



## FIRE SAFETY (PREVENTION) POLICY

### 1. INTRODUCTION

The prevention of fire is of vital importance to St Saviour's School, Ikoyi. Management, Staff, Students and the entire community. Considering that most fires are caused by carelessness and ignorance. A high standard of fire consciousness will prevent this. It is the responsibility of all us and we have become conversant with these instructions.

Upon the outbreak of fire, the saving and preservation of life takes precedence over the salvaging of property. A member of staff's first and overriding duty is to look after the children or persons under their charge and this will mean the evacuation of the building.

The school fire officer is the school facilities manager and he is informed of all fires, no matter how small.

### 2. FIRE RISK ASSESSMENTS

This ensures that the school management is responsible for ensuring appropriate fire precautions, which include:

- appropriate fire detection and fire-fighting equipment that is accessible and simple to use
- nominated staff are trained as fire marshals to implement fire-fighting measures [See Appendix A]
- provision of adequate training and equipment for fire marshals.
- arrangements for any necessary contacts with external emergency services
- adequate emergency escape facilities
- Lagos State Fire inspection takes place within the school annually.

In order to do this, the school carries out risk assessments and revises them periodically. Fire drills are carried out once every half-term (at least once a term) - need to check benchmark.

### 3. STRATEGY FOR FIRE PREVENTION

Our strategy for fire prevention may be classified as follows:

- everyday management and vigilance by staff to ensure that potential hazards are kept under control to prevent the occurrence of fire
- alarm, evacuation and emergency action backed up by notices, drills and practice to ensure that correct action is taken in the event of an outbreak of fire



- smoke alarms that are checked regularly by the Facilities Team
- Our strategy includes:
- planning for the actions to be taken in the event of fire
  - training of staff, including any specially delegated function
  - provision of instruction to pupils and staff
  - display of appropriate fire instruction notices
  - monitoring the effectiveness of precautions, e.g. analysis of evacuation drills.

#### **4. GENERAL FIRE NOTICE**

General fire notices to staff will take place during induction. The Staff handbook (which is given to all new members of staff) is also point out the procedures that are expected of all staff.

#### **5. STAFF TRAINING**

The Facilities Manager is responsible for ensuring that certain members of staff are trained in accordance with the requirements of the school. Every member of staff will receive instruction on fire precautions during induction.

### **CONTROL OF RISKS: TRAINING OF STAFF & INSTRUCTION OF PUPILS**

#### **6. EMPLOYEES**

The training of certain employed persons (fire marshals) forms an essential part of the school's fire precautions. Our aim is to ensure that all staff have 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.

- Instruction and training include the following points.
  - actions to be taken upon discovering a fire
  - actions to be taken on hearing the fire alarm
- location and use of fire-fighting equipment
  - knowledge of escape routes
  - evacuation from classrooms, building and signs showing route to assembly point and method of accounting for persons.



## **7. PUPILS**

Pupils/Students should be instructed at the start of their attendance at the school to enable them to:

- identify the fire alarm
- know the action they should take on hearing the alarm
- know the location of the assembly points
- know what to do if not in a supervised group, in the event of fire

These points should be included on the fire notice, and reinforced during practice evacuations.

## **8. FIRE DRILLS**

Fire drills are carried out once every half-term. The exercise includes a simulated evacuation drill. Each exercise starts by a predetermined signal, such as activating the fire alarm and the whole premises are checked as if in an emergency. This fire drill can be combined with the instruction given to staff. When a fire drill is held it is recorded in a report stating all findings which is done by the Facilities Manager and reviewed by the Admin Manager.

All staff are required to participate in at least two drills per year.

## **9. TESTING FIRE ALARM SYSTEMS**

The fire alarm systems are tested every six-month interval by the facilities team. Each test is recorded in the log book. The fire alarm systems will be serviced twice a year. Lagos state carry out an annual fire inspection of the premises.

## **10. EMERGENCY EXITS**

All emergency exits are kept clear and free from obstruction at all times. All staff are fully aware of the contents of the emergency instruction and know the location of all fire exits and the assembly point.

## **11. FIRE ALARMS**

Electrical fire alarm is operated by pressing the release button or breaking the smash glass. The fire alarm is raised no matter how small the fire or triggered via smoke detectors.



## **FIRE FIGHTING EQUIPMENT**

### **12. FIRE EXTINGUISHERS:**

We have the correct type of fire extinguisher at each fire point, a strategic location for easy reach. [See **Appendix C**] for attached list as reference. Fire extinguishers are serviced every 6 months to ensure they are working effectively.

### **13. FIRE INSTRUCTION NOTICES:**

Printed notices are conspicuously displayed at all fire points stating concisely what staff and others should do if a fire is discovered or if they hear the alarm. The notices are permanently fixed in position and suitably protected to prevent loss or defacement.

### **14. FIRE PREVENTION CHECKS**

Regular fire prevention checks are carried out. Checks include the following.

- Unnecessary lights and electrical appliances (A/Cs, Dispensers, Smartboards, TVs, and microwave ovens) are switched off and where possible, unplugged.

The following precautions are to be observed.

- With the exception of essential systems that must continue to operate after normal working hours, all electrical appliances and lighting systems switched off and disconnected.
- Waste paper bins are emptied and the contents removed from the classrooms and offices into the central mammoth bin.
- All parts of the school are inspected by the Facilities Team at the end of the day. To ensure that appliances have been shut down and television sets have been disconnected.

### **15. SMOKING**

Smoking is one of the main causes of fire is prohibited in the school and surrounding areas.

### **16. REFUSE & RUBBISH**

Refuse or rubbish are carted away from the central mammoth bin once every week.

### **17. STORAGE**



Flammable liquids in science room are kept in purpose-built storerooms or cupboards provided with ventilation.

Cleaning Materials are also kept in safe and unreachable height.

All persons handling such material are aware of the dangers associated.

## **18. ADVICE ON THE PROCEDURE IN THE EVENT OF FIRE**

At time of emergency:

- If you discover a fire – or one is reported to you – operate the nearest fire alarm call point by pressing the push button or breaking/smashing the glass.
- If you hear the fire alarm, evacuate the premises immediately, as detailed in the evacuation procedure for the school.
- Ensure that the fire/emergency service is called by dialling 112 or 767 for the emergency lines by either of the following people, in this order or the local Fire Station on 0803 323 5891 on Awolowo Road:
  1. Facilities Manager
  2. Head teacher
  3. Deputy Head teachers
  4. Admin Manager
  5. Key Stage leaders (KS1 or KS2)

After the event, follow the procedure described below:

- Do not re-enter the premises until advised to do so by the senior fire service officer present.
- If the fire has been extinguished by school staff, do not disturb any evidence that could indicate the cause of the fire, except for ensuring that the fire is out.
- Ensure that the premises are in safe working order before re-occupying: fire doors satisfactory, fire alarm operating, extinguishers re-charged.
- The fire officer is to analyse the procedures followed during the fire to determine whether changes are required.

## **APPENDIX A: SCHOOL APPOINTED FIRE MARSHALS**

1. Mrs. Udo Ofonagoro.



2. Mr. Friday Omoyohwo.
3. Mr. Bola Abisoye.
4. Mr. Friday Udoh.
5. Mr. Bamidele Olaniyi
6. Mr Samuel Balogun

### INSTRUCTIONS FOR FIRE MARSHALS

Fire Marshals must attend a training course at an appropriate training establishment and attend refresher training every 2 years along with having access to Fire Safety courses online with Educare.

- They are to assist the Head Teacher in such fire duties as required
- They are specifically responsible for their own designated area

### APPENDIX C: LIST OF FIRE EXTINGUISHERS & LOCATIONS LIST ATTACHED

#### FIRE EXTINGUISHERS LOCATION, TYPE AND SIZE

S/N	LOCATION	EXTINGUISHER TYPE	SIZE
1.	ART ROOM ENTRANCE	CO <sub>2</sub>	3Kg
2.	SERVER ROOM –i	CO <sub>2</sub> ( Ceiling Mounted)	3Kg
3.	SERVER ROOM –ii	CO <sub>2</sub>	3kg
4.	MAC SUITE	CO <sub>2</sub>	3kg
5.	MUSIC ROOM ENTRANCE	CO <sub>2</sub>	3kg
6.	SCIENCE ROOM ENTRANCE	CO <sub>2</sub>	3kg
7.	HEAD TEACHER'S ENTRANCE	CO <sub>2</sub>	3kg
8.	SIDE OF YR-2 BLOCK OPP. ADMIN ENTRANCE	CO <sub>2</sub>	3kg
9.	BACK OF YR-2 NAVY BY DROP OFF	DCP	9kg
10.	ICT /KONGA STORE ENTRANCE	CO <sub>2</sub>	3kg
11.	MATHS ROOM ENTRANCE	DCP	9kg
12.	INTERVENTION TEACHERS ROOM ENTRANCE	CO <sub>2</sub>	3kg
13.	INTERVENTION TEACHERS ROOM BACK EXIT	DCP	3kg
14.	ICT OFFICE ENTRANCE	CO <sub>2</sub>	3kg
15.	P.E. TEACHER'S OFFICE ENTRANCE	DCP	9kg



16.	RECEPTION BLUE ENTRANCE BY PLAYGROUND	CO <sub>2</sub>	3kg
17.	RECEPTION RED ENTRANCE BY WATER RESERVOIR	CO <sub>2</sub>	3kg
18.	YR-1 TOILET ENTRANCE	DCP	9kg
19.	YR-1 LIME ENTRANCE BY CONCRETE PLAYGROUND	CO <sub>2</sub>	3kg
20.	YR-1 LIME SIDE WALL OPPOSITE THE SICK BAY	DCP	9kg
21.	BACK OF YR-1 LIME BY LAGOON	DCP	9kg
22.	BACK OF YR-1 JADE BY LAGOON	DCP	9kg
23.	FRENCH ROOM ENTRANCE	CO <sub>2</sub>	3kg
24.	YR-6 RUBY/6 EMERALD ENTRANCE	CO <sub>2</sub>	3kg
25.	FRONT SIDE WALL OF YR-3 CRIMSON	CO <sub>2</sub>	3kg
26.	FRONT SIDE WALL OF YR-3 SCARLET	CO <sub>2</sub>	3kg
27.	FRONT SIDE WALL OF YR-4 MAUVE	CO <sub>2</sub>	3kg
28.	FRONT SIDE WALL OF YR-4 LILAC	CO <sub>2</sub>	3kg
29.	FRONT SIDE WALL OF YR- 5 AMBER	CO <sub>2</sub>	3kg
30.	BACK OF YR-5 ORANGE	DCP	9kg
31.	BACK OF YR- 5 AMBER	DCP	9kg
32.	BACK OF YR-4 LILAC	DCP	9kg
33.	BACK OF YR-4 MAUVE	DCP	9kg
34.	BACK OF YR-3 SCARLET	DCP	9kg
35.	SICK BAY ENTRANCE	CO <sub>2</sub>	3kg
36.	DOOR BETWEEN SICK BAY & MAIN LIBRARY	CO <sub>2</sub>	3kg
37.	LIBRARY ENTRANCE WALKWAY	DCP	9kg
38.	LIBRARY READING ROOM ENTRANCE	CO <sub>2</sub>	6kg
39.	MAIN LIBRARY	DCP	9kg
40.	LIBRARY – STAIRS LANDING	CO <sub>2</sub>	3kg
41.	LIBRARY – PHOTOCOPY SECTION	CO <sub>2</sub>	3kg
42.	LIBRARY – IN BTW BOOK SHELVES UPSTAIRS	DCP	9kg
43.	HALL – BY THE STAGE	DCP	9kg
44.	HALL – BY THE BACK WALL	CO <sub>2</sub>	3kg
45.	SCHOOL STORE	CO <sub>2</sub>	3kg
46.	MAIN GATE SECURITY POST	DCP	9kg
47.	BACK GATE SECURITY POST	CO <sub>2</sub>	6kg
48.	DRIVERS OFFICE	CO <sub>2</sub>	6kg
49.	GENERATOR HOUSE FRONT	DCP	50kg
50.	GENERATOR HOUSE	DCP	9kg x2
51.	CARPENTER'S WORKSHOP	DCP	9kg
52.	SWIMMING POOL ARENA	DCP	9kg
53.	SWIMMING POOL ENTRANCE	CO <sub>2</sub>	5kg
54.	SWIMMING POOL ENTRANCE	DCP	50kg
55.	ADMIN BUILDING UNDER STAIR CASE	DCP	50Kg



56.	FRONT OF LIBRARY	DCP	50Kg
57.	STAFF GATE AREA	DCP	50Kg
58.	DRIVE IN GATE (BY HORSE SHOE)	DCP	50kg
59.	HALL ENTRANCE	DCP	50kg

**NOTE:**

- DCP fire extinguishers ----- 29.
- CO<sub>2</sub> fire extinguishers ----- 31.



## FIRE PROCEDURES

### General Fire Notice

#### 1. ON DISCOVERING A FIRE:

- operate the nearest fire alarm point without delay
- call the fire service by dialing emergency lines 112, 767 or 0803 323 5891 Awolowo Road Fire Station
- evacuate all occupants to the agreed assembly point
- staff may attempt to extinguish fire with the nearest suitable fire appliance
- if fire has reached such proportions as to endanger life or escape, do not attempt to extinguish, but proceed to assembly point

#### 2. ON HEARING THE FIRE ALARM:

- proceed to your assembly point and take the register
- on arrival of the fire service, the fire officer and/or one of the fire marshals and in their stead a senior member of staff should meet the fire service officers and give as much information as possible about the fire

#### 3. KNOW:

- your means of escape, primary and secondary
- the nearest fire-alarm point
- the nearest fire appliance and how it should be used
- the assembly point

#### 4. IN THE EVENT OF FIRE:

- do not stop to collect your personal belongings
- do not rush

Remember to dial 112 or 767 emergency line, ask for the fire service and give the precise location of the fire.



## ROLL CALL

Teachers and Roll Call Officers are to ascertain, by roll call, the whereabouts of all students/pupils and staff and report the results of the register to the Head Teacher or Deputy Head Teacher or Admin Manager or any senior member of staff present.

Policy established and agreed:	April 2011
Policy review cycle:	Annual
Policy Reviewed:	Lent 2020
Date of next review:	Lent 2021
Member of staff responsible for the policy:	Mrs. Udo Ofonagoro (Administration Manager)