



## Fire Safety Policy

St Aidan's will ensure that:

- Fire drills will be conducted every term.
- All staffs know and follow the fire evacuation procedure as displayed at every exit.
- If the fire alarm is heard staff follows the fire evacuation procedure.
- Records of fire drills and related checks are stored in a file named 'Fire Safety' in the manager's office.
- All fire exits and escape routes will be clearly marked, and escape routes must be kept unobstructed at all times.
- All staff know the location of fire points, fire control panel, fire extinguishers and fire blankets.
- All staff know the location of outside assembly points.
- Emergency lighting will be checked on a monthly basis and recorded.
- Fire panels will be serviced regularly.
- The fire alarm panel is checked weekly and recorded on the closing checks.
- All visitors will be made aware of the fire evacuation procedure.