

School Aid Fire Policy and Procedure

Risk of Fire and Fire Prevention

The warehouse is a relatively low risk area in terms of fire. While what is stored is flammable material in the form of books and clothing, there are very few places that constitute an ignition risk. There are two that we would identify.

The first is the gas powered heater found in the warehouse. In order to minimise the ignition risk, the gas powered heater is always attended when active and is checked to make sure it is properly shut down with the gas supply shut off at the end of each day. The supply of additional gas is kept in a safe a secure area outside of the warehouse. This method of heating is only used on an occasional basis in extreme cold weather conditions. Regular heating is supplied by ceiling hung electrical radiant heaters.

The second is the office located in the warehouse. The office contains a number of electrical appliances (computers, photocopier etc) that, if they were not correctly maintained, could constitute an ignition risk for the rest of the warehouse. In order to ensure that the office poses as little risk of ignition as possible, all electrical equipment is tested annually and is only run when staff members or volunteers are present. Additionally, all electrical devices, apart from telephones, are shut down at the end of each day.

The warehouse is also equipped with fully charged and annually checked fire extinguishers.

Fire Detection, Alarm and Escape

The warehouse is not a space that would be conducive to a traditional fire alarm. Due to size the best way of identifying fire in the warehouse is by sight, sound and smell. To alert others of fire there are two air horns that can be clearly heard throughout the warehouse and office space. In order to exit the warehouse there are two fire exits at either end of the warehouse. These are clearly marked and lit with emergency lighting so as to still be clear and accessible in case of power failure. These fire exits are also kept clear at all times.

Signing in

All volunteers and visitors to School Aid must sign in and out of the building. In the case of the fire alarm being sounded the most senior member of staff in the office should collect the sign in sheet and visitors book before proceeding to the fire assembly point.

Procedure in Case of Fire

In case of fire all staff and volunteers are instructed to do the following:

1. Sound the alarm if it has not been already.
2. Senior staff member in the office to collect sign in sheet and visitors book.
3. Move immediately to the nearest marked fire exit.
4. Exit the building.
5. Convene at the assembly point (at the end of the fence running through the car park).

Future Events

School Aid runs fire drills on a quarterly basis, taking one week to hold drills across the five days that the warehouse is in operation. At this time any updates to this procedure will be communicated to volunteers and staff. School Aid will continue to provide training to all new volunteers and members of staff with regard to fire safety and procedures.