



Fire Safety and Prevention Policy

School: Jigsaw Pupil Referral Unit

Date Approved by Management Committee: Feb 22

Chair: Mr D. Hains

Headteacher: Ms E. Rothlisberger

Review Date: Feb 24

Jigsaw PRU

Fire safety and Prevention Policy

Rationale

Jigsaw PRU places the safety of children, parents, staff and visitors as its highest priority. Fire Safety is one very important aspect of this ethos and all relevant fire guidance and law will be adhered to by Jigsaw PRU.

Jigsaw PRU has written this policy to ensure that best practice and procedures are carried out at all times.

Implementation of the Policy

Jigsaw PRU will ensure the following;

- Staff members at Jigsaw are aware of the location of all fire exits, the fire assembly point and the location and instructions on how to use fire safety equipment. Jigsaw will ensure that members of staff are fully trained and competent at using basic firefighting equipment.
- In the event of a fire alarm a member of staff from the office area will take out the registers and the C.O.S.H.H. file to the fire evacuation point.
- Jigsaw will ensure that staff, children, parents and visitors are made aware of the fire safety evacuation procedures within the building.
- Fire Exits are clearly marked at Jigsaw and are checked daily for obstructions. All staff members are responsible for ensuring that Fire Exits are accessible and easy to open to ensure a swift exit from the building in the event of an evacuation.
- All manual Fire Exits are unlocked in the mornings and remain unlocked until the building is closed. All Fire Exits that are controlled by the magnetic locking system are automatically release when the alarm is set off. The Fire Alarm system, including bells is tested weekly and the results recorded in the Fire Log which is kept within our fire proof box in the office.
- Some members of staff are trained Fire Marshals; however our Fire Monitor is Erika Rothlisberger. In her absence Christopher Mathews is Deputy Fire Monitor and Claire Green in their absence. They are responsible for overseeing the Fire Safety and Prevention Policy

- Jigsaw will hold a termly fire drill without prior warning and record the evacuation time and any issues which arise in the Fire Log. If there are any actions which need to be taken as a result of the practices this will be carried out immediately.
- All fire safety and prevention information and records including fire drills, fire incidents and equipment checks will be recorded in the Fire Safety File which is kept on the premises at all times. (In the fire proof box)

Fire Prevention

Jigsaw will ensure that every possible action will be taken to prevent fires in our building.

The Head teacher and all members of staff share responsibility for:

- ✓ Ensuring that power points are not overloaded with adaptors.
- ✓ Ensuring that the No Smoking Policy is always strictly followed.
- ✓ Checking for frayed or trailing wires and reporting issues to the Head teacher.
- ✓ Checking that fuses are replaced safely.
- ✓ Unplugging equipment before leaving the premises.
- ✓ Storing any potentially flammable materials safely.
- ✓ Reporting any concerns about fire safety to the Head teacher immediately.

The Head teacher will explain fire safety procedures to new staff, children, visitors and volunteers as part of the induction process. The Head teacher will also ensure that a copy of the Emergency Evacuation Plan is displayed in all areas of the centre.

Any questions about this policy should be directed to:

Erika Rothlisberger - Head teacher