



FIRE & SAFETY POLICY

Aims of the Policy

1. No life should be put in jeopardy in anyway whatsoever, 2. Evacuation procedures be periodically tested, 3. Possessions and equipment replaced and no person's life or an injury to a person be tolerated, 4. Fighting any fire is only undertaken when the alarm has been raised, 5. No risk to any person and each person should receive appropriate training.

Fire Warning Equipment

The school should be 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 siren, which will sound continuously. The alarm should be tested regularly. In the event of a fire, the call point should be operated and the school alarm will automatically sound. This equipment will be maintained regularly.

Fire-fighting Equipment

Fire-fighting equipment's (commonly known as "fire extinguishers") are located throughout the school at key points. Different appliances are designed for different applications and conditions; this should be taken into account with respect to their sitting. The main purpose of fire extinguishers is to clear a path to an exit. Staff should 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. This equipment is to be maintained regularly. It is a disciplinary offence for pupils and staff alike – to tamper with any fire-fighting or alarm equipment. Proper signage for the smooth navigation in case of any emergency situation should be placed at the key points to help the individuals to evacuate the building.

Evacuation Drills

An evacuation should be carried out at least once a term either in the form of an accidental or planned practice evacuation. After each evacuation, staff are required to provide information and observations on positive and negative aspects. The conditions and timings of the practice will be varied.

Fire Prevention Measures

Staff should follow good housekeeping 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.
- Standard/certified quality of electrical appliances should be used
- Catering equipment should be switched off at the end of every day
- Portable electrical equipment should be checked regularly.
- 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 exit doors never blocked.
- Outside rubbish storage (bins) should always be located away from buildings.
- The safe storage areas for flammable chemicals in the Senior School Science block will be used whenever necessary.

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