

Fire Risk Policy

Objectives

The objectives of this policy are:

- To ensure that staff, pupils, parents, Governors and visitors on the school premises are safeguarded from injury or death in the event of fire.
- To have arrangements in place for systems and procedures to minimise the risk of fire starting and fire spreading.
- To reduce the potential for fire to disrupt school business, damage premises or harm the environment.
- To ensure the school complies with relevant Italian fire legislation and standards

Responsibilities

The Board of Governors are ultimately responsible for ensuring that the school complies with all statutory fire safety requirements. They delegate the day to day management of this to the Principal and the SMT.

The Principal is responsible for: ensuring that an up-to-date fire risk assessment is in place for the school buildings; the installation and maintenance of fire detection and warning systems; fire fighting equipment; emergency signage and lighting; periodic fire evacuation drills; adequate means of escape from buildings; ensuring means of access for emergency services is provided at all school buildings on both sites (La Storta and Nomentana) in the event of a fire.

The Principal has overall responsibility for the fire protection and fire response arrangements across the school, and ensures that fire evacuation drills are carried out on a regular basis.

Disabled students and staff are responsible for informing the Principal of a disability which may affect their ability to evacuate a building in the event of an emergency.

Staff are responsible on hearing the fire alarm, for ensuring that all pupils leave the room immediately and proceed to the designated Assembly area. (reference Emergency Evacuation Procedure)

All staff, pupils and visitors must take care not to put themselves or others at risk, to follow instructions and to report any faults or shortcomings in fire safety arrangements. Everyone has a duty not to damage or deliberately misuse any equipment provided for fire safety

Arrangements

Fire Risk Assessment of Buildings

- The Principal arranges for fire risk assessment(s) to be carried out on both sites.
- Emergency Evacuation Procedures are drawn up by the SMT taking account of the findings of the fire risk assessment(s).
- Fire risk assessments and emergency plans are reviewed at least annually

Fire Fighting Equipment

- Arrangements for the maintenance, inspection, examination and testing of fire-fighting equipment are made by the Health and Safety Officer

Training and Instruction

- Staff are trained in the use of fire extinguishers.
- Appropriate information on fire hazards and emergency arrangements is provided to all visitors
- Fire escape route and fire exit signage and fire action notices are displayed at appropriate locations in all buildings

Monitoring Fire Evacuation Drills

- The Principal arranges fire evacuation drills at least once per term, and at different times of the day and week for relevant groups of staff and pupils
- Fire drill reports and recommendations are recorded in the Fire Drill record. The fire bell and fire alarms are tested monthly by the Health and Safety Officer

Emergency Evacuation

- Emergency evacuation procedures are in place for the school building.
- In the event of fire alarm activation, everyone should leave the building immediately, go to the designated Assembly area and remain there until the 'all clear' to return to the building is given.

Reporting Fire Incidents

- Fire incidents are reported to the Principal.
- Fire alarm activation logs for the school buildings are maintained by the Health and Safety Officer

This policy will be updated annually