

FIRE SAFETY POLICY

**Smarden Primary and Nursery School *an academy as part of*
The Kemnal Academies Trust**

Version: 2
Last reviewed: May 2023
Next review: May 2026
Date Agreed by LGB [Sept 2023]

Fire safety policy

Introduction

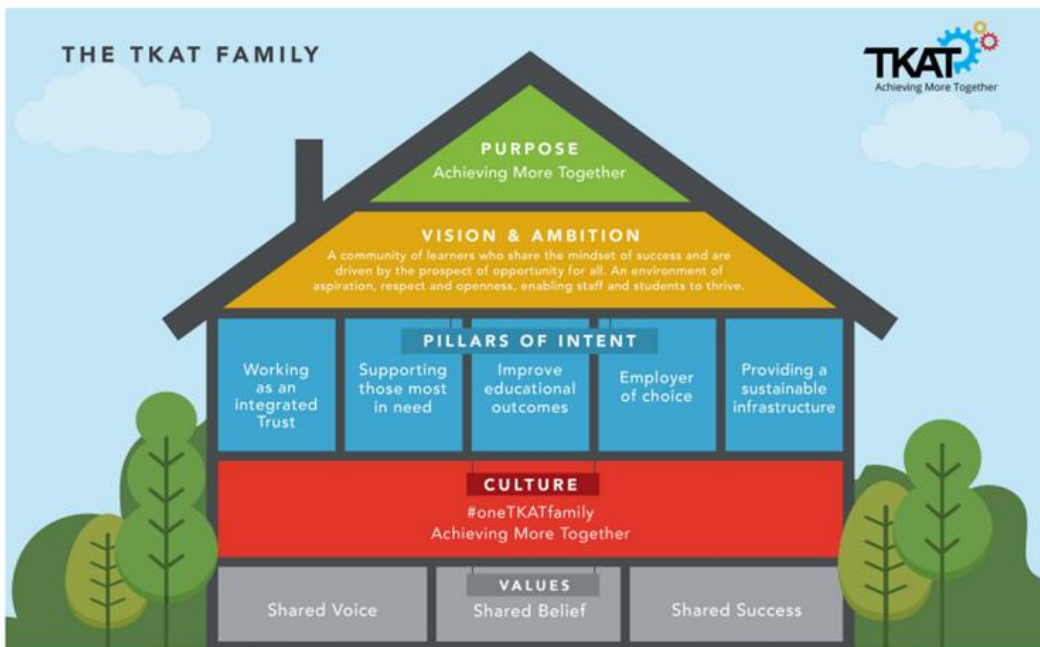
Fire is probably the risk that could have the greatest impact on this organisation. It affects the employees, pupils, visitors and other people who may be injured or killed. It also affects our property and as a result, the effectiveness of the Academy. It is the responsibility of the Governing Body and Academy Fire Officer to ensure that we minimise the possibility of a fire occurring and the damage that would occur should a fire happen.

Vision and Values

The Kemnal Academies Trust (TKAT) aims to foster a culture of the highest professional standards in line with the Trust's purpose, vision and values.

TKAT - OUR STRATEGY

Our Culture	Our Mission	Our Values
#oneTKATfamily Achieving More Together	TKAT is a Multi-Academy Trust of 45 primary, secondary and special schools in the South and East of England. Our purpose is to work together as a community of schools to ensure that every child, whatever their background, receives a high quality education.	Shared Voice Shared Belief Shared Success



Scope

We have a statutory duty to ensure that we do what is reasonably practicable to prevent fire and minimise its consequences by carrying out a risk assessment, implementing appropriate control measures and ensuring that there are procedures in place to ensure the safe evacuation of personnel.

Assessment

The Academy will ensure that a competent person carries out a risk assessment. This will cover the following elements:

- Identification of potential ignition hazards.
- Identification of factors which can assist or control the spread of a fire.
- Provision of appropriate means to give warning of a fire.
- Notification of the emergency services.
- Provision of safe means of escape, including alternative exit routes.
- Provision and training of personnel to effect evacuation.
- Provision and maintenance of appropriate means of extinguishment.
- Training of all employees in emergency procedures.
- An emergency plan, including business recovery.

Training

All employees will be made aware of the results of the risk assessment and will be instructed by their line managers on the action to be taken in the event of a fire. This will include:

- Location of fire exit routes and extinguishers.
- Action needed to raise the alarm.
- How to recognize and use fire extinguishers, if safe to do so.
- Identity of fire wardens.
- Location of muster points.
- Procedures to be followed on leaving the building including arrangements for those who may require additional assistance.

In addition we will provide training for the fire wardens covering their duties in the event of an evacuation. Employees are not expected to attempt to extinguish a fire unless they have no responsibilities for evacuating pupils and they do not put themselves at greater risk by doing so..

We have put in place arrangements for the weekly testing of the fire alarm and will carry out evacuation drills every term.

The Academy has in place maintenance arrangements for the following fire safety equipment and installations with:

System	Maintenance Contractor/ In-House	Frequency
Alarm System	Penton fire and security	6 monthly
Emergency Lighting (Functional Test)	In house caretaker	Monthly
Emergency Lighting (Full-Duration Drain-Down)	Penton fire and security	Annual
Evacuation Drill	In-House [Role]	Termly (3 times per year)
Evacuation Route Inspections	In-House caretaker	weekly
Extinguisher (Visual Check)	In-House caretaker	weekly
Extinguishers (Service)	Penton fire and security	Annual
Fire Door Inspection	In-house Caretaker	monthly
Fire Exit Doors	In-house Caretaker	monthly
[Lightning Protection System]	Southern Lightning	11 monthly
Risk Assessment	Inspection Services	Annual

Review

The assessment and resulting procedures will be reviewed annually or earlier should any changes take place, which may affect the risk.

Signed:.....
Title:.....
Date:.....