

## **FIRE SAFETY POLICY**

Fire safety and the application of good working practices are considered to be of vital importance to the wellbeing and protection of life and property at our schools.

The principal Mr Otten takes overall responsibility for the Fire safety of the school.

Clear roles are defined as to responsibilities in fire precaution activities and in the event of an outbreak of fire.

Mrs Preston (Bursar) has the duty of Fire Warden, Miss Maury is her stand in and assistant in this role.

The Deputy Head M. Balerdi is responsible for the safe evacuation of Mme Moyon. W. Otten, Health & Safety Assistant will assist/replace M. Balerdi in this role if necessary.

### **Fire outbreak and drills**

Regular Fire Drills are carried out each term.

In term one, the children and teachers are forewarned of the day and time to expect the fire alarm so as not to overly frighten the smaller children.

In term two, the teachers and staff only are informed of when the drill will take place.

In term three, the teachers are informed of the week only in which it will occur.

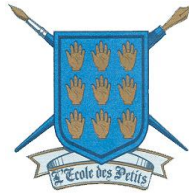
The Assembly Point in the event of fire is in the front school courtyard. If this is inaccessible, the emergency exit at the rear of the school behind the Church is to be used.

In the event that the school building cannot be re-entered, arrangements have been made with the Sacred Heart Church next to the school to take the children and staff in. Father Christopher is contactable by phone if he is not on site, and the Sisters are also in residence nearby.

Parents will be contacted by mobile phone in this event to come and collect their children in the interest of their wellbeing.

The school has one disabled member of staff for whom a procedure is in place.

There is a procedure in place if fire is discovered and the alarm has not gone off.



## **Training**

Salvus Consulting are responsible for fire safety training.

Mr N Otten and Mr W Otten have received a specific training on fire from Salvus (Sept 2010) and assist in carrying out the annual fire safety risk assessment.

At the beginning of each year, all staff attend a day's training session, a refresher for old staff and induction for new staff.

Staff also receive use of Fire Extinguishers training.

## **Inspections**

### **Weekly**

Breakglass fire points are checked weekly on rota.

One emergency light box is checked weekly on rota.

Fire resistant doors on magnetic release systems are checked weekly.

Fire bells/sounders are checked weekly in conjunction with the monitoring company Banhams.

Reminders are regularly given to staff not to stack materials on top of radiators.

### **Monthly**

Exit routes and corridors, trip hazards, position of desks in classrooms are checked monthly.

Firefighting equipment is checked monthly to be in good condition and in the right place.

Intumescent strips and automatic closers are checked monthly.

Condition of equipment is checked monthly.

Emergency exits signs are checked monthly.

### **Termly**

General building condition, signage in general and precautions have an overview check during each holiday period.

### **Annually**

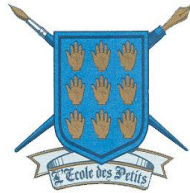
Banhams service the fire alarm twice a year.

Boiler system is serviced once a year and a gas safety certificate issued.

PAT tests are carried out annually.

Each summer holiday all mechanical equipment is serviced and the whole building overhauled and redecorated the process of which reduces fire risk.

Five year electrical tests are carried out to conform with the regulatory requirement.



### **Visitors**

All visitors must sign in to the visitors' book on arrival at reception and to sign out when leaving.

Mrs Preston, Fire Warden, runs through the emergency fire procedure with the visitor.

### **Fire risk assessment**

A full assessment is carried out annually by Salvus Consulting.

### **General**

Staff are advised not to bring their own electrical equipment into the school.

All outside companies using school facilities must have test certificates (PAT tests) for equipment, have proper insurance and have carried out a risk assessment on their practices in the school.

Contractors carrying out hot works must complete a "Hot Work Certificate".

Where the gymnasium is being used by a large of people (200+), the side door to the baby courtyard and baby class must be unlocked and available as an escape route.

**Reviewed Sept 2017**