



TotalTuition



ROSEWOOD
INDEPENDENT SCHOOL

*Rosewood Independent School is a trading name of Total Tuition Limited.
This document covers Total Tuition Alternative Provision and Rosewood Independent School.*

Fire Safety Policy

It is the overall aim of Total Tuition Alternative Provision / Rosewood Independent School to minimise the risks to staff, pupils, visitors and members of the public in the immediate vicinity of the centre.

A member of staff at each site is appointed as the Fire Warden for the building and has overall responsibility for fire safety matters for Total Tuition Alternative Provision / Rosewood Independent School staff and students. They shall coordinate the implementation of fire safety measures, ensure that staff and pupil training takes place and monitor the standard of fire precautions maintained.

**An up to date list of fire wardens is available from Jackie Knox,
jackie@rosewoodindependentschool.com**

Training

All Total Tuition Alternative Provision / Rosewood Independent School staff will undergo Fire Awareness training, and will participate in a fire safety induction at each site with the Director/Headteacher and/or Warden. During this training, they will participate in a walk-around of fire escapes and learn of fire safety and procedure within the building.

Responsibilities

All centre staff are responsible for maintaining a high standard of fire precautions in areas under their control or influence. In particular, staff should ensure that they are fully aware of the emergency evacuation procedure. They shall ensure that fire exits are kept clear and that fire doors are kept shut. They shall also ensure that pupils for whom they are responsible are informed of the fire procedure.

Procedure

A notice displaying fire procedure is located by the main exit of the centre. There are a number of fire alarm points which are pointed out during induction at each site.

Fire extinguishers

Fire extinguishers are available around both centre sites, including in the kitchen and classroom areas. Fire blankets are located in the kitchen areas.

Raising the alarm

Upon discovering a fire, staff are required to alert the alarm immediately and follow the site evacuation procedure.

Fire equipment and tests are the responsibility of the YMCA building at the YMCA site, and the responsibility of Total Tuition Alternative Provision / Rosewood Independent School at any other site.

Fire equipment will be monitored via inspection on a termly basis by the Fire Warden and on an annual basis by an external inspecting Company.

Fire alarms and lighting will be inspected every 6 months by an external company.

Fire drills will take place on each site on a termly basis.

Fire alarm tests will take place weekly.
Internal fire audits will take place termly.

Policy:

Jennifer Wood, Centre Director and Proprietor

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