



**Mission Statement:**

The Sacred Heart is a Community committed to the education of its pupils in a Catholic Christian ethos, where each person is invited to serve God and others in faith, hope and love.

**Aims:**

To foster spiritual growth in Christian faith and values  
To value, enjoy and appreciate learning  
To work for excellence  
To further curiosity and creativity  
To aspire to high ideals  
To stimulate generous service of others

## **Fire Safety Policy**

**Aims:** The aims of this policy are to: -

- Minimise the risk of fire by taking professional advice (Fire Risk Assessment/ audit)
- Ensure adequate means of escape in the event of fire
- Limit the spread of fire

This policy has been formulated following consultation with the Fire Officer who visits the school on a regular basis.

In managing fire safety, we have: -

- Prepared a 'Procedure for Fire Drill' (See Appendix 1)
- Put up fire notices in each classroom outlining fire evacuation procedures (e.g. Appendix 2)
- Supplied basic fire safety rules notices throughout the school
- Created a whole school assembly point
- Prepared action 'In case of fire' cards to be issued to visitors and displayed in classrooms
- Trained staff and pupils to follow agreed procedures in the event of a fire through routine fire drills
- Conducted fire drills on a regular basis

In addition informal checks are carried out regarding the following of fire safety rules

1. Ensured that fire fighting apparatus is adequate and well maintained, contracted services
2. Taken advice from the Local Fire Brigade
3. Conducted fire safety inspections through regular testing of fire bells
4. Ensured that fire escape routes are not obstructed and that doors operate correctly.
5. Made arrangements for fire detection systems to be maintained and tested and records kept.
6. Carried out a fire audit of all the building with a professional (audit for each building kept in centralised place and in appropriate building)

All the information relevant to Fire Safety is held in files labelled 'Fire Information' kept in the staff rooms of the Junior and Senior schools, the Head's Office in the Middle School and in the Barn.

The school receives regular advice from outside agencies (latest February 2012 from Mr. Brook, pyrotechnician – at present auditing the school premises - reports available). Individuals responsible for testing fire alarms and arranging fire drills are: -

- Lower School - Mrs Peirce
- Middle School - Mrs Burton/Mrs MacLachlan
- Upper School - Mr Murphy (coordinator of testing and drills)
- Boarding house - Sr Kasjana
- Barn - Mrs Harvey
- Sports Hall - Miss Wilson

Overall responsibility for health and safety policies lies with the Head Teacher and Sister Thomas More  
Fire safety delegated to Sr Kasjana and Mr Lewis Murphy.

**Plans of premises:**

These indicate the position of fire alarms and extinguishers, main electric switches and fuse boxes, gas and water stop cocks

*(Prepared February 2003 by TB, M M, HK; Reviewed October 2005 HK, MY; November 2006 HK, MY; September 2008; May 2009/ Jan 2012)*

# Fire Policy Procedure

## Introduction

- The prevention of fire is of vital importance. Most fires are caused by carelessness and ignorance. It is the responsibility of all personnel to become conversant with these instructions.
- Upon outbreak of fire the saving and preservation of life takes precedence over the salvaging of property.
- A member of staff's first duty is to look after the children and this will mean the evacuation of the building.
- No attempt should be made to fight the fire until their safety is ensured, and then without exposing any person to risk.

## Fire Risk Assessments

A formal Risk Assessment has been conducted in the school.

An informal, more regular Risk Assessment will be made by the Health and Safety team. It will:

- Identify any person especially at risk in a case of fire, e.g. A person who is blind, deaf or disabled, and make plans to include their safe evacuation (PEEP)
- Review the evacuation plan and instructions for this
- Look at the past year's records of fire practices etc
- Ensure the provision of adequate training
- Review the provision of instruction to students or visitors to the building

## Staff Training

- Every member of staff will receive instructions in fire precaution during induction.
- The training will be recorded in the fire log book.
- All members of staff will receive refresher training.
- Students and visitors will be instructed at the beginning of their attendance.

## Fire Drills

- Fire drills will be carried out **at least** once a term. This will include a simulated evacuation drill. When a fire drill is held it will be recorded in the fire logbook

## Testing of Fire Alarm System

- The fire alarm system will be tested weekly.
- Different fire points will be tested each week and recorded in the logbook.

## Emergency Lighting

- Emergency lighting is available should other lighting fail in the case of fire

## Emergency Exits

- All emergency exits are to be kept clear and free from obstruction at all times

## General Fire Safety

All staff will make it their responsibility to ensure:

- Exit doors are unlocked when school begins.
- Fire doors will not be propped open
- Tops and fronts of radiators are kept clear
- There is 1metre clearance to the routes of exit doors
- Displays where possible will not be above radiators. If this is unavoidable they will be securely fixed
- Combustible materials (paper, card, fabrics etc) are not stored near to sockets or lights
- Unnecessary lights or electrical appliances (Computers, printers, TV and video, fans, laminator, toaster, etc) are to be switched off and where possible unplugged.
- Fire instructions are posted in each room.
- Science Laboratories and the Home Economics Room have fire extinguishers and additional health and safety notices relating to combustible materials and chemicals.
- Chemicals for Science are locked in the preparation room. Access to this is via the laboratories which are locked when not in use.
- Motor vehicles parked adjacent to the school building are required to reverse in and park at least one metre from the wall of the building.

## Smoking

Smoking is prohibited in or around the school.

## Ancillary Staff

- ▲ Staff responsible for the grounds, buildings, cleaning and kitchens are responsible for supervision of inflammable or poisonous substances when in use and for locking such substances away when not in use.

## Advice on the procedure in the event of a fire

### Discovering a fire

- On discovery of a fire, operate the nearest fire alarm call point.
- Call the Fire Brigade by contacting the office.
- On hearing the Fire Alarm, evacuate the premises immediately as detailed in the evacuation procedure for the school.
- Close all doors and windows.
- Proceed to the Assembly Point and check with office staff regarding any absent pupils
- **Attempt** to extinguish the fire with the nearest suitable fire appliance **if this is practicable**. (Staff must be aware that there are different extinguishers for different fires)
- **DO NOT ATTEMPT** if the fire has reached such proportions as to endanger life or escape.

### After the event

- Do not re-enter the building until advised to do so by the senior Fire Service Officer. Any person entering to locate missing persons does so at their own risk
- If the fire has been extinguished by school staff, do not disturb any evidence which could indicate the cause of the fire.
- Ensure that the premises are in safe working order before re-occupying.

## Know

- Your means of escape, primary and secondary
- The nearest Fire Alarm point
- The nearest Fire Appliance and how it should be used
- The Assembly Point

## SAFE EVACUATION PROCEDURES

### Classroom:

Escort your class from the buildings, close windows and doors if possible.  
One member to check every room as leave the building

### ASSEMBLY POINT

Adjacent to Sports Hall and perimeter fence

**The Secretary will take the signing in book and the computer generated absence list out for staff to confirm absences. In case this has not been finalised at the time of the fire bell, staff should have absentees written in small red notebooks.**

**Also needs to take out box with the megaphone. ( Megaphone to be returned to the office (cover needs to be left off to preserve the batteries)**

**All Staff will report to the Fire Officer (Mr Murphy) who reports to the Headteacher or SMT that the roll call is complete.**

**Length and date of drill to be recorded.**

## Appendix 2

Whole School		Fire Risk Assessment				Date & Name of Assessor(s): December 2011
HAZARDS	PEOPLE AFFECTED	ACTUAL PREVENTATIVE & PROTECTIVE MEASURES	SR	PR	RR	ACTION
<b>Boiler</b> Rooms	Caretaker, Handyman, Staff	Must be clean, clear and locked	6	1	6	Keys only available to designated Staff
<b>Combustible</b> Material	All	Surplus materials to be stored safely in designated areas	6	2	12	Staff & pupils to be made aware of designated areas. All others areas to be kept clear of combustible material.
<b>Corridors</b> , Stairs, Exits, Entrances	All	Must be kept clear & unblocked	6	1	6	Always ensure these areas have free passage
<b>Costumes</b>	All	Keep costumes away from Heat sources	4	2	8	Staff awareness of Stage lighting and heat sources
<b>Displays</b>	All	No displays near heat sources or light fittings	4	1	4	Inform Staff
<b>Fire Exits</b>	All	To be kept clear of bags, furniture and other obstructions at all times				
<b>Electrical</b> Equipment	All	Regular checks by Electrician No trailing wires Turn off equipment at end of day unless stated on apparatus	6	1	6	Do not overload switches – 13 amp on socket. Keep record of tests
<b>Smoking</b>	All	School is a Non-smoking area				No smoking anywhere on site
<b>Store Stock</b> Rooms & Cupboards	Staff	To be kept locked	5	1	5	Keys only available to Staff except Lost Property & Drama
<b>Waste</b> Paper Bins	All	Rubbish not allowed to collect	2	1	2	Science Bins – metal. General Tidiness / Cleanliness especially around Electrical Appliances
Notes	:i) SR = SEVERITY RATING – 1 to 6;PR = PROBABILITY RATING – 1 to 6: RR = RISK RATING = SR X PR ii) Remember to consider if risks can be avoided, the activity substituted, reducing the number of people exposed or their exposure time. If appropriate record your consideration in the Action Column iii) Remember to try to identify any measures that could reduce risks further and record in Action Column. This will allow decisions to be made on whether they are reasonably practicable to implement.					
<b>Assessment history (date &amp; by Whom):</b> 07 02 03; May 08 DPW HK RS; Dec 2011 Sr F						<b>Review date:</b> Dec 2012