



Fire Safety Policy

Insch School



March 2016

Our vision is **Reach for the Stars**

Insch School Fire Policy

Part 1: Fire Prevention

Introduction

The prevention of fire is of vital importance. Most fires are caused by carelessness and ignorance. A high standard of fire consciousness will prevent this. It is the responsibility of all personnel to become conversant with these instructions.

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

The school fire officer is Allison Conner, Head Teacher.

Fire drills

Fire drills will be carried out at least once every term. The exercise will include a simulated evacuation drill with the assumption that one escape route is not available. Each exercise will be started by a predetermined signal, such as activating the fire alarm and the whole premises will be checked as if an emergency has arisen. This fire drill can be combined with the instruction given to staff. When a fire drill is held, it will be recorded in the staff training record book, held by the site manager.

All staff must participate in at least two drills per year.

Testing of fire alarm systems

The fire alarm system will be tested weekly by the caretaker. A different call point for each test will be used and recorded in the log book. The fire alarm systems will be serviced twice a year.

Emergency exits

All emergency exits are to be kept clear and free from obstruction at all times. It is the responsibility of all staff to be fully aware of the contents of these instructions and know the location of all fire exits and the assembly point in the immediate vicinity.

Fire alarms

Electrical fire alarm operated by breaking a glass release button. The fire alarm is to be raised no matter how small the fire.

Fire-fighting equipment

Fire extinguishers

There should be the correct type of fire extinguisher at each fire point, dependent upon the location.

Fire instruction notices

Printed notices should be conspicuously displayed at all fire points stating concisely what staff and others should do if a fire is discovered or if they hear the alarm. The notices should be permanently fixed in position and suitably protected to prevent loss or defacement.

Fire prevention checks

Regular fire prevention checks should be carried out.

Checks are to include the following.

- Unnecessary lights and electrical appliances (TVs, videos, microwave ovens etc) are to be switched off and, where possible, unplugged.
- It is recommended that convector heaters are not used in school. All other electric fires must be regularly tested and maintained.

A fire prevention check is to be carried out in all areas at the termination of the day's work prior to the premises being vacated.

For Open Days, concerts, plays etc when there will be a large number of visitors to the school the organiser of the function will undertake to ensure that a brief safety announcement is made prior to the start of any performance, detailing the location of emergency exits and the action to be taken in the event of an alarm sounding. Where deemed necessary, the organiser of the event will need to arrange for stewards to be on duty for the duration of the performance. (Guidance on this matter must be sought from the School Fire Officer, if the organiser has any doubts on the level of provision required.)