



Fire and Earthquake Safety Policy

Policy adopted: Spring 2014
Amended: Autumn 2014
To be reviewed: Spring 2016

Fire safety will be managed with reference to the Regulatory Reform (Fire Safety) Order 2014. Everyone who enters these premises is responsible for ensuring fire safety. The designated 'responsible person' is Mrs Karen McNeely (Head Teacher). All other staff are the designated 'competent persons'.

The school aims to provide a risk assessment based approach to fire prevention using clear and relevant information, as a duty of care to all pupils, employees and visitors. The school will look at ways of preventing fire from occurring in the first place, by removing or reducing hazards and risks (ignition sources) and then planning precautions to ensure that people are adequately protected if a fire was still to occur. The fire risk assessment will take into consideration the effect that a fire may have on anyone in or around the premises, plus neighbouring property. This risk assessment will be reviewed annually.

Non employees must be informed of relevant risks to them and be provided with information about who is the competent person(s) and about fire safety procedures for the premises.

The presence of any dangerous substances must be considered and the risk assessed. A suitable means of contacting the emergency services and providing them with any relevant information about such substances will be established.

All staff will be provided with appropriate fire safety information and training (during their normal working hours), when they start employment in this School and annually throughout their employment. Every attempt to ensure the meeting of the requirements of the Fire Safety law will be made promptly and effectively.

Control measures

- The school has a No Smoking Policy
- Elimination or reduction of risks i.e. separating flammable materials from ignition sources.
- Procedures to be followed in the event of a fire occurring are detailed in the Health and Safety Manual as are Evacuation procedures.
- The school's Emergency Plan is detailed in the Health and Safety Manual.
- Correct type and sufficient quantities of fire signs and notices
- Ensure that staff, pupils and visitors receive the appropriate instruction/training e.g. actions to be taken in the event of a fire and fire evacuation drills.
- Suitable means of detecting and raising the alarm in the event of a fire
- Adequate emergency escape routes and exits
- Suitable provisions for the protection of Local Fire Authority Service personnel, i.e. clear access into building.

Maintenance and record keeping

The following maintenance and record keeping systems are in place to ensure that regular and thorough care is taken to prevent a fire from occurring or, if this is impossible, procedures and equipment in place to deal with such an occurrence:

- Recording of the risk assessments for fire hazards, with review dates
- Recording of significant findings of fire risk assessments
- Recording of fire fighting arrangements in place to control the fire risk, including testing and maintenance of fire fighting equipment by a competent person
- Carrying out tests of lighting; recording and deal with any faults. Organising annual maintenance of the above, carried out by a competent person
- Portable Appliance Testing to be carried out by housekeeping staff
- Recording of fire training and instruction
- Recording of fire drills including date, evacuation time and any other problems encountered
- Carrying out and recording of monthly 'safety walks' with details of any problems encountered. Checks on passive systems, e.g. doors
- Recording of false alarms
- Recording of policy reviews
- Ensure 5 year testing of whole school electrical system is undertaken and recorded by qualified electrician.

EARTHQUAKE DRILLS

Earthquakes occur without warning. If an earthquake occurs during school hours the following actions will be taken:

Inside: (During shaking)

1. The teacher or other person in authority implements actions: DROP - DO NOT RUN OUTDOORS.
2. As soon as possible take cover under a desk, table, or against an inside wall.
3. LEAVE THE BUILDING when earthquake is over; go to an OPEN or CLEAR AREA and stay away from buildings, utility poles, and downed wires.
4. Teachers will take the register.

On the School Grounds:

1. The teacher, or other person in authority implements action: DROP
2. As soon as possible, move the children away from buildings, trees, and exposed wires. DO NOT RUN. The safest place to be is in the OPEN. Stay there until the earthquake is over.
3. Teachers will take the register.

If an earthquake occurs, students will be held at school until parent contact is made. It is most important that parents have someone in the community to act for them if necessary.