



# THOMAS BEWICK SCHOOL FIRE PROTECTION POLICY 2015-2017

## **Introduction**

The prevention of fire is of vital importance. Most fires are caused by carelessness and ignorance. A high standard of fire consciousness will prevent this. It is the responsibility of all members of staff to make themselves aware of these instructions. Thomas Bewick School operates over two sites – the Primary Department on Linhope Road and the Secondary Department on West Denton Way. Both sites are covered by this policy and any differences are identified within it. The Primary Department is managed by the facilities management company Robertsons Facilities Management (RFM), the Secondary Department premises management is managed by the school.

If a fire breaks out within school the saving and preservation of life takes precedence over the salvaging of property. A member of staff's first and over-riding duty is to look after the pupils or persons under their care and this will mean the evacuation of the building. No attempt should be made to fight the fire until pupil, staff and visitor safety is assured, and then without exposing any person to risk.

The School Fire Officer for the Primary Department is the School Business Manager and for the Secondary Department is the Admin & Finance Officer. The Incident Control Officer is the Head Teacher and they are to be informed of all fires, no matter how small. A fire is not considered extinguished until such time as it has been inspected by the Fire Officer. In the absence of the Headteacher or School Business Manager a Deputy Headteacher will take over the responsibilities.

## **Fire Risk Assessments**

The school's Fire Risk Assessment is carried out by Newcastle City Council Safety Section and is reviewed annually by the school. As per the Fire Precautions Workplace Amendment Regulations 1999 the following precautions have been implemented:

1. appropriate fire detection and fire fighting equipment is accessible and simple to use
2. provision of adequate training and equipment for those appointed
3. arrange for any necessary contacts with external emergency services
4. provision of adequate, safe emergency escape facilities for all persons on the school premises
5. provision of adequate means of giving warning in case of fire which will be maintained in efficient working order
6. effective management procedure is in place to respond to and deal with the aftermath of a fire

Thomas Bewick School has a Critical Incident and Continuity Plan which provides for the calling of the fire brigade and allocates individual responsibilities within the plan. Any actions arising from fire risk assessments form part of the overall health and safety policy for the school to ensure that the management of all health and safety risks are considered together.

## **Control of Risks**

The Fire Officer is responsible for ensuring that all school staff are trained in accordance with the school's policy. Each member of staff will receive instruction in fire precautions during induction and subsequently all members of staff will receive at least half an hours

training at least once in every 12 months. Arrangements for fire training will be arranged by the Head Teacher.

### **Employees**

1. The training of all employees forms an essential part of the school's fire precautions. The aim is to ensure that all staff receive training in a basic appreciation of the risk of fire and the action to be taken in the event of fire, including instruction appropriate to their responsibilities in an emergency.
2. Staff must comply with all instructions given to them in regard to fire safety and any other fire procedures as required.
3. Staff must report any observed shortcomings in fire precautions to a member of the Senior Leadership Team.
4. Instruction and training for all will include the following points:
  - a. the action to be taken upon discovering a fire
  - b. the action to be taken on hearing the fire alarm
  - c. the method of raising the alarm, including location of call points
  - d. the correct method of calling the fire brigade
  - e. the location and use of fire fighting equipment
  - f. knowledge of escape routes
  - g. evacuation method for the building, location of assembly points and method of accounting for staff, pupils, visitors
  - h. appreciation of the importance of fire doors and the need to close all doors and windows at the time of a fire or not hearing the alarm

### **Pupils**

Pupils must comply with all instructions given to them in regard to fire safety and are instructed on the following:

1. how to identify the fire alarm
2. know the action they should take on hearing the alarm
3. know the location of the assembly points
4. know what to do if not in a supervised group, in the event of a fire

In the unlikely event that a pupil refuses to co-operate with the emergency evacuation staff must carry out a dynamic risk assessment and use reasonable force to remove the pupil from the building. Staff must communicate this to the Fire Officer using a walkie talkie. If a pupil refuses to evacuate on more than two occasions then the relevant class teacher and the SBM will draw up a personal emergency evacuation plan (PEEP) for that pupil.

Points 1 – 3 are included on the fire notice, and are reinforced during practice evacuations.

### **Fire Drills**

Fire drills will be carried out at least once in every term. Each exercise will be started by a predetermined signal i.e. activating the fire alarm and the whole premises will be checked as if an emergency has arisen. When a fire drill is held it will be recorded in the Fire Precautions File held by the School Business Manager.

### **Testing of the fire alarm system**

The fire alarm systems will be tested weekly by the Caretakers and will be recorded in the log books.

### **Emergency exits**

All emergency exits are to be kept clear and free from obstruction at all times. It is the responsibility of the Senior Leadership Team (SLT) to ensure staff are fully aware of the

contents of these instructions and know the location of all fire exits and the assembly point in the immediate vicinity. All emergency exits are clearly marked by the use of correct, current British Standard signage.

### **Fire alarms**

The fire alarm is a continuous sounder (and message) and is activated by pressing the button in the nearest alarm point, or using the key that all staff carry. Should there be no official fire alarm in the vicinity the alarm should be raised by shouting "Fire, fire, fire". The fire alarm is to be raised no matter how small the fire.

### **Call Points**

Call points and maglock over-ride points must be kept clear of obstructions. Any damaged points must be notified to the School Business Manager immediately. The call points are operated by keys. On the Primary site this is the same key as the maglock override key. On the Secondary site the keys to set off the fire alarm are located on hooks at a high point above the call points. The location of the keys is labelled. Any member of staff noticing that a key is missing must inform the Secondary Office Manager immediately.

### **Override System**

The maglocks on the automatic doors across school should release in the event that the fire alarm is activated. If this does not occur the school has an override system in place which will release the locks. This is a key system that is activated in the green boxes located beside the maglock doors. All members of staff, supply staff and unaccompanied visitors receive a fob for the doors and a key for the override system. The key also activates the fire alarm in the event of a fire. All persons provided with a fob and key are informed of how the system works in their induction to the building. Both sites have different keys to operate the maglock override. This means that all members of staff and visitors must carry 2 keys and be instructed as to their use and the difference between them. The 2 types of key are very different and all staff and visitors should make themselves aware of the difference.

### **Fire fighting equipment**

Fire fighting equipment is located throughout the building and is situated to enable staff to fight their way out of the building if necessary.

***Fire extinguishers*** – are located at each 'fire point', correct type dependent on location. Access to fire extinguishers must not be blocked or impeded in any way, easy access to fire extinguishers is vital. Any instances of access being blocked should be reported to the Fire Officer immediately.

***Fire blankets*** – fire blankets are located in the Kitchens, Staffrooms and Food Technology Rooms and are only suitable for dealing with small fires in containers of cooking fat or oils and fires in clothing.

***Fire instruction notices*** – printed notices are displayed across the school and state concisely what staff and others should do if a fire is discovered or if they hear the alarm. These notices are permanently fixed in position.

### **Fire prevention checks**

1. Unnecessary lights/electrical appliances are to be switched off and where possible unplugged.

2. With the exception of essential systems which must continue to operate after normal working hours, all electrical appliances and lighting systems are to be switched off, and disconnected if possible, at the end of the working day.
3. Waste paper bins are to be emptied each day.
4. Caretakers to ensure that all appliances switched off at the end of the working day.
5. Caretakers to ensure that all fire doors are closed at the end of the working day – this helps to ensure they work correctly and also prevents them from warping too quickly
6. Caretakers to ensure that all designated fire exits are unlocked prior to staff/visitors being on site irrespective of whether that area is due to be occupied on that day.
7. Windows to be left free from obstruction. To facilitate detection of a fire from outside prior to vacating rooms or premises at the end of the day all blinds/shades should be left open, other than when security requirements dictate
8. Several members of staff to be made aware of where the mains gas shut off valve is located – Caretakers, Head Teacher, Deputy Headteachers, School Business Manager, Admin Officers
9. All staff to ensure that no items of any kind are left on top of cookers at the end of sessions.

### **Housekeeping**

Tidiness and cleanliness are essential fire prevention measures. The accumulation of rubbish and waste material is to be kept to a minimum; it is to be cleared away each day and removed to the bin store area outside of the building for early disposal.

### **Smoking**

Smoking is one of the main causes of fire and for this reason it is prohibited anywhere in the building and school grounds.

### **Refuse and rubbish**

Refuse or rubbish must not be permitted to accumulate in or around the school. Disposal is to be undertaken at regular intervals at designated collection point. Smouldering or burning refuse is not to be disposed of at refuse collection point.

### **Flammable materials**

Flammable materials must not be stored near any form of heating.

### **Electrical appliances**

When using electrical appliances the following rules should be adhered to:

1. appliances should be switched off and unplugged when not in use
2. use of multi-plug adapters is not permitted
3. plugs should be undamaged and appliances should be fitted with correct plug for the socket provided
4. electrical faults should be reported immediately to the School Business Manager, and the appliance should then cease to be used
5. fuses that have blown must only be replaced after establishing the cause for the blowing, with fuses of the correct rating
6. a fuse should never be replaced with one of a higher rating

### **Personal Electrical Appliances**

Electrical equipment provided by the school is subject to electrical testing to ensure that the equipment is safe to use and fit for purpose. School has a strict policy on employees' use of their own electrical equipment in the workplace.

Electrical apparatus **must not be brought from home to work** for use on school premises or for work activities. Proposed exceptions to this rule must be approved by the Head Teacher.

The reasoning for this is that electricity is a common cause of fire in the workplace and all equipment should be fit for purpose and subject to a robust inspection and maintenance schedule. All instances of using personal electrical appliances in school must be pre-approved by the Head Teacher. Please see the Health and Safety policy.

### **Kitchens**

In order that losses by fire are kept to a minimum and that catering facilities are not jeopardised a high standard of fire precautions in the kitchen is of paramount importance. Catering staff must be fire conscious and should be trained in the action to be taken when a fire occurs. NCC employed catering staff and cleaning staff are provided with their own COSHH handbook and risk assessments.

### **Vandalism and damage limitation**

Fire caused by vandals or persons breaking into the building intent on causing damage are a constant risk and is probably the greatest risk facing school. Such fires are often caused at night or during holidays and result in extensive material damage and disruption of pupils' education.

We aim to reduce the opportunities for such vandalism by developing a good relationship with our neighbours and also by ensuring the security of the building is well maintained e.g. ensuring the windows and internal doors are properly secured when the building is unoccupied. Combustible materials should not be left where they are immediately accessible to intruders and flammable liquids must be stored securely. All fire and smoke doors must be closed when the premises are vacated. School has an arson action plan which should be read by all members of staff.

### **Fire doors**

#### ***Fire doors can have two functions:***

1. to protect escape routes from the effects of fire so that occupants can safely reach a final exit
2. to protect the contents and/or structure of the building by limiting the spread of fire

Fire doors should not be locked or obstructed, neither should they be wedged or held open. Even if a door is not a fire door it may reduce smoke and heat damage so at evenings and weekends all doors should be left in the closed position. Doors at kitchens and food technology rooms must not be wedged open at any time.

### **Advice on the procedure in the event of fire**

This advice is contained in the School Fire Emergency Procedures document.

***At the time of emergency:***

1. if you discover a fire or one is reported to you - activate the nearest fire alarm call point.
2. if you hear the alarm – evacuate the premises immediately, as detailed in the fire emergency procedures for the school

***After the event:***

1. do not re-enter the building until advised to do so by the senior fire officer present
2. if the fire has been extinguished by school staff, except for ensuring that the fire is out, do not disturb any evidence which could indicate the cause of the fire
3. ensure that the premises are in safe working order before re-occupying, i.e. fire doors satisfactory, fire alarm operating, extinguishers re-charged
4. statistics have shown that any publicity given to a school fire can result in a second fire. Members of staff are not to talk to the media.
5. the fire officer is to analyse the procedures followed during the fire to determine whether changes are required.

**Fire records**

The following fire records are to be maintained by the Head Teacher/Business Manager

1. Persons with special responsibilities
2. Fire alarm call point locations and checks
3. Weekly fire alarm tests
4. Fire alarm fault records
5. Fire alarm maintenance inspection
6. Emergency lighting maintenance inspection
7. Fire fighting equipment routine monthly checks
8. Fire drills
9. Fire fighting equipment tests and maintenance by contractors
10. Training records
11. Visits/inspections by Fire Brigade
12. Sprinkler servicing and maintenance records

**Links to other policies/documents**

- Health and Safety Policy
- Fire/Emergency Evacuation Procedure
- Critical Incident and Continuity Plan
- No Smoking Policy
- Fire Risk Assessment

<b>Revision Record of Published Versions</b>			
<b>Author</b>	<b>Creation Date</b>	<b>Version</b>	<b>Status</b>
J McCreery	07/10/13	1.0	Approved by Premises Committee
<b>Amended by</b>	<b>Revision Date</b>		
J McCreery	July 2014	1.1	Removal of Residential information
<b>Reviewed by</b>	<b>Review Date</b>		
J McCreery	May 2015	1.1	Approved by premises committee 21/05/15
J McCreery	02/03/2017	1.2	Approved by premises committee



## Appendix 1

### Thomas Bewick School Fire Emergency Procedures – January 2017

All members of staff must be aware of the emergency procedures in the event of a fire. They should know:

- a) Where the alarms are situated
- b) What the alarm sounds like
- c) Where the escape routes are
- d) Where the assembly points are

#### Action in the event of a fire:

Fire spreads quickly and a speedy, planned response is essential from all staff.

#### **On discovering a fire.**

Activate the nearest alarm or if the system is disabled shout “**Fire, fire fire**”. The nearest alarm point should be used to alert the rest of the building.

As soon as the alarm is activated the caretaker will proceed to the foyer where the central fire alarm panel is located. This will indicate the location of the fire. The caretaker will alert the Fire Service and await their arrival at the front of the building. The caretaker will inform the Fire Officer of the location of the fire, level of clearance of the building and any missing persons. At the Secondary Department the Office Manager will carry out this function

The senior Admin Officer present will communicate with the caretaker as to clearance of the building via the walkie talkie system.

At the Primary Department the side gates should be opened to allow evacuation to the front of the building as quickly as possible (Head Teacher) to reduce the levels of possible distress, agitation or aggression of pupils which could lead to injury to staff or pupils.

The checking of the zone indicated as the location of the fire will be checked by the School Business Manager on the Primary site and the Deputy Headteacher on the Secondary site. This will be done only so far as is possible without endangering life.

#### **Alarm System**

The alarm system is a continuous siren with verbal instruction.

#### **Evacuation**

- The safety of staff and pupils is of primary importance; on hearing the alarm staff should escort the pupils out of the nearest external door and direct them away from the building to one of the playground assembly points.
- Do not delay to collect personal property. Collect a walkie talkie if possible.
- Internal doors and windows should be closed to prevent the spread of smoke and flame.
- Anyone who is not in class when the alarm sounds should exit the building by the nearest exit.
- No-one should re-enter the building until told to do so by the Fire Service or senior person in charge.

- If a pupil refuses to evacuate – staff should carry out a dynamic risk assessment and if necessary use reasonable force to remove the pupil from the building.
- Visitors should evacuate from their nearest exit and indicate their presence to the admin team at the front of the building.
- Visitors with mobility difficulties who need assistance to evacuate from the first floor should make their way to the nearest contact point and await assistance.
- A member of SLT will be in place at the gates to limit vehicle movement on site (except the emergency vehicles).

### **Roll Call**

- Initial roll call for classes/groups will be carried out by the class teacher or TLA responsible for each group.
- When classes/groups are sure that they have completed their initial roll call they will proceed to main assembly points at front of building. Staff should inform SBM/SLT of any missing pupils/persons by walkie talkie.
- The main roll call (using class registers, staff register and visitor book) will be taken at the main Assembly Points at the front of the building.
- All staff must ensure that the children for whom they are responsible are counted against the register and accounted for.
- No staff or pupil should re-enter the building until directed to do so by the Head Teacher /SLT or senior fire officer present.
- A search for missing pupils should only be carried out at the discretion of the SLT.

### **Assembly Areas**

#### Playground Areas - Primary

Classes will assemble at the following numbered areas in their playground area for a quick roll call before proceeding to the front of the building.

Nursery (Lucy)	<b>N</b> in playground 1
Reception 3 (Laura)	<b>R</b> in playground 1
Reception 1 (Jackie)	<b>1</b> in playground 2
Reception 2 (Natalie/Cheryl)	<b>2</b> in playground 2
Class 1 (Hannah)	<b>3</b> in playground 2
Class 2 (Lauren S)	<b>4</b> in playground 2
Class 3 (Lana)	<b>5</b> in playground 3
Class 4 (Michelle)	<b>6</b> in playground 3
Class 5 (Kate)	<b>7</b> in playground 3
Class 6 (Jess)	<b>8</b> in playground 3
Class 7 (Lauren W)	<b>9</b> circle at playing field
Class 8 (Claire)	<b>10</b> circle at playing field
Class 9 (Shelly)	<b>11</b> circle at playing field
Class 10 (Sarah)	<b>12</b> circle at playing field
Class 11 (Andrew)	<b>13</b> circle at playing field
Class 12 (Amanda)	<b>13</b> circle at playing field

#### Assembly Area – Secondary

All classes will exit the building from their nearest fire exit and make their way to Playground 1 (the hardstanding area in front of the Post-16 unit). Classes must assemble in their class groups.

### Front of the Buildings

- Admin staff will deliver registers to class groups and liaise with SBM and SLT
- Admin staff will account for visitors
- The designated assembly point for the Primary Department is the taxi parking area and central footpath.
- Admin staff will collect registers from class staff when the roll call has been taken
- Staff should be aware of the routes of emergency vehicles as they respond to the alarm call out and the difficulties they may present for pupils. Please do not walk pupils through the car park.
- Senior staff will give instructions for movement of pupils to safer locations.
- The alarm should be muted as soon as possible in order to minimise the distress of the pupils.

On the Primary Department site classes N, R1, R2, R3,1, 2, 3 and 4 will assemble in class groups on the central path at front of the building.

Class 5 will assemble at Taxi Bay 1  
Class 6 will assemble at Taxi Bay 2  
Class 7 will assemble at Taxi Bay 3  
Class 8 will assemble at Taxi Bay 4

Class 9 will assemble at Taxi Bay 5  
Class 10 will assemble at Taxi Bay 6  
Class 11 will assemble at Taxi Bay 7  
Class 12 will assemble at Taxi Bay 8

### **Lunchtime Evacuation**

**12.00 – 12.30**

- Table plans to be kept on wall of each dining room, including packed lunch room and first floor
- Admin to post a list of pupil and staff absences each day in both dining rooms
- Staff at tables to lead pupils out to patio area or top field depending on location of fire
- Other areas – pupils and staff evacuate by nearest safe exit
- Lead or deputy in each dining room to co-ordinate reporting of safe evacuation – lead or deputy must have walkie talkie at all times, also need a walkie talkie on first floor
- Lead staff with walkie talkies will communicate with admin staff.
- Pupils should be checked off according to table groups

<b>Primary</b>	<b>Lead</b>	<b>Deputy</b>
Dining Room 1	Pauline Cuthbertson	Donna Nicholls
Dining Room 2	Denise Best	tbc

<b>Secondary</b>	<b>Lead</b>	<b>Deputy</b>
Studio West Dining Area	Jan Luxton	Kayleigh Abbott
Dining Room	Mel Killen	Lorraine McAndrew
Keystage 4 shared area	Donna Bartlett	Kathryn Gledhill
Post-16	Anthony Dixon	

### 12.30 – 1.00

- All leave building by nearest exit
- Staff on lunch break (including in the staffroom) once out of the building, move to assembly points to support own class in playground areas
- Staff on playground duty to ensure one person has a walkie talkie

<b>Primary</b>	
Playground 1	Pauline Cuthbertson
Playground 2	Donna Nicholl
Playground 3	Denise Best
Playground 4	tbc

<b>Secondary</b>	
Playground 1	Lorraine McAndrew, Mel Killen Andrea Darling, Paula Burton Smyth, Tom Field, Hollie Blaney

### Evacuation from the Pool Area

In the event of a fire the swimming pool must be evacuated. Pupils and staff in the pool must exit from the fire exit in the pool area and meet at Assembly Point in front of the building. Pupils should be wrapped in towels and silver blankets.

Pupils and staff who are in the pool changing areas should exit from the pool fire exit door and meet at Assembly Point in front of main building. In the event of a scheduled fire drill pupils will be evacuated from the swimming pool but not from the building.

**For the purposes of this policy and emergency evacuation notices areas 1-4 include the classes and other rooms in those areas in the Primary Department:**

**Area 1 means N1, R1, R2 & R3**

**Area 2 means classes 1, 2, 3 & 4**

**Area 3 means classes 5, 6, 7, 8 & 9**

**Area 4 means classes 10, 11 & 12**

*Updated January 2017*

## **Appendix 2**

### **Thomas Bewick School**

### **Staff Instruction and Training**

1. All employees, pupils, visitors using the premises must receive instruction/training to ensure they understand the fire precautions provided and the action to be taken in the event of a fire. This must include persons engaged on regular duties outside normal working hours (e.g. cleaners) and any visiting employees e.g. supply staff.
2. At least one fire drill per term must be carried out simulating conditions in which one or more of the escape routes from the building are obstructed. During these drills a member of staff who is told of the supposed outbreak should operate the fire alarm and, thereafter the fire routine should be rehearsed as fully as circumstances allow.
3. Instruction must be given by a competent person – at least half hour training on an annual basis. All staff shall receive induction training and thereafter be given refresher training.
4. Instruction and training must be provided on the following:
  - the action to be taken upon discovering a fire
  - the action to be taken on hearing the fire alarm
  - the method of raising the alarm, including location of call points
  - the correct method of calling the fire brigade
  - the location and use of fire fighting equipment
  - knowledge of escape routes
  - evacuation method for the building, location of assembly points and method of accounting for staff, pupils, visitors
  - appreciation of the importance of fire doors and the need to close all doors and windows at the time of a fire or not hearing the alarm

Details of training and instruction given must be recorded and the record must include the following:

- Date and duration of the instruction or exercise
- Name of the person giving the instruction
- Name(s) of the persons receiving the instruction
- The nature of the instruction, training or drill

**Appendix 3**  
**Thomas Bewick School**  
**Schedule for maintenance and testing for fire precaution equipment**

<b><i>Equipment</i></b>	<b><i>Period</i></b>	<b><i>Action</i></b>
Fire detection and fire warning systems including self contained smoke alarms and manually operated devices.	Weekly	Check all systems for state of repair and operation. Repair or replace defective units. Test operation of systems, self contained alarms and manually operated devices. Operate a different call point each week so that all call points are tested in rotation over a prolonged period.
	Monthly	If some employees work during hours other than at which the fire alarm is normally tested an additional test must be carried out to ensure familiarity of these employees with the alarm signal (s).
	Annually	*Ensure the Automatic Fire Alarm System is tested by a Qualified Person and Certificates Issued.
Emergency lighting equipment including self-contained units and torches.	Monthly	Check all systems and units for state of repair and apparent working order
	Annually	*Ensure a competent person tests the system and certificates are issued accordingly
Fire fighting equipment	Monthly	Check all extinguishers including hose reels and fire blankets are correctly located and are free from apparent defects.
	Annually	*Ensure a competent person tests the system and certificates are issued accordingly.

\*The Headteacher is responsible for ensuring that further testing and maintenance of the fire alarm, emergency lighting and fire fighting equipment is carried out by competent persons to ensure compliance with current relevant British Standards

## Appendix 4

# Thomas Bewick School

## Arson Action Plan

In schools responsibility for fire safety, including minimising the risk of arson, lies with the Governing Body and the Headteacher. Due to the high incidence of school fires being caused by arson it is important that the school has an arson action plan to aim to limit the risk to the school. Statistics show that approximately 70% of school fires are started deliberately and 45% of those are aimed at secondary schools. Arson attacks are most common between 6pm and 10pm or at weekends.

The main focus of the Arson Action Plan is to limit the risk of arson to the school. The Risk Assessment showed that currently the risk of arson at the school is low. In order to keep the risk at a minimum the school has adopted the Five Point Action Plan as detailed below.

### Five Point Action Plan:

- **Deter unauthorised entry onto the site** – school has security fencing around the site and at vulnerable areas. This fencing is robust and does not obscure the vision of passers by or neighbours. There is good lighting and security lighting across the site. CCTV is operation 24 hrs a day on site.
- **Prevent unauthorised entry into the building** – access to the building is via automatic doors – manually operated by staff during the school day and only accessible using a pass outwith this time. Visitors are only able to access the building through the main entrance and are required to sign in using the visitor control system before they are admitted to the main body of the school. External doors are kept secured and external doors to class bases are not accessible from the outside. Gates to playground areas are kept locked. School is protected by both fire and security alarms. The caretaker has the responsibility of ensuring that the building is secure at the end of each day.
- **Reduce the opportunity for an offender to start a fire** – school refuse containers are secured in a bin that is kept locked when school is closed.
- **Reduce the scope for potential fire damage** – fire doors, emergency lighting, fire fighting equipment and signage have all been provided throughout the building as per the Fire Risk Assessment and regulations. All members of staff will receive fire safety training on an annual basis.
- **Reduce subsequent losses and disruption resulting from a fire** – throughout the building there is an adequate supply of fire fighting equipment ranging from water and co2 extinguishers to fire blankets and powder. If necessary the swimming pool would provide an emergency water supply. As above all members of staff will receive fire safety training and key members of staff will be made aware of the school's recovery plan. The school has an emergency plan which includes
  - Details of people who can help in an emergency
  - Information on suppliers
  - Inventory information
  - How media enquiries will be handled

<b>Aim</b>	Ensure that levels of malicious arson and incidents of vandalism and graffiti remain low
<b>Objectives</b>	
<b>Measures</b>	<p>Follow the five point action plan to:</p> <ul style="list-style-type: none"> <li>• Deter unauthorised entry onto the school premises</li> <li>• Prevent unauthorised entry into the building</li> <li>• Reduce opportunities for an offender to start a fire</li> <li>• Reduce the scope for potential fire damage</li> <li>• Reduce subsequent losses and disruption caused by fire</li> </ul>
<b>Outcomes</b>	<i>Check on the school's record of arson &amp; vandalism</i>
<b>Key Personnel</b>	<ul style="list-style-type: none"> <li>• Headteacher</li> <li>• School Business Manager</li> <li>• Site Supervisor</li> <li>• LA Corporate Safety Section</li> </ul>
<b>Monitoring</b>	By monitoring all recorded instances of arson/vandalism/graffiti that occur on the school site
<b>Evaluation</b>	<ul style="list-style-type: none"> <li>• Recorded data on all instances of arson/vandalism/graffiti on school site</li> <li>• Data on costs of any of the above</li> <li>• Data on costs of prevention and analysis of effectiveness</li> </ul>