/fire record folder

2.3.6 All firefighting equipment is easily accessible and simple to use.

- Its location is known and, if necessary, indicated by signs.
- It is never locked away and is situated away from heat producing radiators and direct sunlight.

2.3.7 Holy Trinity has fibreglass fire blankets. Asbestos fire blankets are not used.

2.3.8 At all times, there is adequate access to the building for fire engines and to adequate supplies of water for firefighters. This is maintained by not allowing parking out of the designated zones in the carpark and ensuring that all gates are operated through a suite of keys.

2.3.9 The Fire Marshals are named school staff.

- It is their responsibility to ensure the safe evacuation of all persons and to sweep the building as they leave.
- Fire Marshalls are trained in the use of fire equipment. This is conducted annually.
- The secretarial staff and Fire Marshalls are trained in the use of the fire panel. This is reviewed annually

## 2.4 Emergency Routes and Exits

*Escape routes should be designed so that everyone on the premises is able to escape to a place of safety without the help of the fire and rescue service. The Order requires that routes to emergency exits and the exits themselves should be kept clear at all times and should lead as directly as possible to the open air or a safe area. The number and placement of emergency routes and exits should be based on the maximum number of persons who may be present at any one time. The routes themselves must be indicated by appropriate signs and, where illumination is required, this shall be provided with emergency lighting of adequate intensity.*

2.4.1 In the event of danger, all rooms and workstations will be evacuated quickly.

- Escape routes and fire exits are clearly signposted so that people are directed to safety.
- Regular occupants will know their escape routes in any case because of training and fire drills.
- An alternative means of escape is available in case fire blocks one particular route.

- 2.4.2 The emergency exit doors open in the direction of flow, are not be sliding or revolving, and do not lock or fasten in such a way that they cannot be opened in an emergency. The exception to this are the doors at the rear exit of the Hall, where, should, there be the need to evacuate this room and the fire doors cannot be used, will be held open by a member of staff whilst the other persons evacuate. All other doors on escape routes can be easily opened while the premises are occupied. They are openable by one action.
- 2.4.3 Fire retardant doors are not left propped open.
- 2.4.4 Signs are used to help identify escape routes. Signs comply with the provisions of the Health and Safety (Safety Signs and Signals) Regulations 1996 and are in pictogram form.
- 2.4.5 The safety of fire fighters has been taken into account when planning emergency routes.

## **2.5 Planning for Emergencies**

*The purpose of an emergency plan is to ensure that people on the premises know what to do if there is a fire. Details of the plan, based on the outcome of the risk assessment, must be recorded. It must be made available to employees, their representatives and the fire authority.*

- 2.5.1 Holy Trinity's emergency instructions on action to be taken on discovering a fire reflect the individual circumstances and layout of our school and were drawn up in consultation with local fire officers.
- These instructions are posted in prominent positions throughout the building.
  - Staff and pupils are made aware of the fire procedures, in particular about raising the alarm, escape routes and assembly points.
- 2.5.2 Staff are aware of procedures for contacting the fire service.
- It is the responsibility of the school secretary on duty at the time of the fire to contact the emergency services.
  - The emergency services will be raised by means of telephone. In event of a power failure, a mobile telephone will be used.
  - If the fire occurs at a time when either of the school secretaries are not on duty, it is the responsibility of the Head Teacher to contact the emergency services.
- 2.5.3 The effectiveness of the procedures are tested by means of regular fire drills, held at least once a term and as soon as possible after the start of each school year for new staff and pupils including for out of normal hours occupation.
- There is no advance notice given of the fire drill and the timing of the drill is an important factor in testing the effectiveness of procedures.
  - Fire drills at lunchtime or around 3.00pm test how procedures work when the school is more likely to be crowded with parents and some exits blocked by pushchairs.
  - Occasionally, one exit is restricted in order to make occupants aware of other escape routes available. A debrief session is held after each exercise and is recorded.
- 2.5.4 Appropriate instruction and training for staff, pupils, disabled persons, visitors and contractors is given and reviewed at regular intervals.
- An example of this is that an audience is given the information prior to the start of a school performance). All training is recorded.
- 2.5.5 Specific arrangements are made within these procedures for alerting and evacuating any disabled pupils or staff.
- Where there are any staff or pupils who are at increased risk during an emergency due to reduced mobility (either permanently or temporarily) a 'Personal Emergency Evacuation Plan' (PEEP) will be developed.
  - The 'Personal Emergency Evacuation Plan' will identify the method of ensuring that persons with any impairment affecting mobility (permanent or temporary) during an emergency are evacuated.

## 2.6 Emergency Evacuation Plan

### 2.6.1 Immediate Actions to take on Discovering a Fire.

Holy Trinity Catholic Primary School is not used out of hours. School personnel use the building until 6.00pm. Following this, the school is evacuated until the following day. At whatever time of occupation, if a fire is discovered, the alarm will be raised and evacuation to a safe place following the signage will take place.

2.6.1.1 All members of the Leadership and Management Team, the Caretaker and Nursery staff are trained as Fire Marshalls. This is reviewed annually.

2.6.1.2 All staff are trained annually in the operation of the fire alarm.

- Annual training, conducted as part of the general health and safety training staff meeting, takes into account the need for all staff to have sufficient instruction and training for fire evacuation. (This includes reference to any 'Personal Emergency Evacuation Plans' that are in place).
- NQT induction covers this area and there is fire evacuation procedures posted in each area of the school.

2.6.2 Trained personnel will tackle the fire only where appropriate, using the correctly designated extinguishers, or, in the case of the kitchen area, the fire blanket.

- All staff are trained to consider the use of the fire fighting equipment only as a means of buying time.
- It is their primary responsibility to evacuate children in event that a fire cannot be isolated and extinguished.
- Where this is possible the appropriate appliance should be employed, and the matter reported immediately to the nearest fire marshal who will then take appropriate action.
- During school hours, teaching assistants will check toilets and close windows and doors on the way out.

### 2.6.3 Persons should evacuate the building via the nearest safest exit.

- Any Personal Emergency Evacuation Plans in operation at the time of the fire must be effected.
- A map or diagram is included for ease of reference at Appendix 1.
- Details of firefighting equipment provided and the location of designated 'Safe Refuges' (should any be made available in future) is identified on there.

2.6.3.1 The location of the assembly point is on the infant playground, and, for nursery at the end of the nursery drive, both at the point furthest away from the buildings.

- All visitors and contractors must also assemble there.
- The assembly area is identified through signage attached to the playground wall.
- All classes must assemble in lines in silence.
- All staff must remain with their children and assist in supporting of the pupils.
- All class teachers are responsible for registering pupils at the fire assembly points.

2.6.3.2 All staff in the main building are accounted for using the time logging system held within the staff signing in folder, operated by the Head Teacher, or in her absence, the office manager or administrative assistant.

- The Head Teacher will ensure that all staff accounted for. This is made easier using one assembly point.
- Pupils are accounted for through the registration system, operated by class teachers or, in their absence, the allocated teaching assistant.
- Visitors and contractors are accounted for by the use of the visitors' book, operated by the Office Manager, or in her absence, the administrative assistant.
- If a person is found to be missing from the roll call a Fire Marshall will immediately inform the designated lead officer from the Fire Services.

### 2.6.4 Persons at Risk

2.6.4.1 At times, there will be lone workers and contractors within the school. This may occur after the close of the school day or during holidays. The person indicated must ensure s/he is familiar with the evacuation procedure and alerting the emergency services. The signing of the Contractors' / Visitors' Books completes this.

2.6.4.2 Visitors may be on site for open evenings, school plays etc.

- All visitors will be evacuated safely through using fire training prior and/or during an event.
- The training will focus on escape routes, assembly points and evacuation procedures.

- Methods of control will include using ushers for school performances, the presence of fire marshals at every performance, registers compiled prior to the performance and a manual head count at the point of entry, a buddy system for people with impairments, affected by seating arrangements etc.

2.6.4.3 The posting of evacuation procedures in school areas, the regularity of fire drill practices and pre-contract meetings etc. aim to ensuring visitors and contractors have sufficient information on procedures in the event of an emergency evacuation.

#### 2.6.5 **Re-Entering the Building**

People will be prevented from re-entering the building due to all fire doors closing behind each class evacuated. Control and discipline within pupil lines will ensure that they stay close to their teachers. People will know when they can re-enter the building through instruction from the Head Teacher, or in absence, the Deputy Head. If the emergency services have been called then the Senior Officer is responsible for giving permission for re-entry to the building. In the event of a bomb threat, follow the same evacuation procedures as fire.

#### 2.6.6 **Procedures to Follow if the Building Cannot Be Re-Entered.**

Arrangements in place if the building cannot be re-entered are as follows:

- KS1 pupils will be accommodated in the Nursery building in a separate part of the campus. If the fire occurs in Nursery those pupils will be accommodated in the main school building.
- KS2 pupils will be escorted to Field View Primary School and will await collection from there.

Staff identified to monitor/escort the pupils during this time are each class teacher and teaching assistant. It is their responsibility to ensure that all pupils arrive at the relocation point. Parents or carers will be contacted by text if the pupils are sent home. Pupils who cannot be safely sent home early will remain in the charge of a member of staff until such time as a parent can be contacted.

#### 2.6.7 **Overall Control.**

The Head Teacher is in overall control of the emergency during the course of the school day and at any point when s/he is on the school premises.

- The responsibilities of the Head Teacher are to ensure the smooth evacuation of all adults and children from the building, the accountability of all persons, liaison with the emergency services as appropriate and the determination of each step of the situation.
- The Head Teacher will record the emergency and the actions to be taken. In the absence of the Head Teacher the Deputy Head will assume this role or the person designated 'in charge' by the Head Teacher.
- If the Site Manager is on duty, he will check the fire panel and inform the Head Teacher who will then liaise with the emergency services. In the absence of the Site Manager this role will be undertaken by the school secretary
- The Head Teacher or a member of the LMT will liaise with the emergency services on arrival.
- They will have a clear idea of the number of children evacuated, taken from the calling of registers, the number of visitors evacuated, taken from the visitors' book and the number of staff accounted for, taken from the staff signing in book.
- Additionally, the Head Teacher will have some idea about the location of the fire.
- The head will meet the appropriate services at the school car park entrance and direct them to the emergency, wearing a high visibility jacket for the purpose of identification.

#### 2.6.8 **Specific Information for the Emergency Services**

The emergency services will be told the location of the fire using a map ready in the fire logbook.

- Missing persons will be identified by name and last known location and the flammable material stores will be identified by location on the school map.
- The location of asbestos (as determined through the survey report) will be identified on the fire map.
- Any unusual activities such as building works or temporary structures will be described verbally using the map as reference.
- The information needed will be held near the fire panel.

2.6.9 Any fire event is logged even if it is a false alarm and the Fire Service is informed of every fire outbreak even if it has been extinguished.

### 3 Maintenance

*The Order requires that employers must ensure that all fire detectors and fire alarms, firefighting equipment and fire exits are maintained in good order and that any faults are rectified as soon as possible. In particular, any equipment provided for use by, or the protection of, fire fighters must be maintained in good working order. This is an explicit requirement introduced by the 2005 Order, although it was implicit in the 1997 Regulations. This may include:*

- *access roads;*
- *firefighting lifts;*
- *sprinklers;*
- *smoke control systems;*
- *fire fighters switches provided to cut off electrical power.*

*The importance of this requirement is obvious and the various steps necessary to comply have already been referred to.*

#### 3.1 Testing of the Fire Alarm System

Qualified engineers conduct inspection, checks and maintenance on the fire alarms, emergency lighting and smoke/heat detectors etc., and the Site Manager, as identified by statutory requirements. The Site Manager tests fire alarm call points weekly in rotation when the school is in occupation and a record kept in the fire logbook.

- Any defects on the system will be reported immediately to the alarm contractor/ electrical engineer.
- A fire alarm maintenance contract is in place and the system is tested annually.

#### 3.2 Inspection of Fire Fighting Equipment

An approved competent contractor undertakes an annual maintenance service of all firefighting equipment.

- Weekly checks are carried out to ensure that all firefighting equipment is available for use and operational and for any evidence of tampering.
- Defective equipment or extinguishers that need recharging are taken out of service and reported direct to the approved contractor.

#### 3.3 Emergency Lighting

These systems are checked for operation monthly in house by the Site Manager and annually by an approved competent contractor

#### 3.4 Emergency Red Pull Cords

These are tested regularly by the Site Manager. Test records are located in the site's fire logbook.

#### 3.5 Means of Escape

Daily checks for any obstructions on exit routes are carried out and all final exit doors are operational and available for use

3.6 Holy Trinity maintains a fire log in which tests to the alarm system, fire drills and checks to equipment are recorded. Contacts can be established with the emergency services in order that there can be swift and proper communication with them in actual incidents of fire. Any particular risk factors or high-risk areas can then be made known to the emergency services.

### 4 Reducing the Risk of Fire

4.1 *When the fire risk assessment has been carried out, steps are then be taken to remove or reduce the risks of fire identified in that assessment.*

As with all risk assessments, the steps taken in reducing risk are as follows:

- remove the risk altogether by removing the hazards or discontinuing the hazardous process;
- where this is not practicable or possible, reduce the risk by modifications to the hazardous process; or
- where neither of the first two priorities can be achieved, institute appropriate protective measures.



The chances of a fire starting are low, if there are few ignition sources and that combustible materials are kept away from them.

#### 4.2 *In general, fires start in one of three ways:*

- *accidentally, such as when smoking materials are not properly extinguished or when lighting displays are knocked over;*
- *by act or omission, such as when electrical office equipment is not properly maintained, or when waste is allowed to accumulate near to a heat source; and*
- *deliberately, such as an arson attack involving setting fire to external rubbish bins placed too close to the building.*

Holy Trinity has looked critically at our premises and tried to identify any accidents waiting to happen and any acts or omissions which might allow a fire to start. Preventative measures to remove or reduce the risk of fire are as important, if not more important, than measures for fire detection and firefighting and they are always be the first priority. In addition, we have CCTV cameras sited across the campus. The following points set out some ways the Governing Body expect to reduce the risk of fire in Holy Trinity.

- Smoking or vaping in public areas, corridors, toilets and classrooms is already prohibited in schools. Signage is installed at the gates, to try to deter smokers from using cigarettes or electronic cigarette equipment near the entrances to the playground and also on the doors to the main public entrance of school.
- Particularly strict precautions with regard to the use and storage of inflammable materials are in place with the use of the flammables cabinet.
- Any construction and alteration work is carried out with a view to maintaining the effectiveness of fire safety precautions.
- Any electrical alteration work is carried out only by competent electricians.
- Control measures for 'Hot Work' (incl. contractors with a permit to work system.) are in place. This includes:
  - Information/training on fire extinguishers
  - Hot work only being conducted in areas cleared of combustible materials
  - Checks being made after work is complete to ensure there are no smoldering fires.
  - Ducts / flues are cleaned and maintained regularly.
  - Electrical wiring / equipment is tested as detailed in the maintenance programme.
- Heating appliances are regularly maintained and operated by trained competent people.
- Quantities of flammable materials, liquids and gases are kept to a minimum and stored safely and separately.
- All electrical equipment is also regularly maintained by competent people. Machines are not be allowed to overheat. Care is taken not to cover machines while they are still switched on as this is particularly likely to cause overheating. Any trailing cables are regularly checked for damage.
- Fire retardant materials are used wherever possible, not only in the construction of the school but also for curtains, furnishings, education and display material etc.
- Flimsy materials of the type used in costumes or decorations may cause a fire risk and will be sited away, therefore, from heat sources including light fittings. Plastic and other materials, which give off dangerous fumes as they burn, are avoided where possible.
- Rubbish is removed from the premises each day. Rubbish and other material is not allowed to accumulate on escape routes and furniture and display material must not be positioned so as to hamper means of escape. Stationery stores, filing rooms and storerooms containing combustible and flammable materials should be kept locked when not in use.

#### 3.3 Unfortunately, vandalism and arson attacks on school premises are common. Precautions are taken to ensure that external rubbish storage areas are kept at a distance from the school buildings, not easily accessible and that rubbish is regularly removed.

Checks are made to ensure all doors, particularly fire doors and windows, are closed when the premises are not in use. Outside areas are well lit at night. Flammable liquids are secured so that intruders cannot use them.

Additional precautions are required when school premises are used outside school hours, for example Christmas Productions. Those responsible for organising events are well briefed particularly about closing windows and internal doors and securing the premises when finished. All additional legal requirements applicable to public use of school premises are met.