



# **Selwyn Hall School Fire Safety Policy**

**Reviewed: September 2024**

## Purpose and Objectives

The company will ensure that key personnel are responsible for the management and monitoring of fire and emergency arrangements.

That they are suitably trained and competent to undertake and document the following legal requirements:

- Testing the fire warning system weekly, ensuring that different call points are used when necessary;
- testing the emergency lighting monthly;
- routine daily checks of all escape routes and exit points to ensure they are free from any obstructions;
- servicing / maintaining the fire detection and warning system every six months;
- servicing / maintaining emergency lighting annually;
- testing the evacuation procedure every term by carrying out a fire drill;
- ensuring firefighting equipment is visually checked monthly;
- ensuring that firefighting equipment is serviced annually;
- ensuring that the Fire risk assessment is reviewed at the required time interval;
- ensuring that fire safety inductions are carried out on new employees;
- ensuring that sufficient fire wardens have been identified and trained and re-trained at appropriate intervals which should be recorded;
- ensuring that *Personal Emergency Evacuation Plans* are completed and communicated for any employee, child or young person who might have difficulty in safely evacuating the premises;
- effectively communicating any significant findings that arise from the above procedures to key personnel involved;
- ensuring that suitable resources are available for the above procedures to be undertaken;
- ensuring the adequate provision and documentation of any necessary training;
- acting promptly to address any issues/concerns raised;
- ensuring that we have access to competent health and safety advice, which will be achieved with the assistance of our Health and Safety Manager.

Any actions that arise from operating these arrangements will be reviewed until they are completed.