



Fire Safety Policy– Maranatha Christian School

Staff Responsible	Justine Gardner
Head Approved	Tom Price
Trustee Approved	Lara Morava

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V1.0	Nov 2017	Nov 2017	Nov 2017	Approved
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INTRODUCTION

This policy is to be used in conjunction with the Maranatha Christian School Fire Emergency Evacuation Plan (FEEP). This document includes the action to be taken by all staff in the event of fire and the arrangements for calling the fire brigade. The following items have been considered;

- Fire evacuation strategy
- Action on discovering a fire
- Action on hearing the fire alarm
- Calling the fire brigade
- Close down procedure
- Identification of key escape routes
- Fire wardens
- Places of assembly and roll call
- Firefighting equipment provided
- Training required

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- Personal Emergency Evacuation Plan
- Liaison with emergency services
- Fire doors

FIRE EVACUATION STRATEGY

Simultaneous evacuation in case of fire is the only way we operate within Maranatha Christian School due to the fact it is a small site. When the general alarm sounds over the fire warning system when a fire is discovered, then everyone will make their way, by means of escape, to the designated place of safety, the Assembly Point which is on the school field.

ACTION ON DISCOVERING A FIRE

On discovering a fire, it is the duty of every person to sound the nearest fire alarm immediately. There is a fire alarm in each classroom.

ACTION ON HEARING THE FIRE ALARM

All personnel, on hearing the fire alarm, should act in accordance with the agreed FEEP strategy.

Personnel should not re-enter the building with the possible exception of the Fire Officer/s or Headteacher.

CALLING THE FIRE SERVICE

The Fire Service should also be informed immediately, either by a fire officer or the person discovering the fire, dependent on conditions.

CLOSE-DOWN PROCEDURE

The Close-down Procedure is as follows:

- Ensure all staff, students and visitors have vacated all buildings
- Ensure all doors and windows are closed

IDENTIFICATION OF KEY ESCAPE ROUTES

Key escape routes are clearly identified beside each door. They include schematic drawings supplemented with satisfactory emergency escape signs.

DUTIES AND RESPONSIBILITIES OF FIRE OFFICERS

The Fire Officer within Maranatha Christian School is Justine Gardner, she has overall responsibility for the action in the event of fire. In the event that she is not on site, this person shall be Tom Price. Each teacher has responsibility to evacuate their classroom in the case of fire.

The Fire Officer is responsible for

- The fire emergency evacuation plan being properly distributed and understood by all

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- Fire routine and evacuation drill procedure
- Ensuring personnel know location of fire alarm points
- Ensuring regular use of primary and secondary escape routes
- The close down procedure

The Fire Alarms are tested weekly during term time and the tests are recorded. The Health & Safety Co-Ordinator is responsible for ensuring that notices are correctly sited.

PLACES OF ASSEMBLY AND ROLL CALL

Personnel should assemble at the pre-determined assembly point. The pre-determined assembly point is on the school field. When all staff, students and visitors are assembled a roll call should be taken. The person who is in charge of the assembly point (Tom Price) should report to the person who has been nominated the fire service liaison person (Justine Gardner) indicating all persons accounted for or who are missing and where they were last seen.

USE OF FIRE FIGHTING EQUIPMENT

Any competent person should attack the fire where possible with appropriate equipment; however, fire-fighting is always secondary to life safety.

REMEMBER: DO NOT PUT ANY PERSONS AT RISK

TRAINING

The emergency evacuation plan is part of the yearly training at the beginning of each school year and all employees are made familiar with its contents. It is also included in the yearly Student Orientation at the beginning of each autumn term. There are regular evacuation drills at the start of each school term including the sounding of the alarm.

PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

If disabled or sensory-impaired people join the school, whether staff or students, we will form a PEEP according to their needs to assist with escaping from fire. It may be necessary for staff to be trained in the correct procedures to cope with this eventuality. Advice on the specific needs of disabled and sensory-impaired people will be obtained from organizations representing the various groups if necessary. We will take into account those who may need assistance to escape, e.g., by having adequate staffing levels in premises providing treatment or care.

LIAISON WITH EMERGENCY SERVICES

A senior person will be nominated to meet the fire and rescue service when they arrive to provide them with any information they require, depending on the staff currently on site, Justine Gardner in the first instance.

FIRE DOORS



Fire doors should be closed at all times. The only exception to this is when a teacher is supervising pupils in two classrooms and requires a wedge to prop the door open for safeguarding reasons or for ventilation in extreme weather conditions. The teacher will be responsible for the wedges in their classroom.