

Fire Safety

- (a) All members of staff are to familiarise themselves with the requirements of the Emergency Evacuation Plan. Form Tutors are to ensure that all pupils are fully aware of the actions to be taken in the event of a fire or other emergency.
- (b) Fire doors must be kept closed at all times and all exits kept free of obstructions;
- (c) Non-essential electrical equipment is to be switched off when not in use;
- (d) Heaters are to be kept clear at all times, even when switched off;
- (e) The Safety Officer is to ensure that fire extinguishers are sited in accordance with the recommendations of the Fire Service; details of the correct type of extinguishers to be available. The Safety Officer is to ensure that the extinguishers are regularly inspected and serviced; an appropriate maintenance contract is in place;
- (f) The Safety Officer is to ensure that notices are displayed in all buildings showing the actions to take in event of a fire.
- (g) The Head of Maintenance is responsible for carrying out, and recording the results of the weekly fire alarm test. The results are then recorded in the Fire Safety File located in the Bursar's Office.
- (h) As a minimum whole school fire drills should be carried out once a term. The Head of Junior Department and Middle & Senior Department should instruct pupils new to the School in the correct form of fire drill during their first two weeks.
- (i) When hearing the fire alarm children and staff should leave the buildings by the nearest and safest exit in silence. They should then make their way to the astro-turf and line by the Year Group number (positioned on the far fence). Children and staff in the Art Block should line up in the Headmaster's garden and await instruction. Office staff will bring all relevant registers (including Visitors' Book) to the astro for Form Teachers' use. The Headmaster (or his Deputy) should be notified immediately of any missing child or member of staff. At no point should any person return to the building until the 'all clear' is given by the HM or Deputy. In the case of a real fire they will wait until they have received instruction from the Fire Service. In**

the event of a fire at night children and staff should meet in the Acorn Theatre and then follow the same procedure as above.