



**St John's**  
School Billericay

# **Fire Risk Policy**

Date: July 2024  
Those Responsible: Mr A Angeli - Headteacher  
Mrs A Fleming - Deputy Headteacher  
Mr. Summers – Health and Safety Officer  
To be reviewed: July 2025

## Fire Risk Policy

This policy sets out the tasks the school is required to complete. In addition, it stipulates a time frame for the completion of these tasks and duties.

- The Fire Safety Officer will produce a fire risk policy yearly. This policy will be written in accordance with any advice given by the Fire Risk Assessment.
- A fire risk assessment will be undertaken yearly—currently by Salvum in the summer holidays. It will always be booked with a certified company. Copies of the report are kept by the Health and Safety Officer, the head caretaker, and Julie Sans in the records file.
- Staff must be trained in fire safety, including an explanation of the use of fire extinguishers, yearly. New staff must be trained immediately as part of Staff Induction. The yearly training should take place on the first meeting day in September.
- Fire drills must be carried out at least once per term. A record of evacuation time and details of procedure must be kept on file.
- The school will appoint a competent and responsible person to be Fire Marshall with sufficient training and expertise, who will assist in taking preventative and protective measures against fire and who will liaise with fire fighters if they are called out to the site.
- The school will have clearly marked fire exits and will maintain emergency routes for escape. All rooms will have a map showing the evacuation procedures and evacuation path.
- The fire extinguishers must be serviced by a certified company every year, booked by Julie Sans. She keeps a record of this in the inspection files. The extinguishers are also checked regularly and a record of such kept by the facilities manager.

- The fire alarms, fire detectors and emergency lighting are checked regularly and a record of such kept by facilities manager. They must also be serviced by a certified company at least once per year, booked by the facilities manager; this normally takes place over the summer holiday.
- Anyone working on the school site needs to be provided with fire safety information which must include the location of their muster station.
- Any fire hazard seen by any member of staff must be reported to the fire safety officer who must see that the hazard is eliminated or minimized as a matter of priority.