

Ashgrove Primary School

# Fire Safety Policy

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Version 1:2

# Fire Safety Policy

Preservation of life and protection from danger are fundamental to any working environment. It is essential, therefore, that daily routines are underpinned by an ongoing programme of risk assessment, monitoring and maintenance, and by emergency procedures that are appropriate to the variety of activities, people and circumstances that take place during any school day. It is the duty of each member of staff to contribute to school safety.

## Prevention

The following measures will be taken in order to minimise the risks associated with fire:

- children will be made aware of the dangers of fire;
- a summary of the emergency evacuation procedure will be displayed in each room;
- fire drills will be practised once per term, including once from assembly;
- teachers will keep an updated class list ready for use during a fire drill;
- fire doors will be kept closed at all times;
- exits will be kept free from obstruction;
- nothing will be placed over, or hung from, electrical appliances;
- all electrical appliances, including computers (not the server), will be shut down properly at the end of each day;
- all electrical appliances will be tested regularly by a qualified electrician;
- all fire extinguishers will be maintained regularly;
- all alarm switches will be tested annually and the location of hammers verified;
- red-labelled (water) fire extinguishers will be available in the event of a small non-electrical fire; and
- black-labelled (carbon dioxide) fire extinguishers will be available in the event of a small electrical fire.

## Emergency Procedure

Whenever the alarm sounds the following evacuation procedures will be conducted in a manner appropriate to a genuine emergency:

- If fire is confirmed and beyond immediate control by extinguisher the fire brigade will be summoned.
- An uninterrupted bell will be used to initiate an emergency evacuation (including fire drill).
- All staff and pupils are required to leave the school even if the reason for a continuous bell is known to be a drill.
- Children and members of staff will leave their belongings, shut classroom doors after them and move quickly and quietly to the Ashgrove Road where teachers will call the roll.
- Rooms 1, 2 and 3 will be evacuated by the INFANT DOOR to the footpath above the gates.
- Rooms 4, 5, 6 and 7 will be evacuated by the JUNIOR DOOR to the footpath above the gates.
- Rooms 8, 9, 10 and 11 will evacuate by the SENIOR DOOR to the footpath below the gates.
- Mobiles 1, 2, 3 and 4 will be evacuated to the footpath below the gates.
- The dining hall will be evacuated by the DINING HALL EMERGENCY EXIT and children will wait inside the gates until told to join their classes.

- Children in toilets will leave by the nearest exit and wait inside the gates until told to join their classes.
- The assembly hall will be evacuated by as many of the three emergency exits as are safe:
  - out the main assembly hall door, proceeding to the footpath via the front entrance;
  - out the side assembly hall door, proceeding to the footpath via the senior door; and
  - out the rear assembly hall door, proceeding to the footpath via the dining hall's emergency exit.
- The kitchen will be evacuated by the KITCHEN DOOR.
- Offices will be evacuated by the MAIN DOOR.
- Visitors will accompany the classes or staff they are with when the alarm rings.
- The caretaker and principal will check that everyone has left the building and will switch off the power if appropriate and possible.
- No one will re-enter the building until it is declared safe by the principal.

## Review

This policy will be reviewed annually.