



# GATEHOUSE SCHOOL FIRE SAFETY POLICY

Gatehouse School is committed to providing a safe working environment which minimises the risk of fire. In the unlikely event that it is necessary to evacuate the school buildings it is important that exit routes are clear and all staff, pupils and visitors are aware of the procedures to be followed.

## **Fire Prevention**

Staff should adopt a common sense approach when storing combustible items such as paper. Under no circumstances should combustible liquids such as, but not limited to, petrol, paraffin, white spirit, oil based paint or any solvent based products be stored on the school premises except in the authorised exterior storage cupboard managed by the Premises Manager. Only electrical appliances provided by the school or which have been subjected to a recent Portable Appliance Test (PAT) by the school may be used. Portable heaters, other than oil filled radiators, may not be used under any circumstances. All electrical items of equipment will be subject to a PAT test annually, arranged by the school. Particular attention should be paid to items with rechargeable batteries. Only original chargers provided by the manufacturer for portable devices must be used.

## **Exit Routes**

All staff are responsible for ensuring exit routes are kept clear at all times. Paper or cardboard should not be stored or left lying around in exit routes or on top of lockers. Where lockers and cupboards are situated in exit routes it is important that the contents are contained within the cupboard or locker and that doors are kept closed when not in use. Exit doors should always be unlocked and unobstructed. If staff see an obstruction, then they should either move it themselves (if it is safe to do so) or immediately notify the Premises Manager, or a member of his staff.

## **Fire Doors**

Fire doors are marked with a blue sign indicating that they should be kept closed. All doors opening onto an exit route corridor will be fire doors. As a general rule, all fire doors should be kept closed unless they are fitted with a "Freedor" type door closing mechanism. In corridors and on entrances to the School Hall, automatic retainers have been fitted to hold doors open which will release the door should the fire alarm be activated. If any member of staff is in a teaching room or office where the door needs to be left open then it is the responsibility of that member of staff to close the door upon leaving the room. Under no circumstances should any room be left unattended with the door open unless an automatic release mechanism has been fitted.

## **Routine Maintenance**

Regular servicing and maintenance, by specialist contractors, of the Fire Alarm System, Emergency Lighting System, Automatic Door Retention System and Fire Extinguishers will be arranged by the school in accordance with the applicable regulations for each system. The Premises Manager will be responsible for carrying out regular checks on the fire alarm call points, emergency lighting and door closers.

## **Evacuation Procedure**

Staff should familiarise themselves with the evacuation procedure to be followed should the fire alarm sound. The Assembly Point will be in the playground area at the rear of the school. Staff who are attached to a class of children should remain with their class. All other staff and visitors should assemble in the raised seating area in the centre of the playground. The evacuation plan details individual responsibilities including those of the

designated Fire Wardens. The priority for all is to ensure a swift and calm evacuation. If you are the last person to leave a room you should quickly look around to ensure that no one is left behind and then make sure the door of the room you have left closes behind you. A “fire drill” will be conducted at least once each term.

### **If You Discover a Fire**

You should immediately raise the alarm by activating one of the break glass call points which are situated on all main exit routes. You should only attempt to tackle a fire with an extinguisher if it is safe to do so and after raising the alarm. Training will periodically be provided to staff in the practical use of fire extinguishers.

### **Raising Concerns**

If you have any concerns or suggestions regarding Fire Safety these should be raised with the school’s Health & Safety Officer, the Bursar, the Deputy Bursar, the Headmistress or the Premises Manager.

<b>Policy Name</b>	<b>Fire Safety Policy</b>	<b>Last Update:</b>	<b>October 2014</b> updated Jan-2019
<b>Status</b>	<b>Mandatory</b>  ISI Handbook Part 3, ISSR 11 and 13 and Regulatory Reform (Fire Safety) Order 2005	<b>Last Governors Review</b>	<b>Spring 2022</b>
		<b>Next Review</b>	<b>Spring 2023</b>
<b>Circulation</b>	<b>Governors / all staff / website</b>		