



Wize Up School Fire Safety Policy

The following policy outlines the Wize Up School arrangements for fire safety to comply with The Regulatory Reform (Fire Safety) Order 2005.

Responsibilities

- The overall responsibility for fire safety lies with the Proprietor.
- The local fire safety responsible person will be the Health & Safety Co-ordinator.
- A minimum of three Fire Warden will be trained within staff team.
- Fire safety monitoring and review will be instigated by Wize Up's Health and Safety Consultant.

Reducing fire hazards and risks

Good housekeeping: All staff are responsible for maintaining high standards of housekeeping such as paper & files stored properly, electrical cables kept tidy & no overloading of sockets. Good housekeeping will reduce the risk of fire starting and spreading.

Refuse & general storage: Inside bins will be emptied daily into outside bins, which will be kept away from the building and emptied regularly. Outside bins should not be allowed to overflow. Storerooms should be kept tidy and sources of fuel stored separately from any sources of ignition.

Use of equipment: (electrical & heating / cooling equipment) Any additional heating / cooling equipment used in Wize Up must be PAT tested regularly. Any heaters must be located away from any source of fuel and turned off when left unattended.

Smoking: Wize Up School is a no smoking environment.

Building work: Some building / maintenance work creates an increased risk of fire. Extra care should be taken when work is being carried out. Equipment left on site overnight must be stored safely.

Staff / students / users with Disabilities: Wherever there are staff / students/ users with Disabilities the school will ensure evacuation routes and procedures are appropriate.

Fire safety arrangements

Fire detection system: Wize Up will have a fire detection system installed with 'break glass' call points and smoke detectors.

Fire Drills: The school will carry out fire drills once each half term. This will be carried out by the H&S co-ordinator. Fire drills will be logged and findings will be recorded. Where applicable the alarm receiving centre must be informed of a fire drill. Visitors should be informed of a fire drill. A roll call of young people should be carried out at the assembly point. The visitors book should be brought to the assembly point and visitors accounted for. The fire warden will 'sweep' the premises to ensure the building is effectively evacuated. A note should be made of any person unaccounted for. (During a real evacuation this information should be given to the fire services). Fire drill records will be reviewed by Wize Up's Headteacher (supported by the Health and Safety Consultant) any significant findings investigated.

Fire Alarm test: The fire alarm will be tested at the same time each week by the H&S co-ordinator.

Fire fighting equipment: Fire extinguishers will be provided as appropriate at all times. Firefighting equipment will be maintained by a specialist firm on an annual basis. It is the responsibility of the H&S co-ordinator to ensure that these checks are carried out.

Access for fire engines and fire fighters: Access to the buildings will be kept clear at all times to allow the emergency services to access the building in the event of a fire.

Escape Routes: The fire risk assessment at each location will determine the level of risk and will be low to normal risk as there will be low risk of fire breaking out, any fire would be detected quickly and the majority of people to be evacuated will be able bodied. It would therefore be necessary to ensure that the premises could be evacuated in 2.5 - 3 minutes. Escape routes must always be kept free from obstruction and exits never locked whilst people are on site.

Where rows of seating are set out in a hall the following guidelines should be adhered to: No seat should be more than 7 seats away from a gangway. A gangway should be at least 1.05m wide, there should be a space of 305mm between the back of one seat and the front of the seat behind.

An emergency plan will be in place for the building detailing:

How people will be warned of fire

What staff / students should do in case of fire

How an evacuation will be carried out

Location of the assembly point

Arrangements for fighting fire

Any identified staff responsibilities i.e. fire wardens

Arrangements for safe evacuation of visitors

How the fire service will be called and by who

Who will meet the fire service

Any training needs

Fire Safety Training: Fire safety training will be given at induction and then annually. Staff responsible for young people will be made aware of what they need to do in the event of a fire. Young people will be given basic fire safety training during induction covering: the emergency plan, location of assembly point, basic fire prevention measures & exit routes.