

Ysgol Caergeiliog Foundation School



FIRE SAFETY POLICY

Fire Safety

Policy Statement

It is the policy of Ysgol Caergeiliog Foundation School as part of its health and safety policy to ensure that the risk of fire is minimised by undertaking regular risk assessments; having in place suitable fire precaution systems and to have robust procedures for the evacuation of the building in case of fire.

Our policy is that:

- no life to be put in jeopardy in anyway whatsoever.
- Regular evacuation procedures are regularly tested.
- Possessions, equipment etc are replaceable and no person's life or an injury to a person is worth their rescue.
- The responsible person will undertake a fire risk assessment on a regular basis.
- Suitable fire precaution systems are implemented and followed.
- That fighting any fire is only undertaken when there is no risk to a person or persons and that person to have received appropriate training.

IT IS THE RESPONSIBILITY OF THE HEADTEACHER TO CARRY THROUGH THIS POLICY.

Procedure in the Event of a Fire:

In the event of a fire, safety and preservation of life will override all other considerations. It is the duty of all staff to study and make themselves familiar with the school's emergency evacuation procedures. As part of the regular review of the School's risk assessment, the school's arrangements for ensuring fire safety will be under continual review.

Arrangements for Ensuring Fire Safety

Emergency Evacuation Procedures:

It is the responsibility of individual members of staff to ensure the safe evacuation of all pupils for whom they are responsible, to a previously designated place of safety. When an alarm sounds, pupils should be marshalled in an orderly fashion following the nearest escape route and, if possible, any open windows should be closed. The class teacher will carry the attendance register. If possible, doors should be closed behind the group. It is important for staff to be familiar with alternative escape routes in the event that the primary route is blocked. The group will assemble at the predetermined place of safety, which is the **School Flagpole**. On arrival, names should be checked against the attendance register. The person responsible for summoning the fire brigade is the Headteacher. As a general rule, if someone is missing, the building should not be re-entered, but information should be given to the fire brigade for them to make the search. Nobody should re-enter the building until being given express permission to do so by the Senior Fire Officer present.

Fire Warning Equipment

The school is equipped with fire warning devices designed to activate the school's alarm system in the event of a fire. The warning of a fire will be a bell or a siren, which will sound continuously. Call buttons are located throughout the building. In the event of a fire, the glass should be broken, and the school alarm will automatically sound.

Fire Fighting Equipment

Fire fighting equipment, commonly known as 'fire extinguishers' are located throughout the School. Different appliances are designed for different applications and conditions; this will have been taken into account with respect to their siting. The main purpose of fire extinguishers is to clear a path for exit. Staff will receive training in the safe operation of portable fire fighting equipment and the appropriate applications for particular items. No attempt should ever be made to tackle a fire unless it is very minor and poses no significant threat to the occupants of the building.

Evacuation Drills and Equipment Tests

From time to time there will be drills to test emergency evacuation procedures, together with tests of audible fire alarm equipment.

Good Housing Keeping

Staff should follow good house keeping practices, including those listed below, which can eliminate or reduce many fire risks:

- Sources of ignition should be controlled. Heaters should not be covered up and electrical sockets should not be overloaded.
- Portable electrical equipment should be checked annually.
- Rubbish should not be left lying around.
- Care should be taken to avoid large flammable displays along escape routes.
- Escape routes should always be kept clear and fire doors never locked.
- Outside rubbish should always be stored in a secure, locked compound located away from buildings.

Outside Security

In the knowledge that most school fires occur when school is not in session, the school places a high priority on outside security.

This Policy was prepared: August 2006

It was authorised by the Governing Body: Summer 2014

It was reviewed: January 2017

It will be reviewed: Annually

Review details:

January 2017

January 2018

January 2019

January 2020

June 2021