



Gidea Park

PREPARATORY SCHOOL AND NURSERY

Fire Safety Policy

This policy applies to all pupils in school, including in the EYFS

Written	<i>Phoenix H&S</i>
Reviewed	<i>April 2021</i>
Next Review	<i>April 2022</i>
Revised by	<i>C Douglas/R Mallinson</i>

1. Objectives of this Policy

- I. To ensure that risks from fire are identified and that arrangements are in place to control those risks.
- II. To enable the School to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance.

2. Fire and Evacuation

The school has procedures in place to follow in the event of emergency. These are communicated to all employees during induction and are displayed throughout the school. In simple terms the procedure is as follows:

In the event of a fire:

- Immediately sound the alarm by shouting “Fire, Fire, Fire” and activating the nearest alarm point
- Only attack the fire if trained to do so. Do not put yourself at risk
- Dial 999 and ask for the fire brigade. Give the building address and location of the fire ensuring it is heard by the operator, do not assume the alarm company have called the Fire Brigade.
- Evacuate the building by the nearest exit and proceed to the designated assembly point
- Do not stop to collect personal belongings
- Do not re-enter the building until told it is safe to do so.

3. Responsible Person: Fire Safety Officer

The school has appointed a ‘responsible person’ who is charged with the responsibility of ensuring the safety of the pupils, staff and any visitors on school property at the time of the emergency. The ‘responsible person’ must also consider anyone else, not on the premises, who may be affected.

Richard Mallinson, the Facilities Manager, has been appointed as the ‘responsible person’ and as such is the **School Fire Safety Officer**.

The first primary duty of the School Fire Safety Officer is to take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of employees, pupils and other relevant persons. “General fire precautions” are defined as measures to reduce fire risk and to contain the spread of fire. This includes:

- Effective means of escape
- Firefighting
- Fire detection and warning – installation and maintenance
- Instruction and training
- Measures to mitigate the effects of fire

The second primary duty, in accordance with the Regulatory Reform (Fire Safety) Order 2005, is to ensure that a Fire Risk assessment is conducted and adequate precautions put in place.

To achieve this duty, the Fire Safety Officer will appoint specialist consultants to assist in the

completion of the assessment and also in the maintenance of suitable firefighting equipment.

The day-to-day responsibility for ensuring all fire precautions are in place and in order is that of the Chief Fire Marshal. In particular:

- Escape routes are checked daily to ensure they are free from obstruction
- Fire extinguishers are maintained and serviced annually
- Emergency Lighting is maintained and serviced twice annually and records kept
- Emergency Lighting tested once per month
- Fire Alarm tested weekly
- A full fire evacuation undertaken bi-annually
- Adequate numbers of Fire Wardens are appointed to assist in the event of a fire evacuation

4. Fire Marshals

The appointed Fire Marshals are shown below:

	Fire Marshals	Appointed
1	Richard Mallinson	School Fire Safety Officer with overall responsibility (Chief Fire Marshal)
2.	Ian Metcalfe	Balgores House
3.	Nicola Caines	Balgores House
4.	Carol Smith	Pre-School
5.	Sarah Jenkin	Forms 1 and 2
6.	Seana Smallwood	Balgores House
7.	Sunita Webb	Forms 1 and 2

5. Fire Risk Assessment

- 5.1. All of the School premises will be subject to a fire risk assessment. This may be conducted by an external consultant or other competent person, such as the Facilities Manager. The person undertaking the assessment should liaise closely with Heads of Department.
- 5.2. The fire risk assessment will be reviewed and/or updated every year or in the event of significant changes to the buildings or their usage.
- 5.3. A copy of the fire risk assessment report will be available on site (from the Facilities Manager) and employees' attention brought to any hazards found in the assessment.
- 5.4. Fire hazards will be eliminated or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.
- 5.5. Regular assessments will be made by staff, including the Fire Marshals / Facilities Manager to ensure that the walkways are kept clear of obstruction and tripping hazards.

6. Fire Detection

The School premises must have adequate means of fire detection. The detection equipment will be maintained and regularly checked by competent persons.

7. Fire Alarm

- 7.1. The School premises have an adequate means of raising the alarm in the event of fire.
- 7.2. The fire alarm system in each location is to be tested weekly with the date and time made known. This will be managed by the Facilities Manager. The alarm will be activated using a different activator point each week, where this is practicable.
- 7.3. The fire alarm system will be serviced six monthly by a competent contractor (e.g. ISO 9001 /BAFE)
- 7.4. Records of these tests and servicing are maintained in a fire log book held by the Facilities Manager.

8. Fire Fighting Equipment

- 8.1. The fire risk assessment will determine the minimum level of fire-fighting equipment which must be present in the School premises.
- 8.2. Fire extinguishers, fire hoses, wet and dry risers and/or other fire suppressant systems will be serviced by a competent contractor annually and the service date recorded on each extinguisher/hose reel/system.

9. Emergency Lighting

- 9.1. Emergency lighting is installed in the school where lighting would continue to be required in the event of a mains power failure, e.g. stairs, passageways and emergency exits.
- 9.2. Where emergency lighting is generator powered, the lighting will be tested monthly by way of simulated mains failure. A maintenance and servicing programme for the generator will be arranged by the Facilities Manager.
- 9.3. Battery operated emergency lighting will be tested monthly (charge and illumination) and an annual full discharge test by a competent contractor
- 9.4. Records of testing and servicing of emergency lights will be maintained by the Facilities Manager.

10. Emergency Procedures

- 10.1. Written emergency procedures will be provided. These written instructions will include procedures in the event of a fire and where required, procedures in the event of a bomb warning.
- 10.2. Notices will be displayed in each building of the School premises detailing the action to take in the event of a fire, and highlight the assembly point to evacuate to in an emergency. This may be different from the Fire evacuation point depending on location. An example notice is included at Appendix 1.
- 10.3. There must be adequate means of escape for all occupants of the school premises. These means of escape will be clearly signed with pictograms.
- 10.4. The means of escape will be regularly inspected by the Fire Marshals to ensure they are kept clear of obstructions and tripping hazards.
- 10.5. Where disabled persons use the premises, specific arrangements will be made to ensure they can escape in an emergency. For staff and pupils there will be a Personal Emergency

Evacuation Plan (PEEP) in place, visitors will be catered for by the Facilities Manager when notified. Example arrangements are included at Appendix 2 to this guidance.

10.6. Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the School Fire Safety Officer or the Headmistress. It is the responsibility of the School Fire Safety Officer /the Headmistress to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

10.7. **SUMMONING THE FIRE BRIGADE:** The School Office is manned between 8.00am and 5.00pm during weekdays in term-time and select days during the holiday closedowns (Christmas; Easter and Summer, half terms.)

- The master panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is located in the school office. The School Office is always given advance warning of fire practices.
- If the alarm goes off for any other reason, the staff have standing instructions to summon the Fire and Emergency Service at once.
- The Facilities Manager is on duty or on call. He has standing instructions to summon the Fire and Emergency Services if the alarms go off outside the hours that the School Office is staffed, (unless warned of a planned fire practice).
- The Alarm Monitoring Company on the activation of a Fire Alarm initially phone the office, then the Fire Brigade then the Keyholders.

10.8. Fire drills will be held every term at the School.

10.9. Written records of fire / evacuation drills will be maintained in the fire log book which is kept by the Facilities Manager.

11. Fire Training

11.1. Staff will be informed in relation to:

- action to take if they discover a fire, including how to activate the fire alarm;
- action to take on hearing the alarm, including location and use of exits and escape routes; and
- action to take in the event of a bomb alert

11.2. Pupils will be informed of exits and escape routes

11.3. Fire Marshals will be trained in: -

- emergency evacuation procedures;
- use of fire extinguishers; emergency procedures; and
- how to spot fire hazards.

11.4. Visitors and contractors: -

- on arrival at the School will receive a briefing to ensure that they are aware of the policy procedures and assembly points in the event of an evacuation.
- For events with large numbers of attendees, such as open days, concerts an announcement will be made at the beginning of the event regarding evacuation arrangements.

12. Fire Prevention

The School takes all reasonable precautions to prevent a fire from breaking out and recognises that for a fire to take place oxygen, flammable materials and a source of ignition must all be

present. The processes of prevention are aimed at preventing one or more of these elements being together. To ensure the processes are being implemented the Headmistress, Facilities Manager and Heads of Department will:

- 12.1. Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials (including weapons and ammunition, hazardous substances etc.);
- 12.2. Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by;
- 12.3. Maintain awareness through training and refresher training of the preventative steps that need to be taken;
- 12.4. Consult regularly with the Fire Marshals;
- 12.5. Include fire prevention and evacuation procedures during the induction process with all new starters; and
- 12.6. Pay close attention to the activities of contractors as appropriate, particularly during maintenance and building works.

13. **Fire Records**

Records are kept of training; inspections; evacuations and maintenance of systems and equipment.

14. **Legal Requirement & Education Standards**

References:

- A: Handbook for the Inspection of Independent Schools: Part 3: The Regulatory Requirements of Independent Schools, March 2009 version. (www.isi.net).
- B. Part II of the Regulatory Reform (Fire Safety Order) 2005, (www.opsi.gov.uk)
- D. "Fire Risk Assessment," Ecclesiastical Risk Services Ltd guidance note (www.ecclesiastical.com)
- E. "Fire Safety" Chapter O of the Bursars' Guide by Owen David Risk Management Ltd (www.owendavidsafety.net)
- F. "Fire Safety: Managing School Facilities" DCSF Guidance, (www.gov.uk/dfes)
- G. "Fire Safety Risk Assessment for Educational Premises" and "Fire Safety Risk Assessment: Sleeping Accommodation," DCLG publications (www.communities.gov.uk)
- H: Education Funding Agency "Fire risk during school maintenance or building works" (Nov 2016)

Appendix 1:

EMERGENCY EVACUATION INSTRUCTIONS

IF YOU DISCOVER A FIRE

- Operate the nearest alarm call point
- Alert the school office or nearest member of staff, giving them a brief description of what you have seen and ask them to call the fire brigade
- Go to the assembly point on the playing field unless you have further responsibilities
- If safe to do so staff or Fire Marshals only may tackle the fire with the appropriate fire appliance

IF YOU HEAR THE FIRE ALARM (A CONTINUOUS RINGING BELL)

- There should be SILENCE
- Listen carefully to instructions given by staff
- If you are between buildings, in toilets or retiring from games, to the assembly point and join your form group there. DO NOT ENTER THE BUILDING
- All pupils and staff should go to the assembly point by the nearest, quickest and safest route and line up in forms IN SILENCE
- Form teachers should collect the attendance list from the school secretary
- Attendance lists should be checked and any unexplained absences reported to the school secretary or to the Head
- Fire Marshals should check their designated areas are clear

ONCE YOU ARE TOLD TO LEAVE THE BUILDING, DO NOT:

- Stop to collect personal belongings
- Run or push
- Attempt to overtake others

Appendix 2: Disabled Staff, Pupils or Visitors

We put in place a special one-to-one induction on fire safety for any disabled pupils and their carers and for disabled members of staff.

All the teachers and carers of disabled pupils are also trained in the use of special equipment specific to the evacuation of the disabled pupil in their care.