



HEMDEAN HOUSE SCHOOL

Hemdean House School

Hemdean Road

Reading

Berkshire

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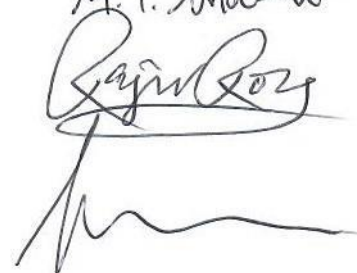
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FIRE POLICY and PROCEDURES

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APPROVED BY: Chair of Governors
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Bursar
Head Teacher
Staffroom Policies Folder
Nursery Policies Folder

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FIRE POLICY and PROCEDURES

Introduction

Our priority is to minimise the risk to life and to reduce injury by:

- Maintaining the physical fire safety integrity of the school
- Ensuring that staff, pupils and visitors do not add to the fire risk
- Safe evacuation of our buildings if a fire breaks out.

The fire safety policy, procedures and risk assessments at Hemdean House School are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

Role of the School Fire Safety Manager

The Site Manager is the designated School Fire Safety Manager who is responsible for ensuring that:

- The fire safety policy is kept under regular review by Governors and the Senior Management Team.
- The fire safety policy is known to the entire school community.
- Everyone in the school (including visitors and contractors) are given clear instructions on where they should go in the event of fire.
- Records are kept of the fire training given to staff and pupils.
- Procedures for emergency evacuation are regularly tested and lessons learned.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are meticulously followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.

Briefing New Staff and Pupils

All our new staff (teaching and non-teaching alike) and all new pupils are given a briefing on the school's emergency evacuation procedures on their first day at Hemdean House School. We show them where the emergency exits, escape routes and assembly points are. Fire action notices are displayed on the walls of all rooms and in all corridors, and we make certain that everyone knows what they look like, and where they should go on hearing the fire alarm. All new staff are shown how to activate the fire alarms if they see or smell a fire.

The safe evacuation of everyone, staff and pupils alike, is the priority. Protecting property is secondary. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. We offer fire awareness INSET training, including the basic use of fire extinguishers. The last training took place in April 16 2016. We also offer regular refresher training. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

Emergency Evacuation Notice

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

- If you discover a fire, operate the nearest alarm call point to set off the alarm. Leave the building by the nearest exit.
- If you are responsible for a class, make them leave quietly with you. No one should talk or run. Make your way to the designated assembly point.
- When you leave the building do not take anything with you and do not allow the pupils to take anything.
- The School Office will summon the Emergency Services if the alarm sounds.
- If you have a disabled pupil in your class, you should move him or her, OR direct him or her, together with his or her carer, to wait for the Fire and Emergency Service in the nearest designated safe refuge.
- Take the register of your class as soon as you reach the assembly point. Do not use a pupil count.
- Report anyone who is missing immediately to the Site Manager who will inform the Fire Brigade. *On no account should anyone return to any building until given permission by the Fire and Emergency Services.*
- Remain at the assembly point with your pupils until the all clear is given.

Summoning the Fire Brigade

The School Office is manned between 8 am and 4.30pm during weekdays in term-time. The master panel in each building shows the location of the alarm call points. If the alarm goes off the staff have standing instructions to summon the Fire and Emergency Service at once.

The Site Manager is on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays. 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).

Visitors and Contractors

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which should be worn at all times that they are on school property. They are made aware of the emergency evacuation notice (see above) and are shown the way to the assembly point.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc. a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

Disabled Staff, Pupils or Visitors

We have a special one to one induction on fire safety for disabled pupils and their carers and for disabled members of staff.

Responsibilities of Teaching Staff

Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for taking a register 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 Site Manager. It is the responsibility of the Site Manager to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

On no account should anyone return to an evacuated building.

Responsibilities of Fire Marshals

We have at least one trained Fire Marshal. At Hemdean House School the Fire Marshal is the Site Manager. Fire Marshals receive regular refresher training.

Fire Practices

We hold one fire practice every term at Hemdean House School. This combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of a trained Fire Marshals helps to ensure that the school can be safely evacuated in the event of a fire.

Escape Routes and Emergency Exits

- There are at least two escape routes from every part of all buildings.
- Fire notices and evacuation signs are displayed in every room, corridor and stairwell.
- All stairs, passages and emergency exits are illuminated by emergency lighting.
- Automatic door release is activated by the fire alarms on the main entrance door. The master panel for the alarm system is located in the Main Reception Office and in the Head's Office and both show the location of an activated alarm.
- Alarms sound in all parts of the buildings.
- Fire routes and exits are kept clear at all times.
- The Site Manager is responsible for unlocking the buildings in the morning, when he removes bolts, padlocks and security devices from all emergency exits, checks that escape routes are not obstructed and that the emergency lights work, and for reporting defects.

Fire Prevention Measures

- Fires extinguishers (of the appropriate type) and Smoke/heat detectors are located in every building in accordance with the recommendations of our professional advisors. Smoke/heat detectors are automatically activated when smoke/heat builds up.
- Testing of fire alarms is carried out weekly and recorded along with any defects. This is the responsibility of the Site Manager who also arranges for an approved contractor to carry out remedial work.
- Six monthly professional review of fire detection and warning equipment.
- An annual service of alarms, smoke detectors, emergency lights, smoke control systems and fire extinguishers.
- Records of all tests are kept in the Site Manager's office.



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Electrical Safety

- The School has current electrical test certificates for all its buildings. It uses qualified Electrical Engineers to inspect and maintain its electrical installations.
- Regular portable appliance testing takes place.
- Records of all tests are kept in the Site Manager's office.
- All computers, projectors, printers and electronic whiteboards are turned off each evening.

Gas Safety

- All gas appliances (boilers, kitchen equipment etc.) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the Site Manager's office.
- All kitchen equipment is switched off at the end of service.

Safe Storage

- We ensure that flammable materials used in teaching or maintenance are locked in purpose-made, flame-proof containers at the end of every day.

Rubbish and Combustible Materials

- Flammable rubbish is stored away from buildings in the allocated rubbish compound.
- Combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored in flame proof cupboards.

LETTING OR HIRING THE SCHOOL

Our standard contractual terms that we use for letting and hiring the school covers fire safety and specifies that the hirer should certify that he has read and understood the school's fire safety policy and procedures.

Reviewed and approved by the Governing Body