



Waverley School

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.

Fire Risk Assessments

An annual risk assessment will be conducted by the Health and Safety Co-ordinator and the Head teacher. It will:

- Identify any person especially at risk in a case of fire, e.g. A person who is blind, deaf or disabled, and make plans to include their safe evacuation
- Review the evacuation plan and each rooms instructions for this
- Look at the past years records of fire practices etc
- Ensure the provision of adequate training
- Review the Fire Risk Assessment sheets
- Review the provision of instruction to students or visitors to the building
- Identify and train the fire wardens for the school
- Ensure that there is an annual check of all fire extinguishers

Staff Training

Member of staff, including students will receive instructions in fire precaution during induction. The induction training will be recorded in the fire logbook. In addition we will strive to provide staff with refresher training as part of Waverley Schools Compliance training which will take place on inset days approximately every three years.

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 Maintenance Manager will test the fire alarm system on a regular basis. Each alarm point will be numbered and a different number will be tested on each occasion and recorded in the logbook.

Emergency Lighting

The emergency lighting will be tested annually by an externally appointed contractor 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 possible to use when the first person arrives. The Caretaker generally locks the exits at night.
- Fire doors will 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, laminator toaster, etc) are to be switched off and where possible unplugged.
- All electrical items, plugs and cables are checked each year

Smoking

Smoking is prohibited in the school buildings and on or around the school grounds.

Storage of Flammable liquids and Chemicals

The school has provision for the storage of flammable liquids and chemicals in a secure fire resistant cabinet sited at a distance from the school buildings.

Advice on the procedure in the event of a fire

Discovering a fire

1. If you discover a fire operate the nearest fire alarm call point by pressing the glass.
2. The alarm for the school is linked to the monitoring station which will automatically call the fire brigade.
3. If you hear the fire alarm, evacuate the premises immediately as detailed in the evacuation procedure for the school.



4. Staff should be aware of their nearest suitable fire extinguisher and be familiar with how to use it in case you have to attack a fire that is blocking the only escape route.

On hearing fire alarm

1. Close all doors and windows (if possible)
2. Proceed to your assembly point.

After the event

1. Do not re-enter the building until advised to do so by the senior fire service officer.
2. If members of staff have extinguished the fire, do not disturb any evidence which could indicate the cause of the fire.
3. Ensure that the premises are in safe working order before re-occupying.

Know

1. Your means of escape, primary and secondary
2. The nearest fire alarm point
3. The nearest fire appliance and how it should be used
4. The assembly point

SAFE EVACUATION PROCEDURES

Classroom times

Teachers will escort all children from the building. One member of staff does this, the other to check all areas of the class, take out the register and close windows and doors if possible. Class teachers will take responsibility for their own children who may have special needs. If a small group of children are out of class engaged in focused work with an adult, they will exit through the nearest door to re-join their class at the assembly point if at all possible. If this route is cut off to them, they will exit by the nearest door and wait safely with their adult outside. The toilet areas will be checked by the fire wardens.

ASSEMBLY POINTS

- 1) North Playground near stage**
- 2) South Playground near play tower**

Other areas

Staff, children or visitors using all other areas will exit by the nearest door into the car park area.

The Office Staff will take the visitors book and registers and pupil data file out with them and check them.

All staff with registers will report to the Head teacher or senior teacher that the roll call is complete.



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