



HEYWOOD PREP  
CORSHAM

# FIRE POLICY

**Updated**

**February 2020**

## 1. Introduction

This Fire Policy applies to the entire setting including the EYFS, After School Club and Holiday Club.

## 2. Purpose

This policy sets out the procedures in place in order to meet the school's obligations for the fire safety of the whole School community in general and, more specifically, to ensure compliance with The Regulatory Reform (Fire Safety) Order 2005, to give clear guidance on fire prevention and to establish an emergency action plan to ensure safe evacuation in the event of fire. The policy addresses the elimination or reduction of risks from dangerous substances.

## 3. Organisation

The Director of Heywood Prep Limited, is responsible for the fire safety policy within the School. As such, the Director monitors the effectiveness of this Policy statement and will revise it where necessary. The Director delegates responsibility for overseeing the safe functioning of all School activities in relation to fire to the Head and the School Business Manager and the responsibility of the routine checks, assessments and maintenance of fire equipment to the Site Supervisor.

The Head (Designated Fire Officer), and The School Business Manager, are responsible for:

- Ensuring that effective arrangements are in force for the evacuation of buildings in case of fire or other emergencies.
- Ensuring that the persons with responsibility for Fire Safety are qualified and competent to do this, and have had training appropriate to their designated role.
- Ensuring that fire risk assessments (FRA) are undertaken and reviewed annually, or at such time as there is any significant change.
- Liaising with the Local Fire Rescue Service (School Business Manager) for the purposes of auditing fire safety arrangements. Local Service is: Dorset and Wiltshire Fire Rescue Service: 1A Beechfield Rd, Corsham SN13 9DN. There are no recent recommendations from the Fire Service.
- Ensuring that, in the event of an evacuation, all members of the School are accounted for.
- Ensuring that pupils and staff are exposed to the least possible degree of risk.
- Ensuring that there is an effective system for making available class registers current to that day for roll call.
- Arranging a practise fire evacuation drill at least once every term.
- Communicating fire policy and procedures to all staff.
- Contacting the Emergency Services (School Business Manager) when necessary.

The Site Supervisor (Deputy Fire Officer) is responsible for:

- Ensuring that all necessary fire equipment is available and properly maintained
- Ensuring that all fire equipment servicing records, incident reports and fire log book are kept up to date.
- Ensuring the fire alarm systems are tested weekly.
- Actioning the alarm for a practice evacuation fire drill, recording the time taken from alarm sounding to completion of roll call of all pupils and staff and ensuring that the information is recorded in the incident log.
- Ensuring that class fire notices are displayed prominently in each classroom.
- Ensuring daily and weekly checks are carried out to keep emergency exits clear, emergency lighting is in good working order, emergency signage and extinguishers are correctly placed

All members of the School staff are responsible to the Director and Head for the following in relation to fire:

- Taking reasonable steps to ensure that they do not place themselves or others at risk of harm by their acts or omissions.
- Co-operating fully in complying with all fire prevention and evacuation procedures as laid down in this policy. Failure to comply or to misuse fire safety equipment may lead to disciplinary action.
- Ensuring that they familiarise themselves with the layout of buildings and evacuation routes.
- Ensuring that fire prevention equipment is used correctly and to report any misuse to the Site Supervisor
- Ensuring that all fire exits and evacuation routes are clear at all times and that no ignition sources or combustible materials are stored in corridors, on stairways or under stairs.

#### **4. Arrangements**

##### **a) Fire Drills and Evacuation of School Buildings**

- The School shall carry out Fire Risk Assessments (FRA) to comply with the Regulatory Reform (Fire Safety) Order 2005 (FSO) for all areas in the School. These will be reviewed at least on an annual basis or if there are changes in function or design.
- The FRA will be undertaken by an external BAFE qualified contractor and reviewed by the Designated Fire Officer and School Business Manager, and reviewed by the Director.
- The School will hold a drill at least once per term, during normal school hours.
- Teaching and non-teaching staff should, if it is safe to do so, make a sweep of their immediate work area to ensure that rooms such as toilets, store rooms etc. are evacuated in the event of the alarm sounding.
- Pupils, staff or visitors with mobility concerns should be evacuated last from buildings. A buddy system is required to ensure that either help is given with egress or emergency services are informed of the situation.
- Mobility impaired persons must always be guided to a safe refuge area if complete evacuation is not possible.
- The Fire Assembly Point for the School is the Playground Netball Court, and for the Early Years Department is the Gravel Drive.
- Teaching staff should line up with their own forms and report to the Headmistress (or her appointed Deputy) that all pupils are present. Non-teaching staff should assemble with other members of the School community.
- A record will be kept of the date and time of every fire drill.
- If the School is not cleared completely within the target time of 5 minutes, the drill will be considered inadequate and a further practise will be held until the satisfactory standard is achieved.
- An individual call point will be tested weekly, on a Friday. All buildings and call points will be tested in rotation and records of these tests will be retained.
- A person discovering a fire must always raise the alarm immediately so that evacuation procedures may commence.
- All teachers in charge of a class will be responsible for ensuring that the whole class is evacuated safely. In the event of an actual fire it is the responsibility of the Headmistress to dictate any subsequent movement.
- The School Secretary will provide information to the Headmistress on registered visitors to the School and Staff Sign-in Register so that they can be accounted for during roll call.
- The Site Supervisor is responsible for inspecting the fire panel should the alarm sound, checking the area identified and briefing the Head. Site Supervisor/School Business Manager will also meet the emergency services at the school gate should they have to attend.

- Contractors and visitors to the School will be instructed on the location of assembly points and fire evacuation procedures by the School Secretary when signing in.
- Directions for the evacuation of pupils, staff and visitors are displayed in prominent places and are also made clear to visitors at the point of signing in.
- Teaching and non-teaching staff are responsible for ensuring that, if it is safe to do so, gas and electric services are turned off as they vacate the area.
- Exit doors, including corridor doors, leading from buildings should not, under any circumstances, ever be locked or obstructed.
- Designated fire exit routes must be kept clear and sterile at all times.
- Under no circumstances during a fire practise, or actual fire emergency, should any person enter or leave the School premises, unless instructed to do so by the Headmistress.
- No members of staff, pupils, visitors or contractors should re-enter a building once evacuated without the permission of the Headmistress.
- Everyone on site, regardless of designation, is to evacuate when the alarm is raised.
- The School will provide, for use by the emergency services, information detailing layout of the site, access routes, fire prevention equipment, chemical storage areas and gate code and keys.
- The School will install and maintain suitable fire detection/prevention equipment that complies with current BS standards. Equipment/systems will be inspected regularly.
- The School will provide Fire Marshall training for key staff (Head, members of the Leadership Team, School Business Manager, After School/Holiday Club leaders, Catering Staff, Maintenance Staff, Office Staff) and fire awareness and procedure briefings for all staff as part of induction process and at staff INSET.

#### **b) COSHH Regulation Compliance**

- All departments in the School are to report to the Site Supervisor the details and locations of all toxic and flammable substances. All such substances are to be stored securely. These arrangements are to comply with the Control of Substances Hazardous to Health Regulations (COSHH). Information on location and type of substance will be made available to the Fire authorities.
- All electrical equipment will be used and maintained in accordance with the manufacturer's instructions. Faulty or damaged electrical equipment must be taken out of use until it has been repaired by a competent person. The School will PAT test all portable electrical equipment on an annual basis. All redundant electrical equipment must be removed from School.

#### **5. Approval & Review**

This policy was approved by the Director of Heywood Prep Limited in February 2020. It will next be reviewed in February 2021.



Signed: Sam Antrobus  
Director, Heywood Prep Limited

## **EMERGENCY ACTION PLAN**

### **ASSEMBLY POINTS**

**SCHOOL:** NETBALL COURT

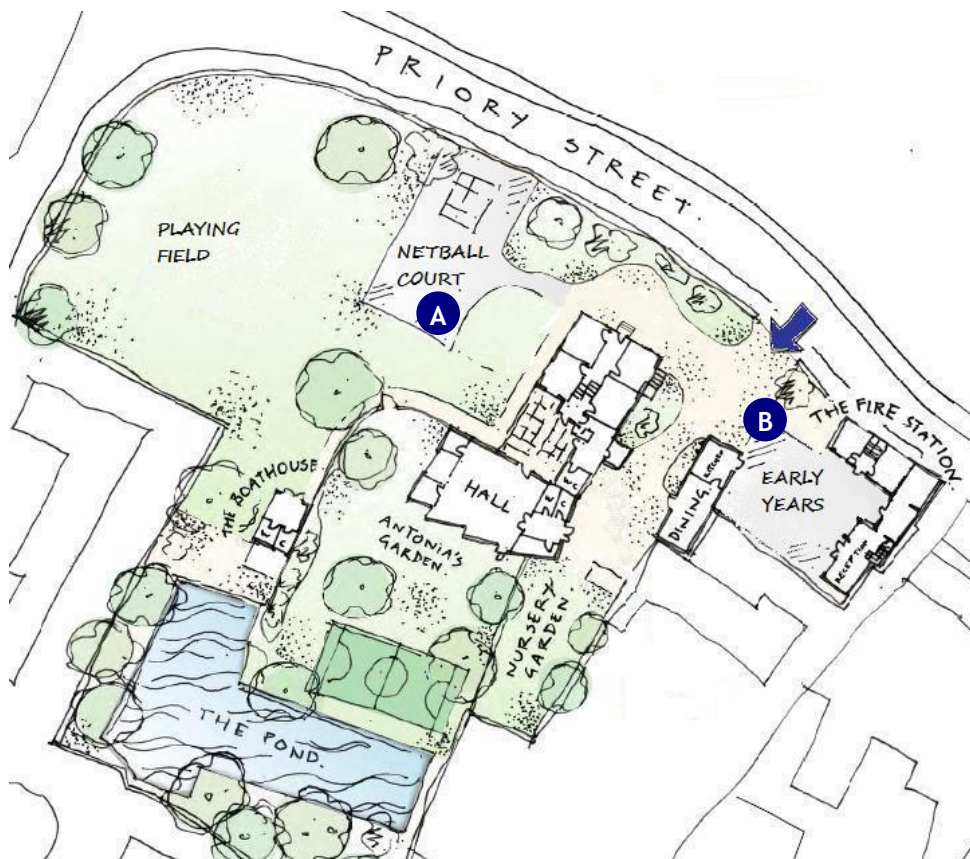
**EARLY YEARS:** GRAVEL DRIVE

#### **ACTION ON DISCOVERY OF FIRE**

- Raise the alarm using the alarm at the nearest fire exit.
- Escort all children in your care from the building, leaving via the nearest fire exit.
- Assist any personnel that are disabled and / or disorientated.
- Do not re-enter the building.
- Report to the assembly point.
- School Business Manager will call the fire service from an adjoining building or mobile phone.
- Site Supervisor or School Business Manager will liaise with the fire service on their arrival (inform them of the location of the fire and details of unaccounted personnel)
- Only attempt to tackle small fires if confident & trained to do so.
- Do not put yourself at risk.

#### **ACTION ON HEARING ALARM**

- Escort all children in your care from the building, leaving via the nearest fire exit.
- Assist any personnel that are disabled and / or disorientated.
- Do not re-enter the building.
- Report to the assembly point for registration.
- Call the fire service from an adjoining building or mobile phone (School Business Manager or Leadership Team on instruction from the Head).
- Liaise with the fire service on their arrival (School Business Manager, Site Manager or Leadership Team) Inform them of the location of the fire and details of unaccounted personnel.
- Do not put yourself at risk.



**A** SCHOOL ASSEMBLY POINT

**B** EARLY YEARS ASSEMBLY POINT