



SACRED HEART CATHOLIC VOLUNTARY ACADEMY FIRE POLICY

Introduction

The prevention of fire is of vital importance. Most fires are caused by carelessness and ignorance. It is the responsibility of all personnel to become conversant with these instructions.

Upon outbreak of fire the saving and preservation of life takes precedence over the salvaging of property. A member of staff's first duty is to look after the children and this will mean the evacuation of the building. No attempt should be made to fight the fire until their safety is ensured, and even then without exposing any person to risk.

Fire Risk Assessments

A Fire risk assessment will be made by Karen Taylor (headteacher) and Elisabeth Cooper (Governor).

It will:

- Identify any person especially at risk in a case of fire, and make plans to include their safe evacuation
- Review the evacuation plan for each area
- Ensure the provision of adequate training
- Review the Fire Risk Assessment procedures
- Review the provision of instruction to pupils or visitors to the building

Staff Training

Every member of staff will receive instructions in fire precaution during induction. The training will be recorded in the fire logbook. All members of staff will receive refresher training every 12 months.

Pupils and visitors will be instructed at the beginning of their attendance.

Fire Drills

Fire drills will be carried out once a term. This will include a simulated evacuation drill. When a fire drill is held it will be recorded in the fire logbook.

Testing of Fire Alarm System

The fire alarm system will be tested weekly by the Site Technician. Each alarm point will be numbered and a different number will be tested each week and recorded in the logbook.

Emergency Lighting

The emergency lighting will be tested monthly by the Site Technician and recorded in the logbook.

Emergency Exits

All emergency exits are to be kept clear and free from obstruction at all times.

General Fire Safety

All staff will make it their responsibility to ensure:

- Their exit doors are unlocked before the first pupil arrives. Fire doors must not be propped open
- Tops and fronts of heaters are kept clear
- There is 1 metre clearance to the routes of exit doors
- Displays where possible will not be above heaters, and if this is unavoidable they will be securely fixed
- Combustible materials (paper, card, fabrics etc) are not stored near to sockets or lights
- Unnecessary lights or electrical appliances (Computers, printers, TV and video, fans, laminators) are to be switched off and where possible unplugged.
- All portable electrical items, plugs and cables are checked and tested each year

Smoking

Smoking is prohibited in or around the school.

Advice on the procedure in the event of a fire

Discovering a fire

1. If you see smoke or discover a fire operate the nearest fire alarm call point by breaking the glass.
2. The office staff will call the Fire Service upon hearing the alarm.
3. If you hear the fire alarm, evacuate the premises immediately as detailed in the evacuation procedure for the school.
4. Do not attempt to extinguish the fire, or stop to collect any items - evacuate the pupils immediately.

On hearing the fire alarm

1. Close all doors and windows.
2. Proceed to the playground and take the register.
3. After calling the register report findings immediately to Karen Taylor or Assistant Headteachers

It is your responsibility to know for all teaching areas

1. Your means of escape, primary and secondary
2. The nearest fire alarm point

Pupils working in other areas

If a small group of children are out of class engaged in focused work with a teaching assistant or other adult, they will leave through the nearest safe exit to re-join their class at the assembly point.

ASSEMBLY POINT

In the playground

REGISTERS

Registers should be sent to the school office once they are marked. In the event of hearing the fire alarm, office staff will distribute registers to the class teachers on the playground.

Reviewed: November 2018