

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 Director 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.

Mr Des Beylefeld (General Manager) has the duty of Fire Warden; Miss Maury is his stand-in and assistant in this role.

The Headmaster M. Balerdi is responsible for the safe evacuation of Mme Moyon. Des Beylefeld (Fire Warden) will replace M. Balerdi in this role if he is absent, and Miss Maury will stand-in as Fire Warden.

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 a 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.

If 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

William Martin Compliance Ltd is responsible for fire safety training.

Mr W Otten have received specific training on fire and assists 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 a rota.

One emergency lightbox is checked weekly on a 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.

Displays on Fire escape routes are monitored and where combustible materials are used these are sprayed with fire retardant liquid.

Monthly

Exit routes and corridors, trip hazards, the 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.

The 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.

The 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 to the regulatory requirement.

Visitors

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

Mr Beylefeld, Fire Warden, runs through the emergency fire procedure with the visitor.

Fire risk assessment

A full assessment is carried out annually by William Martin Compliance Ltd.

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 October 2023