



Community Services: Education

Argyll House
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To: Heads of all Educational Establishments

Dear Colleague

General instructions on fire precautions

The importance of a positive and systematic approach to the matter of fire precautions cannot be over-stressed and this document lays down the basic elements of a policy which must be adhered to at all times.

- 1 Education management circular 1.24 details fire drill procedures. These must be carefully observed at all times.
- 2 Alterations and additions to property or changes of use of property must not be carried out without the prior approval of the relevant head of service.
- 3 Storage of inflammable waste material within Council properties is prohibited. Head teachers/campus principals must arrange to have such materials removed from the establishment.
- 4 Furniture and other materials which are no longer in use in an establishment should not be stored outwith accommodation specifically approved for that purpose by the education office. Arrangements will be made wherever possible to dispose of surplus furniture in accordance with education service policy, a copy of which has been issued to establishments.
- 5 Fire alarm systems should be tested weekly. In the case of schools this should be carried out by the janitor on the instructions of the head at a time outwith the normal school day for pupils. This arrangement should also apply throughout the holiday periods.
- 6 An adequate number of staff, allowing cover for absence, should be given responsibility for checking in the event of the fire that a given section of the building

has been evacuated. Ancillary accommodation including toilets, cloakrooms and stores, should be checked as well as classrooms in the case of schools.

The staff concerned should then report on their section to a nominated senior member of staff who should in turn report to the fire brigade on their arrival.

- 7 The importance of pursuing and reporting to the police all incidents involving fire raising is stressed.
- 8 In the interests of the safety of staff, children and young people, the Education Committee has resolved that head teachers/campus principals should be required to respond to revised education management circular 1.24 (fire precautions) in a positive way by submitting annually to the education office a return giving full details of every fire drill practised.

Although ultimate responsibility must rest with the head teacher/campus principal, day-to-day responsibility for fire drills could be delegated to a depute head or an appropriate member of staff, who should be constantly re-appraising procedures in the light of ever changing circumstances.

- 9 Records should be kept in the fire register of all tests on the fire alarm system, of checks on fire fighting equipment, of instructions issued to staff and of fire drill practices.

Where a head of establishment is faced by intractable difficulties in implementing any part of the above advice he/she should discuss the situation with the relevant head of service.

Yours sincerely

Executive Director of Community Services
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