



Hopelands Preparatory School

38/40 Regent Street, Stonehouse, Gloucestershire, GL10 2AD

Fire Policy

Scope of Policy

This policy applies to the school including the EYFS.

1 Scope

This guidance is applicable to all premises under the control of the School (including the EYFS) and details the approach to the control of risk from fire.

2 Objectives

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

3 Guidance

3.1 The School has in place procedures for:-

- carrying out fire risk assessment;
- preventing fires;
- evacuation in the event of a fire;
- maintaining and checking all fire detection, alarm and fighting systems.

3.2 The Bursar has responsibility for maintaining and ensuring the local implementation of the School fire procedures.

4 Fire Risk Assessment

4.1 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.

4.2 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.

4.3 A copy of the fire risk assessment report will be available on site (from the Bursar) and employees' attention brought to any hazards found in the assessment.

4.4 Fire hazards will be eliminated or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.

4.5 Regular assessments will be made by staff, including the Head and caretaker to ensure that the walkways are kept clear of obstruction and tripping hazards.

5 Fire Detection

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

6 Fire Alarm

6.1 Each of the School premises has an adequate means of raising the alarm in the event of fire.

6.2 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 Bursar. The alarm will be activated using a different activator point each week, where this is practicable.

6.3 The fire alarm system will be serviced annually by a competent contractor (eg ISO 9001 / BAFE)

6.4 Records of these tests and servicing are maintained in a fire log book held by the Bursar

7 Fire Fighting Equipment

7.1 The fire risk assessment will determine the minimum level of firefighting equipment which must be present in the School premises.

7.2 Fire extinguishers and/or other fire suppressant systems will be serviced by a competent contractor annually and the service date recorded on each extinguisher.

7.3 All members of staff must consider their own safety when considering fighting fire. **Firefighting is discouraged if it puts you in danger. In all instances, your priority must be to evacuate yourself, children and colleagues safely. Extinguishers are provided to aid your escape and tackle small fires once everyone is safe.**

8 Emergency Lighting

8.1 Emergency lighting must be installed in the school where lighting would continue to be required in the event of a mains power failure, eg stairs, passageways and emergency exits.

8.2 Battery operated emergency lighting will be tested monthly (charge & illumination) and an annual full discharge test by a competent contractor

8.3 Records of testing and servicing of emergency lights will be maintained by the Bursar.

9 Emergency Procedures

9.1 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.

9.2 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 to this guidance

9.3 There must be adequate means of escape for all occupants of the school premises. These means of escape will be clearly signed with pictograms.

9.4 The means of escape will be maintained by all staff to ensure they are kept clear of obstructions and tripping hazards.

9.5 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 Bursar when notified. Example arrangements are included at Appendix 2 to this guidance.

9.6 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 Bursar or Head. It is the responsibility of the Bursar or Head to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

9.7 SUMMONING THE FIRE BRIGADE: The School Office is manned between 8.00am and 5.00pm during weekdays throughout the year and between 9.30am and 4.00pm during half terms and holiday apart from the Christmas and Easter closedowns. 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 Bursar is on duty or on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays. He/She 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).

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

9.9 Written records of fire / evacuation drills will be maintained in the fire log book which is kept by the Bursar.

10 Fire Training

10.1 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

10.2 Pupils will be informed of exits and escape routes

10.3 Teaching staff will be trained in:-

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

10.4 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

11 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 Bursar will:-

11.1 Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials (hazardous substances etc);

11.2 Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by;

11.3 Maintain awareness through training and refresher training of the preventative steps that need to be taken;

11.4 Consult regularly with the staff body and encourage them to raise concerns;

11.5 Include fire prevention and evacuation procedures during the induction process with all new starters; and

11.6 Pay close attention to the activities of contractors as appropriate.

12 Fire Records

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

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

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)

Appendix 1: Emergency Evacuation Notice

All new staff and pupils, all contractors and visitors are shown the following notice:

1. If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit.
2. If you are responsible for a class, make them leave quietly with you. No one should talk or run. Make your way to the assembly point in the playground.
3. If you are teaching a class, take your register with you. Do not take anything else, and do not allow the pupils to take anything. Shut doors and windows behind you.
4. The School Office will summon the Emergency Services if the alarm sounds.
5. If you have a disabled pupil in your class, you should direct him or her, [together with his or her carer], to wait for the Fire and Emergency Service in the nearest designated safe refuge.
6. Take the register of your class as soon as you reach the assembly point.
7. Report anyone who is waiting to be evacuated from a designated refuge, or who is missing immediately to the Bursar who will inform the Fire Brigade. On no account should anyone return to any building until given permission by the Fire and Emergency Services.
8. Remain at the assembly point with your pupils until the all clear is given.

Emergency Evacuation Plan

Discovering a Fire:

1. Raise the alarm at once by operating the nearest fire alarm call point.
2. Evacuate the building to the nearest assembly point.
3. Call the fire brigade.
4. If the fire is considered small enough to be easily and safely extinguished, e.g. a waste paper bin fire or a smoking computer, attempt to do so with the nearest correct type of extinguisher. **Do not take personal risks and always call for assistance. Never attempt to fight fire alone.**
5. If the fire is considered too large, or if it should get out of control, or if the escape route is threatened, leave the building quickly and calmly by the nearest available escape route, wherever possible assisting in evacuating any visitors and shutting doors and windows. Do not stop to collect personal belongings.

On Hearing the Fire Alarm:

1. A fire will be announced by the sound of the alarm. At the sound of the alarm, all children should be instructed to stand QUIETLY and line up to leave the room.
2. Any children not in their classroom at the time of the alarm should join their class if near enough. Otherwise they should leave by the nearest exit and, if possible, go to their usual assembly point.
3. Children with hearing difficulties will be assisted by a member of staff.

Fire Assembly Points:

The playground

If the fire is deemed serious enough to warrant evacuation from the school site:

Stonehouse Community Centre

In the event that the school is evacuated to Stonehouse Community Centre, class registers, daily sign in/out registers and parental contact numbers will be collected by the Bursar or School Secretary. Children and staff will assemble at the normal assembly point in the playground to be registered. Teachers will then supervise and escort the children to the Community Centre. A risk assessment of the route should be performed annually and attached to this policy. In the event that a class is offsite, the teacher or teaching assistant with the class will be contacted via telephone. This action will be performed by either the Bursar or School Secretary.

Children should leave their classrooms by the following routes:

Room 1 (Year 1 Room)

Leave by the back door, in the kitchen, and assemble in the playground. Alternatively, leave by the French doors in the room.

Room 2 (Fox Cubs Room)

Leave by the French doors and assemble in the playground.

Room 3 (Year 2 Room)

Go out of the fire escape and assemble in the playground.

Room 4 (Year 4 Room)

Go out through the connecting door and walk to Room 5. Go down the fire exit stairs and assemble in the playground.

Room 5 (Year 6 Room)

Go down the fire exit stairs. Assemble in the playground.

Room 6 (Year 3 Room)

Leave by the main staircase in the link building and assemble in the playground.

Rooms 7 and 8 (Practical Room and Music Room)

Leave by the main staircase in the link building and assemble in the playground.

Room 9 (Year 5 Room)

Leave by double doors exiting into playground. Assemble in the playground.

Hall

Leave the hall through either the main hall door or back doors. Assemble in the playground. If the main door is blocked, leave by the nearest available exit. Visitors leave by nearest exit.

School Office

Exit out of front doors in link building.

Head's Office

Exit out of rear doors in link building.

Playground

Assemble in the middle of the playground outside of the main school building.

Staff Functions:**Bursar**

To telephone fire brigade, collect registers and leave via the fire escape. Then walk to the fire panel situated by the main front doors to check the location of the fire. Once this has been established, walk to the fire assembly point and distribute registers. Contact any teaching staff working offsite, i.e. for PE lessons or performance rehearsals. In his absence this action is to be undertaken by The School Secretary or Head.

Year 1 Teacher (or the teacher in Room 1)

To lead class to the assembly point and check the register.

EYFS Teacher (or the teacher in Room 2)

To lead class to the assembly point and check the register.

Year 2 Teacher (or the teacher in Room 3)

To lead class to the assembly point and check the register.

Year 4 Teacher (or the teacher in Room 4)

To supervise pupils leaving the room and going out through room 5 to the fire exit stairs. Then check that all rooms including the attic and first floor rooms are empty.

Year 6 Teacher (or the teacher in Room 5)

To lead class to the assembly point and check the register.

Year 3 Teacher (or the teacher in Room 6)

To lead class to the assembly point and check the register.

Year 5 Teacher (or the teacher in Room 9)

To lead class to the assembly point and check the register.

Teachers (or the peripatetic staff/assistants in Rooms 7 and 8)

To lead class/individual to the assembly point and check the register for a class or hand an individual over to their class.

EYFS Teaching Assistant/Helper

To assist Fox Cubs children get out of the building safely.

Teaching Assistants (working with Years 3 – 6)

To check that all rooms on the ground floor including toilets and cloakroom areas are empty. Then proceed to the assembly point to assist where necessary. In their absence during lunchtimes this action is to be undertaken by lunchtime supervisors.

Teaching Assistants (working with Year 1 and 2)

To assist Year 1 and 2 children to get out of the building safely.

All teachers are to check children against the register at the assembly point. Children working away from their class for music lessons/SEN support should be handed back to their class at the assembly point.

Fire alarm during break or lunch time:

If the fire alarm is sounded during any break time then a teaching assistant, if it is safe to do so, will check the rooms on the ground floor. Teachers on the first and second floors will check the attic and the first floor rooms. The bursar will call the fire brigade and collect the registers together with the school secretary.

Fire alarm during wet break

Increased supervision will be in place during wet break and lunch times. This is to ensure children on the first floor are appropriately supervised and assisted when evacuating the building. The Head will be responsible for ensuring supervision levels are appropriate. This will normally be one member of staff per classroom

Fire alarm after school or during school holidays

If fire alarm sounds out of school hours or during school holidays the member(s) of staff on site must:

1. Evacuate the building to the nearest assembly point.
2. Call the fire brigade.
3. Call the Head or Bursar, if they are not on site.
4. If the fire is considered small enough to be easily and safely extinguished, e.g. a waste paper bin fire or a smoking computer, attempt to do so with the nearest correct type of extinguisher. **Do not take personal risks and always call for assistance. Never attempt to fight fire alone.**
5. If the fire is considered too large, or if it should get out of control, or if the escape route is threatened, leave the building quickly and calmly by the nearest available escape route, shutting doors and windows. Do not stop to collect personal belongings.

Visitors and new children to the school:

New children who have recent joined the school must be made aware of this policy. Teachers must ensure that the children understand the procedures they must follow in the event of a fire.

Visitors must be made aware of this policy and the actions they should take in the event of a fire. Due to the nature of the school environment, a visitor will always be in visual proximity to a member of staff. The member of staff closest to the visitor will assist them when the fire alarm sounds.

This policy was adopted at a meeting of

Hopelands Preparatory School

Held on

November 2015

Date to be reviewed

November 2017

Signed on behalf of the senior management team



Name of signatory

Sheila Bradburn

Role of signatory

Head

Signed on behalf of the Governing Body



Name of signatory

Richard James

Role of signatory

Chair of Governors

Hopelands Preparatory School

Risk Assessment Form

Activity being assessed: **Walking to Stonehouse Community Centre in the event of a fire at Hopelands Preparatory School**

| List of Hazards | Who may be at risk from the hazards? | Hazard rating A* (circle) | Control Measures | Probability of hazard B* (circle) |
|--|--------------------------------------|----------------------------------|--|--|
| 1. Children and staff getting left behind at school whilst the school is on fire | Children and staff | High Medium Low | The class register is taken at the assembly point in school and again as soon as it is deemed safe to do so at The Community Centre. | High Medium Low |
| 2. Crossing Regent Street to get to Community Centre | Children | High Medium Low | - Children briefed about road safety precautions - Adequate adult supervision | High Medium Low |

Risk factor criteria

| A* + B* | | | | | | | | | | | | | | |
|---------------|---|------------|---|---------------|--------|---|--------|---|--------|-----|---|--------|---|--------|
| High | + | High | = | High | Medium | + | High | = | High | Low | + | High | = | Medium |
| High | + | Medium | = | High | Medium | + | Medium | = | Medium | Low | + | Medium | = | Medium |
| High | + | Low | = | Medium | Medium | + | Low | = | Medium | Low | + | Low | = | Low |

Overall risk assessment:

Medium

Further action needed (if any):

Annual fire drills to ensure all staff and children are aware of the procedure.

Signed: Michael Coles

Date: 17th February 2011,
reviewed February 2012, 2013, 2014, 2015

Name (print): Michael Coles

Position: Bursar