

**The Abbey**  
**FIRE PROTECTION POLICY**

**1. Policy Statement**

The purpose of this policy is to reduce the risk of fire to The Abbey site.

**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 gasses will be identified by the relevant warning notices.
- 2.4 The storage of combustible materials, eg 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 of 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 be 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.
- 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 CO<sub>2</sub>, 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 caretaker.
- 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 caretaker.

- 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 The Abbey operates a no smoking policy in all buildings. Smoking is allowed outside buildings between the hours of 7.00 pm and 7.00 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.

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Checked by M R Streat 10/10/09