



SUBJECT: Fire Safety

RECIPIENTS: All Schools

ISSUE DATE: Sept 2024

REF: HSB 241 (v3.0)

As we continue to prioritise the safety and well-being of our students and staff and in the light of the Grenfell Tower Report, I would like to remind you of the critical responsibilities we all share regarding fire safety within our schools. An essential part of our duties is to have an up-to-date fire risk assessment that is suitable and sufficient for your school. More information can be found by reading the following guidance document ([Fire Safety](#))



As a helpful reminder please see below a summary of our key responsibilities and duties:

1. Regular Fire Drills:

It is essential to conduct regular fire drills to ensure that all students and staff are familiar with the evacuation procedures. These drills should be carried out at least once every term and should cover different scenarios to prepare everyone for various potential situations.



2. Fire Safety Equipment:

Please ensure that all fire safety equipment is inspected and maintained on a regular basis by a competent contractor. Fire alarms and fire doors should be done on a 6 monthly basis, with smoke detectors, emergency lighting and fire extinguishers being done annually. You must also undertake weekly tests of the fire alarm and visual inspections of fire doors, along with monthly testing of emergency lighting, reporting any faulty equipment and repair/replace immediately.

3. Clear Evacuation Routes:

All evacuation routes must be clearly marked and free from obstructions. It is crucial to regularly check these routes to ensure they remain accessible and that all exit signs are visible and illuminated.



4. Staff Training:

All staff members should receive regular training on fire safety protocols, including



the use of fire extinguishers and the procedures to follow during an evacuation. This training should be updated annually to keep everyone informed of any changes in safety procedures.

5. Student Awareness:

Educating students about fire safety is equally important. Please incorporate fire safety education into the curriculum and ensure that students understand the importance of following safety protocols during drills and actual emergencies.



6. Reporting Hazards:

Encourage both staff and students to report any potential fire hazards they notice within the school premises. Prompt reporting and addressing of these hazards can prevent potential fire incidents.

By adhering to these responsibilities, we can create a safer environment for everyone in our school community. Thank you for your attention to this matter and for your continued commitment to maintaining a safe and secure learning environment.

Further information can be found by clicking on the pictures below:

