

Fire Prevention and Maintenance Policy

PURPOSE

To ensure the Tecoma Primary School community understands the school's approach to fire prevention and maintenance of the grounds to help reduce the risks of bushfires occurring at our school.

SCOPE

This policy applies to:

- All students, parents, staff, volunteers and on site workers at Tecoma Primary School.

POLICY

Tecoma Primary School aims to create a safe and secure environment for all students, staff and the community. The removal of dangerous goods and flammable materials ensures the risk of bushfires occurring at the school is reduced. The school will maintain safe exits through regular monitoring and removal of obstacles.

Implementation

The school will ensure members of school leadership team will:

1. Monitor and remove materials that may be easily ignited e.g., branches overhanging buildings, debris and rubbish around and under buildings including gutters, dry grass and vegetation
2. Monitor building exits to ensure they are kept clear of obstructions
3. Keep a record of when the school has been checked for flammable materials and building exits.

(Record – Appendix 1)

REVIEW CYCLE

This policy was last updated on **14th August, 2018**, and is scheduled for review in **August, 2021**.

Appendix 1

Flammable material and building exit monitoring

Year _____

Date checked	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Admin Building												
Library/Music Room												
Art Room												
Prep Learning Centre												
Toilets												
Cleaner's Cupboard												
Senior School												
Reading Room												
1/2 Learning Centre/Japanese												
1/2 Portables												
Hall												
Oval												
Vegie Patch												
Junior Playground												
Senior Playground												
Lower basketball Court												
Front of school (Burwood Highway)												
Signed by:												

To be checked and removed where necessary:

- materials that may be easily ignited e.g. branches overhanging buildings,
- debris and rubbish around and under buildings, including gutters, dry grass and vegetation
- monitoring of building exits to ensure they are kept clear of obstructions.

Name	Initial	Name	initial