



Fire Safety Policy

10 June 2025

About This Document

Annual Policy Period	2025 - 2026
Policy Adopted by Governors	7 September 2018
Last Policy Review	10 June 2025
Next Policy Review	September 2026

History

Version	Date	Name	Description
0.1	7 Sep - 2018	René Esterhuizen, Clerk to Trustees	First release. DRAFT
1.0	7 Sep - 2018	School Governors	Approved and adopted.
1.1	21 Aug - 2021	School Governors	Reviewed and approved.
1.2	12 Sep - 2022	School Governors	Reviewed and approved.
1.3	25 Jul - 2023	School Governors	Reviewed and approved.
1.4	16 May - 2024	School Governors	Reviewed and approved.
1.5	10 June - 2025	René Esterhuizen	Reviewed, no changes.

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1. Introduction

- 1.1. This policy is to be used in conjunction with The Vine Christian School Fire Emergency Evacuation Plan (FEED). This is a written document which includes the action to be taken by all staff in the event of fire and the arrangements for calling the fire brigade. The following items have been considered where appropriate:
- i. Fire evacuation strategy.
 - ii. Action on discovering a fire.
 - iii. Action on hearing the fire alarm.
 - iv. Calling the fire brigade.
 - v. Close down procedure.
 - vi. Identification of key escape routes.
 - vii. Fire wardens.
 - viii. Places of assembly and roll call.
 - ix. Firefighting equipment provided.
 - x. Training required.
 - xi. Personal Emergency Evacuation Plan.
 - xii. Liaison with emergency services.

2. Fire Evacuation Strategy

- 2.1. Simultaneous evacuation in case of fire is the only way we operate within The Vine Christian School due to the fact it is a small site. It will simply be by means of everyone reacting to the sounding of the general alarm over the fire warning system given when a fire is discovered, then making their way, by the means of escape, to the designated place of safety, which is the car park.

3. Action On Discovering a Fire

- 3.1. On discovering a fire, it is the duty of every person to sound the nearest fire alarm immediately.

4. Action On Hearing the Fire Alarm

- 4.1. All personnel, on hearing the fire alarm, should act in accordance with the agreed FEED strategy.
- 4.2. Personnel should not re-enter the building except for the Fire Team.

5. Calling the Fire Service

- 5.1. The Fire Service should also be informed immediately, either by the School Administrator or the person discovering the fire, dependant on conditions.

6. Close-Down Procedure

- 6.1. The Close-down Procedure is as follows:
 - i. Ensure all staff, students and visitors have vacated all buildings.
 - ii. Ensure all doors are closed.

7. Identification of Key Escape Routes

- 7.1. Key escape routes are clearly identified beside each door. They include schematic drawings supplemented with satisfactory emergency escape signs.

8. Duties and Responsibilities of Fire Wardens

- 8.1. The Fire Warden within The Vine Christian School is Mrs. René Esterhuizen. They have overall responsibility for the action in the event of fire. Each Supervisor has responsibility to evacuate their Learning Centres in the case of fire.
- 8.2. The Fire Wardens are responsible for:
 - i. The fire emergency evacuation plan being properly distributed and understood by all.
 - ii. Fire routine and evacuation drill procedure.
 - iii. Ensuring personnel know location of fire alarm points.
 - iv. Ensuring regular use of primary and secondary escape routes.
 - v. The close down procedure.
- 8.3. The School Administrator has the responsibility of maintaining a high standard of fire precautions. They test the Fire Alarms weekly during term time and keep records. The School Administrator is also responsible for ensuring that notices are correctly sited.

9. Places Of Assembly and Roll Call

- 9.1. Personnel should assemble at the pre-determined assembly point. The pre-determined assembly point is on the far side of the car park. When all staff, students and visitors are assembled a roll call should be taken. The person who oversees the assembly point should report to the person who has been nominated the fire service liaison person indicating all persons accounted for or who are missing and where they were last seen.

10. Use of Fire Fighting Equipment

- 10.1. Any competent person should attack the fire where possible with appropriate equipment; however, firefighting is always secondary to life safety.
- 10.2. REMEMBER: DO NOT PUT ANY PERSONS AT RISK

11. Training

- 11.1. The emergency evacuation plan is part of the yearly training at the beginning of each school year and all employees are made familiar with its contents. It is also included in the yearly Student Orientation at the beginning of each autumn term. There are regular evacuation drills at the start of each school term including the sounding of the alarm.
- 11.2. We will seek the advice of a competent person or the local fire service, fire safety officer for further training.

12. Personal Emergency Evacuation Plan (Peep)

- 12.1. If disabled or sensory-impaired people join the school, whether staff or students, we would form a PEEP according to their needs to assist with escaping from fire. It may be necessary for staff to be trained in the correct procedures to cope with this eventuality. Advice on the specific needs of disabled and sensory-impaired people would be obtained from organisations representing the various groups if necessary. We would consider those who may need assistance to escape, e.g., by having adequate staffing levels in premises providing treatment or care.

13. Liaison With Emergency Services

- 13.1. A senior person will be nominated to meet the fire and rescue service when they arrive to provide them with any information they require, depending on the staff currently on site. It will be either Mrs. René Esterhuizen in the first instance or Mrs. Hilary Pollock.