

Woodbridge School
FIRE PROTECTION POLICY

1 Policy statement

- 1.1 The purpose of this policy is to reduce the risk of fire to the Woodbridge School Estate.

2 Procedure

- 2.1 All buildings will be subject to a two yearly Fire Risk Assessment which will be conducted by an outside body.
- 2.2 All flammable liquids will be stored in approved storage containers.
- 2.3 All storage areas that contain flammable liquids or gases will be identified by the relevant warning notices.
- 2.4 The storage of combustible materials, e.g. plastics, paper, clothing etc will be kept to a minimum. Work areas and plant rooms will be kept clear of rubbish and other combustible materials. All waste paper receptacles will be emptied on a daily basis.
- 2.5 All work requiring the use a naked flame or grinding wheel will be subject to the issue of a hot works permit.
- 2.6 All temporary portable electrical heaters will be oil filled radiators. Electric convector heaters will not be used. In the event of gas heaters being used they will placed at a safe distance from combustible materials.
- 2.7 All buildings will be subjected to a five year fixed electrical installation survey by a competent person.
- 2.8 All portable appliances will be subjected to an annual inspection and test. School House will be once a term.
- 2.9 Kitchen areas will be kept clear of grease and oils. Extract canopies will be subjected to an annual deep clean. Catering equipment will be serviced on a regular basis and will not be left unattended whilst switched on. As well as foam and CO₂, fire extinguishers suitable for fat fires will also be readily available.

- 2.10 Fire fighting equipment will be located in strategic positions throughout the school and be subjected to a thorough annual maintenance check by a competent person. Interim checks will be carried out by the Woodbridge School maintenance team.
- 2.11 All fire alarm systems will be subjected to an annual test by a competent person. Weekly checks will be carried out by the Woodbridge School maintenance team.
- 2.12 All boiler installations will be subjected to an annual routine service.
- 2.13 All fire doors will be fitted with automatic door closers. Fire doors will not be wedged in the open position.
- 2.14 Woodbridge School operates a no smoking policy in all buildings. Smoking is allowed outside buildings between the hours of 7 pm to 7 am. In these instances sand buckets will be located adjacent to the entrance doors.
- 2.15 Staff will be trained on the use of fire fighting equipment.

Author(s):	SWC
Date:	Sept 09, 10, 11
Review Frequency:	Annual
Review Date:	Sept 12
References:	ISI 3.5

Checked by M R Streat 10/10/09