



St Anne's Church Academy



FIRE POLICY

This policy should be taken and used as part of St Anne's Church Academy overall strategy and implemented within the context of our vision, instrument of government aims and values as a Church of England School.

Introduction

The objectives of this policy are to:

- safeguard all persons on St Anne's Church Academy premises from death or injury in the event of a fire
- minimise the risk of fire and to limit the spread of fire
- minimise the potential for fire to disrupt teaching and education, damage buildings and equipment and harm the environment

Application

- These procedures, precautions and prevention apply to all employees, students, visitors, volunteers and contractors on the school premises
- This Policy will be made available to all employees and others through our School Policies folder and website.

Legal and other references

- The Regulatory Reform (Fire Safety) Order 2005
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety Regulations 1999
- Department of Communities and Local Government "Fire Safety Risk Assessment - Educational Premises."

Roles and Responsibilities

Full details of the roles and responsibilities are detailed in Appendix A and Appendix B.

Fire Safety Management

All employees shall receive appropriate information and instruction to ensure that they understand the School's fire precautions and the action to be taken in the event of fire. (**See Appendix C**) Fire training will be included in health and safety induction programmes and fire drills are regularly practiced throughout the school year.

Staff Training

Every member of staff will have Fire Awareness Training delivered by a third party or as part of their staff induction in the form of the Fire Awareness Toolbox Talk (**See Appendix J**). All members of staff will receive refresher training within a 2 to 3 year period. This training is recorded on our Single Central Record 2nd page. This training compliments practicing of fire drills throughout the year.

Training for children

Students are told about the fire bell and evacuation process by their class teachers at the start of every academic year. Following every fire drill the children are reminded about their behaviour, response to the fire bell and also the importance of practicing the task.

Fire Risk Assessments (FRA)

The Headteacher (responsible person) will arrange for the fire risk assessments of school premises to be undertaken by a competent person. The risk assessment aims to assist the responsible person and Academy Business Leader (ABL) to monitor the fire management systems

The West Wick fire risk assessment was undertaken by North Somerset Council in June 2018, PCS Enterprises in June 2017, 2016 and 2015. The next one will be undertaken by North Somerset Council in Summer 2019. This is reviewed annually (or when changes are made to the building, whichever is first.) The FRA for the new Nursery building was undertaken by PCS Enterprises in August 2017. This is reviewed annually (or when changes are made to the building, whichever is first.)

The Hewish fire risk assessment was undertaken by H&S Department, North Somerset Council, June 2018 and October 2015 and reviewed by PCS Enterprises in October 2016. The next one will be undertaken by North Somerset Health & Safety Services in Summer 2019. This is reviewed annually (or when changes are made to the building, whichever is first.)

As a result of the fire risk assessments, we have created FRA action plans for both campuses.

Fire Drills

Planned evacuation exercises will take place a minimum of **3 times a year** and as soon as possible after any new intake of pupils is admitted to the school. Times of fire drills are varied to ensure that the people involved throughout the school day i.e. lunchtime, lesson time and after school clubs are performing fire drills correctly. In addition exercises will include actions to be taken if a child is unaccounted for and exits will be taken out of use. When a fire drill is held it will be recorded in the fire logbook, which is kept in the school office.

Action to take in the event of a fire / upon hearing a Fire Alarm

- Teacher or responsible adult will supervise children leaving the building by appropriate exit, closing the door when the last person is out (diagrams located in each room).
- Proceed to the assembly point on the main playground.
- Walk quickly, do not run.
- Keep calm.
- Do not stop to collect any personal belongings or books.
- Registers will be taken to the line-up points by office team and distributed to teachers for roll call.
- If the fire service have been called there must be clear access to the site for emergency services.
- Do not re-enter the building until the Fire Service or Headteacher gives the 'all clear'.

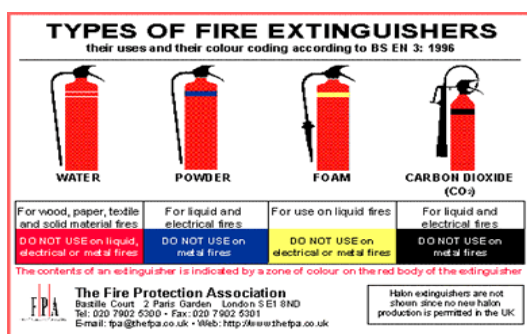
All staff, students and other visitors including contractors must know what action to take in the event of fire:

On discovering a fire or suspected fire you should:



Shout FIRE and alert others by activating the fire alarm by breaking the nearest 'break glass' call point. The Academy Business Leader or another office member of staff will summon the fire service, by calling 999, and giving the details of the school address and anything known about the fire or the evacuation process.

Persons should evacuate the building by the nearest exit and go proceed to the fire assembly point (playground).



When a fire occurs, 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 students and this will mean the evacuation of the building to a place of safety. Unless an individual is confident in fighting a small fire i.e. in a waste bin, using the correct type of fire extinguisher, no attempt should be made to fight the fire. They must always ensure that there is an

escape route between themselves and the fire.

On hearing the fire alarm



Immediately evacuate the building using the nearest escape route and proceed to the fire assembly point. Lifts must **not** be used.

Doors should be closed as persons leave, and if possible windows too.

Ensure all emergency shut off devices are activated e.g. gas cookers, design & technology equipment.

Follow instructions given by Fire Wardens

Persons must remain at the assembly point until they are informed by either the fire service or a member of the leadership management team that it is safe to return to the building or be relocate

Persons with disabilities

Our buildings do not have any designated fire refuge points so persons unable to use the stairs should wait in a lobby protected by fire doors for assistance. Fire wardens must notify the responsible person at the assembly area if anyone is waiting for assistance in a protected lobby.



Personal Emergency Evacuation Plans (PEEP's)

A Personal Emergency Evacuation Plan (PEEP) should be formulated by the Inclusion Co-ordinator or other designated member of staff for any student or member of staff who has a mobility or sensory impairment (whether temporary or permanent) which may affect their ability to respond to a fire and evacuate the building. The PEEP needs to be shared with the relevant persons. The aim of the PEEP is to provide people who cannot get themselves out of a building unaided with the necessary information and support to be able to manage their escape to a place of safety.

Fire Wardens

All adults are responsible for supervising children to leave the buildings and proceed to the assembly point.

Fire equipment and Fire safety systems (See Appendix D)

Inspection Procedures

- Regular inspections of fire safety equipment, exit routes etc. will be carried out by the site team (Caretaker, Weston Support Services, Academy Business Leader) in accordance with the details in the Health and Safety / Fire Precautions log book. Any defects or shortcomings should be brought to the attention of the Academy Business Leader who will ensure the arrangements for replacement or replenishment.
- The Headteacher and Governing Body are responsible for health and safety in the school. They will ensure a fire risk assessment is undertaken and implement the control measures identified. Review of the fire risk assessment takes place annually if no modifications have taken place in the building within 12 Months.
- Planned evacuation exercises will take place a minimum of **3 times a year** and as soon as possible after any new intake of pupils is admitted to the school. A record will be kept of the results in the fire log book.
- Fire extinguishers outside classrooms have also been given a cover as they've historically been tampered with.
- The emergency lighting will be tested monthly by Waterhouse and recorded in the logbook. Further tests e.g. 3hr power down are undertaken as part of the compliance contract with Waterhouse.
- The fire panel is annually tested and maintained as part of our contract with WRS Alarms @Hewish and Sovereign Alarms @West Wick.
- Fire fighting equipment is tested on an annual basis by Waterhouse.

Emergency Routes and Exits (see Appendix F)

- All emergency exits are to be kept clear and free from obstructions at all time.

Hot Work Permits

Hot work permits are issued to outside contractors for certain high risk work activities involving hot processes i.e. refelting of roofs, use of acetylene torches. The permit allows work to be undertaken for the specific activity and duration of the works. A current template for the hot work permit is available in the Contractors signing in folder and should be completed in the event of high risk hot processes being undertaken and shared with the TPLT Maintenance and Compliance Manager before works start.

Signage (Please see Appendix E)

- Fire safety signs are displayed (fire action notices, evacuation direction signs, assembly point signs and fire extinguisher signs)
- All signs comply with appropriate safety sign legislation

Smoking

Second hand smoking, breathing in other people's tobacco smoke, has been shown to cause cancers, heart and respiratory disease in non-smokers. It has a negative effect on those people who suffer from conditions such as asthma. There is considerable evidence regarding the negative impact of smoking behaviours on children. We have defined smoking for the purposes of this policy to include cigarettes, pipe, cigars, e-cigarettes, vaping etc..

As smoking is the single most preventable cause of premature death and ill health in our society, as a school we believe it is our responsibility to promote a no smoking policy and to give everyone the right to breathe clean air and to avoid the dangers of second hand smoke. Children need to receive consistent messages and require non-smoking role models if they are to recognise no smoking as the norm.

St Anne's Church Academy aims to provide a safe working and learning environment for both pupils and staff and to this end the whole school supports a no smoking policy which reinforces the messages within the PSHE/Citizenship curriculum and health initiatives in the wider community. We seek to:

- Provide a no smoking environment both within the school buildings and grounds that protects the health of the whole school community and visitors to the school
- Promote a healthy lifestyle and enable pupils to make responsible healthy choices in relation to smoking. This is reflected within the school's PSHE and Science curriculum and by providing excellent role models for all children and adults within the school
- Equip children with the social skills that enable them to resist the pressure to smoke, either from their peer group, or from society in general
- Set the example of a health promoting smoke-free environment to the whole school and wider community in line with government guidance and local priorities to reduce the prevalence of smoking and the associated risks
- Guarantee the right of non-smokers to breathe in air that is free from tobacco smoke
- Comply with Health and Safety Legislation and Employment Law
- Raise awareness of the dangers associated with exposure to tobacco smoke
- Take into account the needs of those who smoke and to support those who wish to stop.

Organisation

- The dangers of smoking are addressed in Year 6, in our programme of personal, social and health education (PSHE), with advice and support from the Health Authority
- As well as teaching the children about the effects that smoking has on the body, we engage them in discussions about the reasons why people start to smoke and what they themselves should do if other people encourage them to try cigarettes

- The children's class teacher leads all such discussions in a sensitive manner. S/he encourages the children to explore the views of other people, and to reflect on their own personal convictions with regard to smoking. We explain that it is illegal for cigarettes to be sold to people under sixteen years of age, but our aim is for children to refrain from smoking not only for that reason, but also because they believe that smoking is a wrong lifestyle choice
- The dangers of smoking sometimes arise as an issue in science lessons at Key Stage 2, when children learn about the way substances affect the whole body. When such an issue arises, class teachers deal with it in context, and answer the children's questions to the best of their ability, taking care to explain that smoking is dangerous, and should be avoided.

The Smoke-Free Environment

The following statements apply to all staff, pupils and visitors to the school e.g. parents, visiting suppliers, temporary staff, contractors and governors.

- Smoking is not permitted in any part of the school site at any time. This includes all school buildings and the outside areas of the school including playgrounds, sports field or car parks
- Smoking by anyone on a school visit or trip is not permitted
- Smoking at the entrances and exits to the school site will be strongly discouraged
- The relevant signage is displayed around school
- Smoking is not permitted in the school minibus or any vehicles being used on school business.

Staff members are expected to inform visitors of the no smoking policy. However, they are not expected to enter into any confrontation which may put their personal safety at risk.

Support for smokers

For those who smoke, information about NHS Stop Smoking Services and local support will be made available.

Disciplinary action

The day to day implementation of this policy is the responsibility of the whole school community and everybody has a duty to respond to breaches of the policy. Any persons who smoke on the premises will be asked to extinguish the offending item and/or leave the premises.

If any members of staff wish to smoke, they must leave the school site. Staff or students who breach the no smoking policy will be advised that this could result in disciplinary action.

Appendix A

PERSONS RESPONSIBLE FOR FIRE SAFETY

We are mindful that our Hewish campus is closed during school holidays, but our West Wick campus remains open for 50 weeks of the year. When the Academy Business Leader (ABL) who works all year round is on leave, we ensure that a member of the SLT is a point of contact for the Nursery crew. If the ABL is away at the same time as the rest of the SLT, we request the support of The Priory Learning Trust.

Role	Person Responsible	In Case Of Absence	Responsibility details the person responsible will:
Responsible Person	Lisa Dadds Headteacher	Ian Phillips, Deputy Head Di Martin, Assistant Head	<p>Ensure the school premises are compliant with all relevant legislation and therefore subjected to an annual fire risk assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005 and that where risks are identified action is taken to implement appropriate control measures.</p> <p>Ensure there are adequate means of escape in case of fire exist for all persons on school premises.</p> <p>Ensure that all means of escape are correctly maintained, kept free from obstruction and available for safe and effective use at all times.</p> <p>Ensure that all means of escape have adequate emergency lighting (in case of fire) which will be maintained in efficient working order.</p> <p>Ensure that all adequate means of giving warning in case of fire exist and are maintained in efficient working order.</p> <p>Ensure that all adequate means for fighting fire are present and are maintained in efficient working order.</p> <p>Ensure that there are regular fire evacuation drills, fire safety inspections and</p>

			<p>testing of emergency equipment takes place.</p> <p>Ensure that appropriate instruction is given to all persons on school premises on the evacuation procedure and that all staff (temporary, part and full time) have Fire Awareness training.</p> <p>Ensure that suitable and sufficient fire risk assessments of all parts of the premises and activities within premises are undertaken.</p> <p>Ensure that all practicable measures to control risks from fire are identified and implemented.</p> <p>Will provide appropriate effective liaison with the local fire authority.</p> <p>Will make sure that there are enough competent persons to implement the fire safety management systems (fire detection and alarm system), firefighting equipment and emergency lighting.</p>
Fire safety training, induction and revision	Lisa Dadds Headteacher	Ian Phillips, Deputy Head Di Martin, Assistant Head	Make sure that staff and pupil training takes place
Fire risk assessments	Helen Burge Academy Business Leader (ABL)		<p>Will monitor and audit the school's fire policy, standards and procedures</p> <p>Will monitor the standards of fire precautions and that these are maintained</p>
Fire drills	Lisa Dadds Headteacher	Ian Phillips, Deputy Head Di Martin, Assistant Head	
Updating of log book /	Lisa Dadds, Headteacher	Helen Burge ABL	

recording			
Checks on call points	Jane Hares Caretaker @Hewish Weston Support Services @West Wick	Helen Burge ABL	
Checks on emergency lighting	Waterhouse	Helen Burge ABL	
Fire escapes unobstructed	Jane Hares Caretaker @Hewish Weston Support Services @West Wick	Helen Burge ABL	
Check all fire detection and protection systems are maintained	Jane Hares Caretaker @Hewish Weston Support Services @West Wick	Helen Burge ABL	The fire alarm system is tested weekly by Jane Hares @Hewish and Weston Support Services @West Wick. Each alarm point is numbered and a different number is tested each week and recorded in the logbook.
Maintaining a secure site			Weston Support Services locks the exits at night and checks all rooms @Hewish and at @West Wick.
Whole staff and Governing Body			<p>All school staff are responsible for maintaining a high standard of fire precautions in areas under their control or influence and should ensure that they are fully aware of the fire procedures. They should also ensure that pupils for whom they are responsible are informed and understand the procedures.</p> <p>Everyone has a role to play in reducing the risk of fire:</p> <ul style="list-style-type: none"> • Maintaining safe working practices. • Keeping your area clear, clean and tidy ensuring you do not leave or store items in designated escape routes or block emergency exits. • Identifying possible hazards and bringing these promptly to the attention

of the Headteacher.

- Undertaking any necessary safety precautions.
- Being familiar with escape routes and evacuation procedures – ensuring posters detailing escape routes for each room are displayed just inside the door and to make the children aware of the procedures.
- Closing windows and locking doors when the school is unoccupied.
- Ensuring access to plugs is kept free and that cables are kept neat and run in safe places so as to prevent damage.
- Switching off Electrical items overnight.
- Ensuring any electrical items brought into the school (except new items) are tested by a PAT contractor before use.
- Do not overload electrical sockets, or tamper with plug fuses
- Take care with portable heating appliances. Always check with the ABL that the building's electrical supply is capable of taking the load. Radiant heaters, i.e. fires with an exposed element or flame, must not be used. LPG heaters must not be used.
- Observe the 'no-smoking' signs. (Smoking is not permitted within the school grounds.) Take care with smoking materials. Make sure that they are safely extinguished in a suitable receptacle before entering any building
- Any building or maintenance work involving heat sources, e.g. welding, must be controlled by a 'permit to work' system
- If smoke is discovered coming from underneath a door or where a door or handle is hot, do not open the door, but sound the alarm and summon the fire service.

It is a criminal offence to misuse or tamper with any fire safety system. Therefore persons must not:

- Recklessly discharge or misuse any fire extinguisher;
- Block fire escape routes, as this may result in persons being unable to exit the building safely in the event of a fire; or

			<ul style="list-style-type: none"> Wedge open fire doors, as these are designed to protect escape routes and prevent the spread of toxic smoke and fumes. (The majority of deaths in fires are the result of inhalation of toxic smoke and fumes.) <p>Report defects in fire equipment and fire doors to the Business Leader. If you have any concerns regarding the fire arrangements in your building you should contact the Headteacher.</p>
Fire Marshalls	Helen Burge Business Leader	Lisa Dadds Headteacher	ABL is responsible for providing and maintaining fire fighting equipment, fire detection and fire systems, and structural fire protection, such as fire doors, fire protected escape routes etc. in the school.
Fire Wardens – class based	All Class Teachers including Supply Class Teachers	All Support Staff	<p>The fire warden's role is, when the fire alarm sounds, to check their designated area to ensure that it is clear and report to the Responsibility Person (refer to Wardens responsibilities) at their designated assembly point.</p> <p>Class teachers are responsible for ensuring that any visitors to their classes evacuate safely in the event of a fire.</p> <p>Fire wardens are not expected to fight fires or to place themselves at risk! They will receive training to ensure that they can undertake their duties safely. See Appendix I for more information.</p>
Fire Wardens – Office based			<p>The office team will ensure that any contractor working on site are aware of what action to take in the event of fire and evacuate the building when the alarm sounds.</p> <p>Fire action notices will be posted in all teaching rooms and in lobbies and adjacent to fire exits.</p> <p>Details are also available on visitor signing in badges.</p> <p>Fire wardens must report any defects in fire equipment (a fire door not closing, or a fire extinguisher that has been tampered for example) and any poor housekeeping issues to the Headteacher or ABL.</p>

Appendix B

FIRE MARSHALLS ROLES AND RESPONSIBILITIES

1.	Fire Safety Awareness	Ensure good housekeeping practices are carried out
2.	Fire Fighting Equipment	Ensure visual checks are carried out to identify an damaged fire fighting equipment
3.	Fire Doors	Ensure fire doors are closed or where appropriate self-closing systems will close a fire door when alarm is activated
4.	Emergency Lighting	Ensure visual checks are carried out to identify if emergency lighting is available and working (instruction on identifying green/orange LED's of particular lights may be required)
5.	Manual Break Glass Call points	Ensure manual break glass call points are located adjacent to fire exit doors and are not obstructed by displays, coats etc.
6.	Electrical Equipment	Wherever possible switch off any electrical equipment
7.	Escape Routes	Ensure all escape routes are clear of obstructions and signs are not damaged or obscured. Alternative escape routes should be known and used when the primary route is blocked
8.	Final Exit Doors	Ensure all final exit doors can be opened and if necessary instruct pupils how to use any push bars, thumb turn locks
9.	Mandatory Fire Notices	Ensure all fire doors are clearly signed "fire door keep shut"
10.	Fire Safety Signs	Ensure all fire safety signs are legible and correctly signpost emergency exit directions
11.	Assembly Point	Ensure you are aware of location. Carry out a head count of the pupils within your group/class. Inform the headteacher/responsible person if anyone is missing/unaccounted for
12.	End of Day	Switch off any electrical equipment, heaters etc. Ensure any waste has been disposed of safely. Windows are securely closed. Ensure all final exit doors and fire doors are closed

In Addition - When the fire alarm sounds:

- Collect and wear a high visibility jacket, if applicable
- Sweep towards your floor emergency exit
- **If possible**, turn off equipment, close doors/windows
- Check accessible rooms, and refuges
- Communicate the need to leave the building
- Report to the assembly area
- Debrief meeting after fire drills or false alarm evacuations

Appendix C

FIRE EMERGENCY PROCEDURES

If any member of staff or a student discover a fire they must sound the fire alarm by breaking the nearest red break glass call point. When the fire alarm sounds (**very loud persistent two tone sound**) leave the school by the nearest available exit.

Proceed to the designated assembly point, which is on the school Playground.

All staff should:

- Ensure all members of their party leave the building immediately using designated fire exit routes.
- Assist with the evacuation of any individuals who require it
- Proceed to the assembly point and wait for further instructions.

A nominated person should contact the emergency services on 999 as soon as safely possible or 112 on a mobile phone.

State your name, the school's address,

St Anne's Church Academy @Hewish, Bristol Road, Hewish, Weston super Mare, BS24 6RT

or

St Anne's Church Academy @West Wick, 1 Scot Elm Drive, West Wick, Weston super Mare, BS24 7JU

nature of the emergency, numbers of pupils & staff evacuated, contact mobile number and any other relevant information. Do not hang up until all information has been confirmed.

- The reception or office staff will take the fire registers, form registers, absentee lists and staff signing out books, emergency grab bag to the assembly point.
- Members of the senior leadership team will check that all staff, pupils and visitors have been evacuated safely and are accounted for.
- First aiders will attend to any first aid requirements.
- A member of the senior leadership team will inform the on-site facilities team of any locations and nature of a fire, persons missing and will not allow anyone to re-enter buildings until informed that it is safe to do so by the Fire Rescue Services.
- On receiving the all clear from the Fire Rescue Services or Headteacher, inform all staff that they may return to the building and praise them for evacuating the building.
- If required, the Headteacher in conjunction with North Somerset and Chair of Governors will take the decision to close the school after making an assessment of the situation.
- Start to implement the Business Continuity Plan.

Appendix D

PORTABLE FIRE EXTINGUISHERS (WALL MOUNTED)

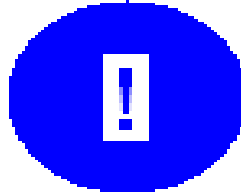
The types of extinguishers are clearly labelled. These should only be used on small containable fires e.g. a waste paper basket fire and ONLY after ensuring that there is no risk to oneself or the children.

If you have the slightest doubt about your ability to fight a fire EVACUATE IMMEDIATELY.

Colour of Band:	BLACK	RED	CREAM	BLUE
Type of Extinguisher:	C02	Water	Foam	Powder
Use:	For use on liquid fires and fires in electrical equipment.	DO NOT use on oils, fats live electrics	DO NOT use on oils, fats live electrics.	
Extra info:	COLD! NOISY! Last around 30 secs Remember to position hose first (It is too cold to hold and aim!)	HEAVY! Last between 45 to 90 secs	Aim hose towards the back of the fire	MESSY - Can reduce visibility! Point hose at the base of the fire.

Appendix E

FIRE SIGNAGE



STAFF FIRE NOTICE

All staff must know the location of fire exits, alarm call points and extinguishers.

Staff should familiarize themselves with the School Fire Emergency plan, and safe operating procedures of extinguishers.



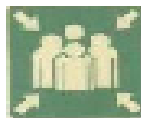
On Discovering a Fire

- Operate nearest alarm call point & Tackle fire if safe to do so.



On Hearing Fire Alarm

- School administrator will call Fire Service & take registers to Fire Assembly point.
- Teachers- evacuate pupils by nearest exit.
- Nominated staff to check other rooms & toilets.
- Shut doors & windows as you leave.



- Assemble at

MAIN PLAYGROUND

- Call Class registers
- Notify Head / Deputy of absences
- Head to Brief emergency services.

Do Not re Enter school unless safe to do so.



CHILDRENS FIRE ACTION



1. If you hear the Fire Alarm
 - **STOP TALKING**
 - Listen to your teacher
 - Line up quietly



2. Follow teachers instruction
Walk in line silently to....
The Fire Assembly Point at.

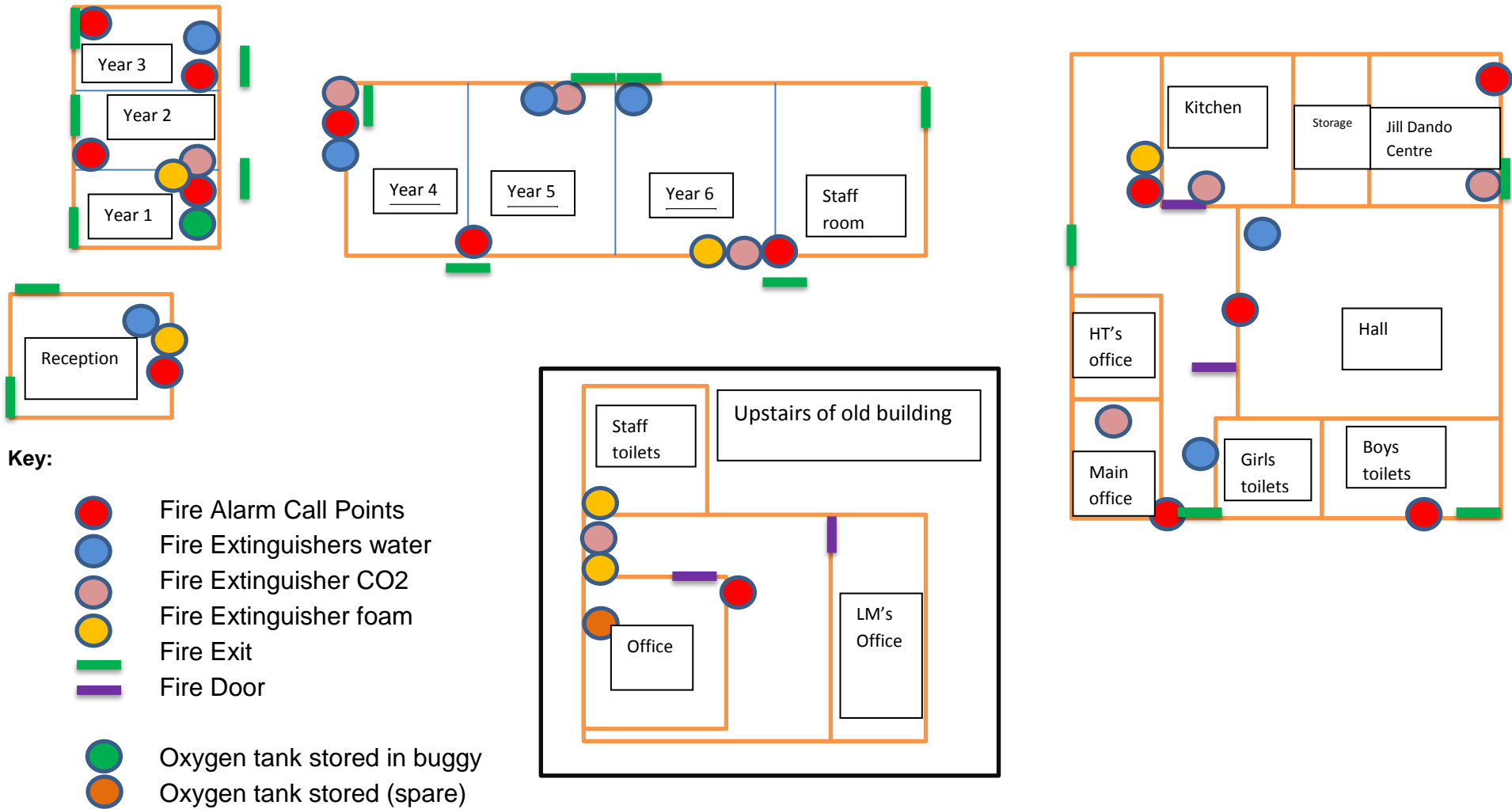
MAIN PLAYGROUND



3. Line up silently and listen for, and answer your name when called.

Appendix F

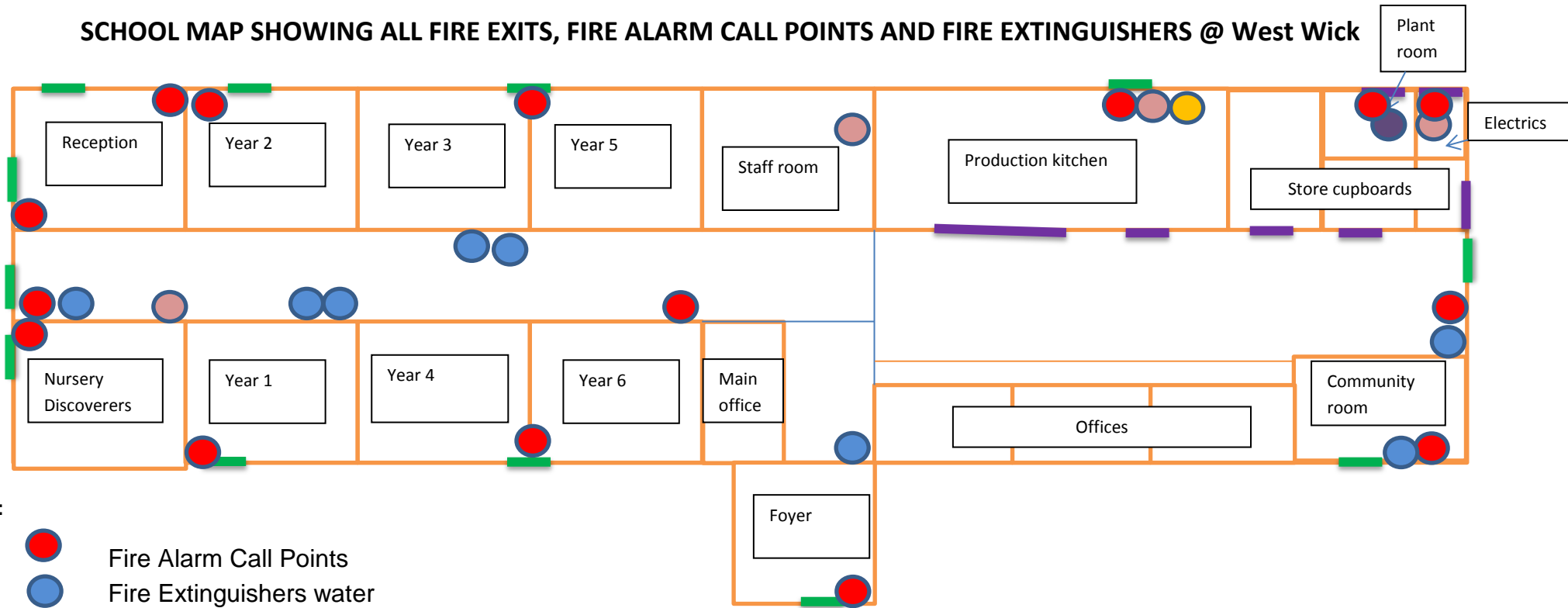
SCHOOL MAP SHOWING ALL FIRE EXITS, FIRE ALARM CALL POINTS AND FIRE EXTINGUISHERS @Hewish



NOT TO SCALE!

Appendix G

SCHOOL MAP SHOWING ALL FIRE EXITS, FIRE ALARM CALL POINTS AND FIRE EXTINGUISHERS @ West Wick

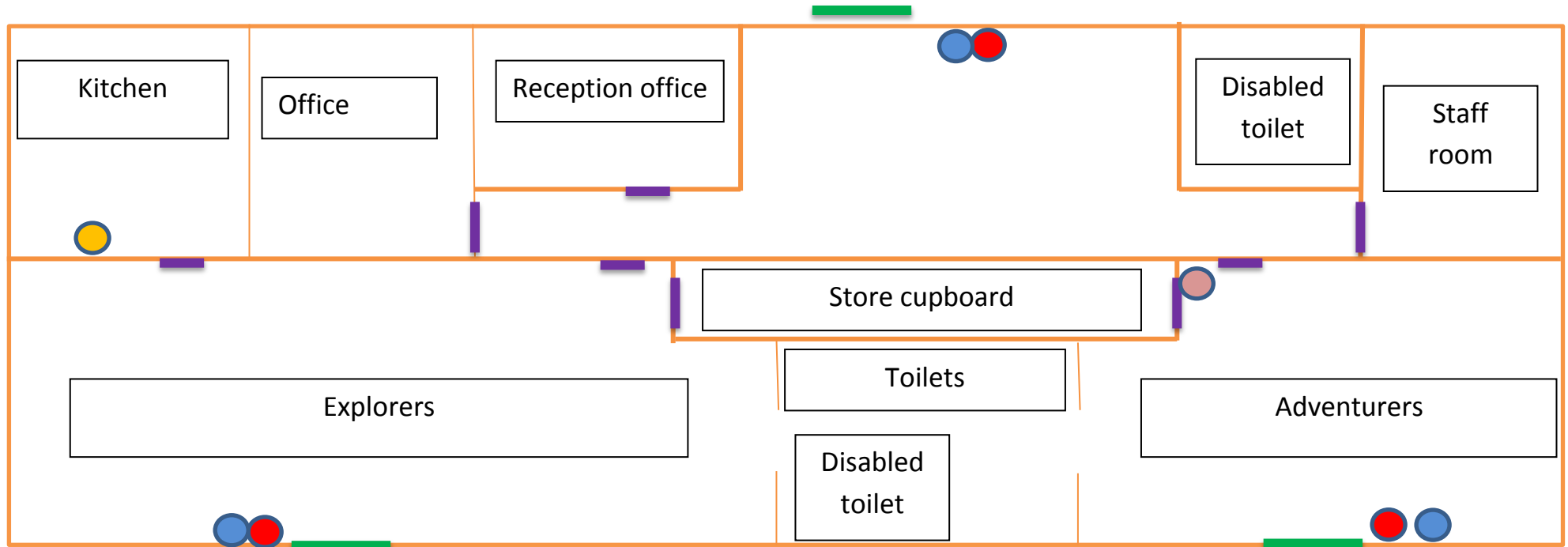


Key:







- Fire Alarm Call Points
- Fire Extinguishers water
- Fire Extinguisher CO2
- Fire Extinguisher foam
- Fire extinguisher Powder
- █ Fire Exit
- █ Fire Door / shutters

NOT TO SCALE!

Appendix H
SCHOOL MAP SHOWING ALL FIRE EXITS, FIRE ALARM CALL POINTS AND FIRE EXTINGUISHERS
@ Little Learners (Adventurers & Explorers)



Key:

-  Fire Alarm Call Points
-  Fire Extinguishers water
-  Fire Extinguisher CO2
-  Fire Extinguisher foam
-  Fire Exit
-  Fire Door

Appendix I

TEACHER'S / NURSERY PRACTITIONER'S CLASSROOM CHECKLIST

- Fire doors will not be propped open unless with specific fire alarm devices;
- Tops and fronts of heaters are kept clear;
- There is 1 metre clearance to the routes of exit doors;
- Displays near heaters 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, etc.) are to be switched off and where possible unplugged;
- All electrical items, plugs and cables are checked (PAT tested) regularly and before use;
- A 5 yearly electrical installation check is undertaken;
- Staff are requested not to bring in electrical items from home, unless they have a current PAT test and European kite mark;
- No combustible materials are stored in the Plant room (at West Wick);
- Waste is stored in designated metal containers and securely stored in a locked area of the school;
- General housekeeping is good;
- Displays in classrooms will not obscure fire call points or obstruct fire exit routes;
- Extension leads are only used on a temporary basis or appliances are re-sited. Consideration is given to providing additional socket outlets by a competent person.

Appendix J

FIRE AWARENESS TOOLBOX TALK

Up to date version can be found on G:\Microsoft Office\Health and Safety\H&S Staff Training\Fire Awareness Toolbox