



'Improving the quality of family life'

Fire Policy

To be read in conjunction with Snowflake School Health and Safety Policy and Snowflake School Emergency Evacuation Procedure

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 then without exposing any person to risk.

Fire Risk Assessments

An annual risk assessment will be made by the Head Teacher & Chair of Trustees. 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 room's instructions for this.
- Look at the past years' records of fire practices, etc.
- Ensure the provision of adequate training.
- Review the provision of instruction to students 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 Log Book. All members of staff will receive refresher training every 12 months.

Students 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.

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Testing of Fire Alarm System

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

Emergency Lighting

The emergency lighting will be tested each week by the Site Manager and recorded in the logbook.

Emergency Exits

All emergency exits are to be kept clear and free from obstruction at all times.
Weekly check by Site Manager.

General Fire Safety

All staff will make it their responsibility to ensure:

- Their exit doors are unlocked when the first person arrives. The Head will devise a rota for locking up at the end of school.
- 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 sockets or lights
- Unnecessary lights or unused electrical appliances (Computers, printers, TV and video, fans, laminator toaster, etc) are switched off and where possible unplugged
- All electrical items, plugs and cables are checked 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 discover a fire operate the nearest fire alarm call point by breaking the glass.
2. Call the fire brigade by dialling 999.
3. If you hear the fire alarm, evacuate the premises immediately as detailed in the evacuation procedure for the school.
4. Attempt to extinguish the fire with the nearest suitable fire appliance (Staff must be aware that there are different extinguishers for different fires). Do not attempt if the fire has reached such proportions as to endanger life or escape.

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On hearing fire alarm

1. Close all doors and windows.
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 the fire has been extinguished by school staff 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

Escort all children from the building. A member of the management will check all areas of the school, take out the register and close windows and doors if possible. Tutors will take responsibility for their own child.

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.

ASSEMBLY POINT

In the playground of each site, away from the building.

Admin staff will take the visitors book out with her and check this.

Tutors will wait with their pupil. If they do not have their child report at once to Admin staff.

Any missing pupil or member of staff will be reported to the Head, (or member of Leadership team deputising.)

If the playground is no longer deemed safe the school will evacuate further along the path towards the taxi drop off/pick up point.

Once the building is declared to be safe. Staff and children will re-enter the buildings.