

# HEMDEAN HOUSE SCHOOL



## FIRE POLICY

PREPARED BY:

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# HEMDEAN HOUSE SCHOOL

## Fire Policy

### Introduction

**The prevention of fire is of vital importance. Most fires are caused by carelessness and ignorance.** It is the responsibility of all personnel to become conversant with these instructions. Upon outbreak of fire the saving and preservation of life takes precedence over the salvaging of property. A member of staff's first duty is to look after the children and this will mean the evacuation of the building. No attempt should be made to fight the fire until their safety is ensured, and then without exposing any person to risk.

All members of The Governing Body understand and fulfil their responsibilities namely to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005

### Fire Risk Assessments

A risk assessment will be conducted with a qualified person every two years. In alternate years it will be monitored during the annual health safety audit.

It will:

- Identify any person especially at risk in a case of fire, e.g. a person who is blind, deaf or disabled, and make plans to include their safe evacuation
- Review the evacuation plan and each room's instructions for this
- Look at the past year's records of fire practices
- Ensure the provision of adequate training
- Review the Fire Risk Assessment sheets
- Review the provision of instruction to students or visitors to the building
- All staff upon induction shall receive a PEEP form and given the opportunity to state any such condition that may impair emergency egress.

### Staff Training

Every member of staff will receive instructions in fire precaution during induction. The training will be recorded on the induction form. All members of staff will receive refresher training every year via an online course.

Students and visitors will be instructed at the beginning of their attendance.

Nominated staff who are fire wardens attend additional training.

### Fire Wardens

Head Teacher, Teacher from Main House, Site Manager

### Fire Drills

Fire drills will be carried out at least once a term. This will include a simulated evacuation drill. Please follow the fire and emergency evacuation procedure. When a fire drill is held it will be recorded in the fire logbook.

## **Testing of Fire Alarm System**

The fire alarm system will be tested weekly by the Site Manager on Monday at 08.00. Each alarm point will be numbered and a different number will be tested each week and recorded in the logbook.

## **Emergency Lighting**

The emergency lighting will be tested each month by the Site Manager and recorded in the logbook.

## **Annual Service**

The fire alarm system, emergency lighting, call points and fire extinguishers are serviced annually by Pell Services.

## **Emergency Exits**

All emergency exits are to be kept clear and free from obstruction at all times.

## **General Fire Safety**

All staff will make it their responsibility to ensure:

- Fire doors will not be propped open
- Tops and fronts of heaters are kept clear
- There is 1 metre clearance to the routes of exit doors
- Displays where possible will not be above heaters, and if this is unavoidable they will be securely fixed
- Combustible materials (paper, card, fabrics etc.) are not stored near to sockets or lights
- Unnecessary lights or electrical appliances (computers, printers, TV's and video, fans, laminators, kettles, toasters, etc.) are to be switched off and where possible unplugged.
- All electrical items, plugs and cables are checked each year

## **Smoking**

Smoking is prohibited in or around the school.

## **Advice on the procedure in the event of a fire**

### **Discovering a fire**

1. If you discover a fire operate the nearest fire alarm call point by pressing the glass.
2. Call the fire brigade by dialling 999 or 9 999 (if you need 9 to get an external line)
3. If you hear the fire alarm, evacuate the premises immediately as detailed in the evacuation procedure for the school.
4. Attempt to extinguish the fire with the nearest suitable fire appliance. (Staff must be aware that there are different extinguishers for different fires) DO NOT ATTEMPT if the fire has reached such proportions as to endanger life or escape.

### **On hearing fire alarm**

1. Close all doors and windows (if possible)
2. Proceed to your assembly point and take the register.

**After the event**

1. Do not re-enter the building until advised to do so by the senior fire service officer.
2. If the fire has been extinguished by school staff do not disturb any evidence which could indicate the cause of the fire.
3. Ensure that the premises are in safe working order before re-occupying.

**Know**

1. Your means of escape, primary and secondary
2. The nearest fire alarm point
3. The nearest fire appliance and how it should be used
4. The assembly point

## **APPENDIX: FIRE AND EMERGENCY EVACUATION PROCEDURES**

This document details the fire and emergency evacuation procedures for the premises.

Staff should ensure that they are familiar with these procedures and act upon the requirements.

### **ACTION WHEN THE FIRE ALARM SOUNDS**

- Leave by the nearest fire exit, taking any visitors with you.
- Do not delay your exit to collect belongings.
- Close windows and doors behind you.
- Go immediately to the assembly area and ensure that you are accounted for.
- Do not re-enter the building until the all-clear is given.
- **DISABLED PERSONS** - If the situation occurs where a member of staff, pupil or visitor with a disability needs help in leaving the premises, the teaching and support staff will ensure that they leave the building appropriately, preferably via the same exit route as the rest of the school, however if this is not possible, they will make their way to the nearest refuge point until assistance and a safe evacuation can be carried out.

### **ACTION ON DISCOVERING A FIRE**

- Raise the alarm without delay.
- If trained in the safe operation of the available firefighting equipment and only if it is safe to do so, attempt to extinguish the fire if it is in the escape path.
- Report directly to the assembly area, ensuring that you sweep any areas you move through for anyone who may still be inside.

### **ROLL-CALL**

- Each teacher will be given their register upon entering the assembly point, and they will call the register and double check numbers to ensure that no person is left inside the building. The office staff will count to make sure that all of the staff have arrived at the assembly point and that all visitors are accounted for.
- Teachers and office staff will report to the Senior person in charge, who is wearing the High Visibility jacket, that either all their list is present or that someone is unaccounted for.
- The office staff will bring out the registers, visitors book and signing in/out book and the evacuation pack which includes emergency contact details for pupils and staff and plans of the school with details of high risk areas to give to the fire brigade.

### **SUMMONING THE FIRE & RESCUE SERVICE**

- Your immediate priority is evacuation of the building. If safe to do so, a member of the office staff will telephone the fire and emergency services prior to evacuating the building, or the Head Teacher, Deputy or a Senior Member of staff will do so or be instructed to do so from the assembly point.

- Upon their arrival, the Head Teacher, Deputy Head Teacher or person in charge will liaise with the fire service representative and hand over any relevant documentation, including the fire risk assessment and building risk assessments, and plans of the building (in dedicated folder).

#### **FIRE MARSHAL PERSONNEL (Teachers / support staff)**

- A nominated member of staff will act as a fire marshal in the main building to check that no-one is in the rooms or toilets. Checks on toilet areas should include a check on individual cubicles.
- Upon exiting the building, thoroughly check the areas you move through to ensure that all occupants have evacuated. Checks on toilet areas should include a check on individual cubicles.
- Never open a door if you suspect that there may be a fire beyond it. If in doubt, check the door with the back of your hand.
- If you encounter any persons present, they should be instructed to evacuate immediately. All visitors and members of the general public should be ushered to an exit – not just pointed in the general direction of one.
- Do not delay your own evacuation if you encounter somebody who refuses to leave.
- Brief the Head Teacher, and in their absence the Deputy Head Teacher upon your arrival at the assembly area.

#### **STAFF ABSENCES**

- Should any member of staff be absent, their duties in evacuating the children in their care from the building will be undertaken by the teacher or adult in charge of the class.
- Supply staff will also be required to sweep any areas they pass through for personnel as they exit the building.

#### **VISITORS AND CONTRACTORS**

- All visitors and contractors should report to the appropriate member of staff, signing in the appropriate book on arrival and before leaving the premises. In the event of a fire evacuation the person hosting the visitor is responsible for escorting him/her to the fire assembly point.

#### **EVACUATION ROUTES**

- Evacuation routes will be kept free from obstruction and adequately and clearly marked. Sufficient notices are displayed at appropriate places; these will indicate the action to be taken on discovering a fire or upon hearing the fire alarm.