

UNIVERSITY ACADEMY  
HOLBEACH



UNIVERSITY OF  
LINCOLN

# The University Academy Holbeach

*Principal: Steve Baragwanath B.Sc. (Hons.)*

## **Fire Policy**

Adopted by the governing body: October 2015  
To be reviewed annually  
Review date: October 2016

## **Fire Safety Policy**

The prevention of fire is of vital importance. Most fires are caused by carelessness and ignorance. It is the responsibility of all personnel to become conversant with these instructions.

Upon outbreak of fire 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 pupils and this will mean the evacuation of the building. No attempt should be made to fight the fire until their safety is ensured, and then without exposing any person to risk.

## **Fire Risk Assessments**

An annual risk assessment will be made by a senior member of staff (the person currently responsible is Gary Chappell) with the support of the Site Manager (or when changes are made to the building whichever is first). This is supported by a visit from an advisor from Mouchel. It will:

- Identify any person especially at risk in a case of fire, e.g. a person who is blind, deaf or disabled, and make plans to include their safe evacuation
- Review the evacuation plan and each room's instructions for this
- Look at the past year's records of fire practices
- Ensure the provision of Evac Chairs
- Ensure the provision of adequate training for the use of Evac Chairs
- Review the Fire Risk Assessment sheets
- Review the provision of instruction to students or visitors to the building

## **Staff Training**

Every member of staff will receive instructions in fire precaution during induction. The training will be held at the start of the academic year on Staff Training Days and for new staff when they arrive.

Students and visitors will be instructed at the beginning of their attendance.

## **Fire Drills**

Fire drills will be carried out once a term. This will include a simulated evacuation drill. When a fire drill is held it will be recorded in the fire logbook.

Upon a fire drill staff and pupils will go to the designated areas. This is currently the MUGA at the front of the school. Pupils will line up in their tutor groups and will be registered.

Staff must ensure that pupils leave the building by the nearest available exit.

No attempt should be made to take personal belongings.

In the event of a fire alarm the SMT will sweep their designated areas of the building to ensure that all staff, pupils and visitors have exited the building.

#### SMT: Fire Sweep Arrangements

Listed below are the areas of the school to be swept by members of the SMT if the fire alarm has been set off.

New build downstairs	New build upstairs	Sixth Form	Harrison House	PE & Canteen	SEN & Construction	Science
KB, SMI & SP	KB, SMI & SP	DA & LD	LD,GC & JH	BR, LS & NL	BR, LS & NL	GC & HP

Areas to be swept by both members of staff and when finished to report to designated fire area.

Staff duplication is for any possible absence.

### **Testing of Fire Alarm System**

The fire alarm system will be tested weekly by the site staff and recorded in the logbook.

### **Emergency Lighting**

The emergency lighting will be tested each week by the site staff and recorded in the logbook.

### **Emergency Exits**

All emergency exits are to be kept clear and free from obstruction at all times.

### **General Fire Safety**

All staff will make it their responsibility to ensure:

- The caretaker in charge generally locks the exits at night and checks all rooms
- Fire doors will not be propped open
- There is 1 metre clearance to the routes of exit doors
- 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 each year

## **Smoking**

Smoking is prohibited in or around the school. An additional policy exists for this.