



# FIRE PREVENTION POLICY

## 1 Introduction

This Policy applies to the entire setting including the EYFS and after school and holiday clubs. Copies of this Policy are available for viewing and/or downloading

Sam Antrobus, as Director of St David's Prep, is ultimately responsible for fire safety policy within the School. As such, he monitors the effectiveness of this Policy statement and will revise it where necessary.

The Site Manager/Fire Officer, is responsible for the effective implementation of the policy. He is also responsible for the safe functioning of all School activities in relation to fire. He will:

- Put in place effective arrangements for the evacuation of buildings in case of fire.
- Ensure that all necessary fire equipment is available and properly maintained, including:
  - Annual maintenance and regular testing of the Fire Alarm system and fire detection equipment;
  - Annual maintenance and regular checks of the Fire Extinguishers and other fire-fighting equipment; and
  - Regular checks of Emergency Lighting.
- Undertake regular checks of fire signage, notices, exits and exit routes to ensure they are operating effectively and exit routes are free from obstacles.
- Ensure that in the event of an evacuation, all members of the School are accounted for.
- Maintain an effective system for making available class registers current to that day for roll call.
- Record the time taken from alarm sounding to completion of roll call of all pupils and staff and ensure that the information is recorded in the incident log.
- Arrange a practise fire evacuation drill at least once per term.
- Communicate fire policy and procedures to all staff.

All members of the School staff are responsible 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 school's Fire Officer.
- 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.

## **2 Training**

Staff will be briefed on fire procedures, including evacuation procedures and assembly points, as part of the induction process. Periodic refresher training will be undertaken with all staff.

Fire safety information is displayed around the school, including in staff rooms.

Periodic training will be undertaken to familiarise staff with fire-fighting equipment.

## **3 Fire Risk Assessment**

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 a person suitably qualified and competent to undertake the assessment.

On receipt of the Fire Risk Assessment, the Fire Officer shall complete a Fire Risk Management Plan (see Appendix) detailing the actions to be taken in response to the any issues raised by the Fire Risk Assessment. The Health & Safety Committee will review this plan at each meeting to ensure that required actions have been completed within the specified timescale.

## **4 Procedures for Dealing with a Fire**

On discovering a fire, operate the nearest fire alarm or hand bell.

IMMEDIATELY ON HEARING THE ALARM:

- The building should be evacuated in a quiet and orderly manner
  - In the classroom - Leave as indicated by the teacher.
  - Out of classroom - Leave by nearest exit.
- If it is safe to do so, the teacher will close the windows and doors before accompanying the pupils to the assembly point.
- Pupils, staff or visitors with mobility concerns should be evacuated last from buildings. A buddy system is operated to ensure that either help is given with egress or emergency services are informed of the situation. Case-by-case risk assessment will be completed.
- Mobility impaired persons must always be guided to a safe refuge area if complete evacuation is not possible.
- On arrival at the assembly point which is the tarmac playground the teacher will call the roll and immediately report the result to the Head Teacher or in her absence the Deputy Head (e.g. all persons present, or one missing - giving the name and possible location, as the case may be).
- The Fire Officer will greet the Fire Service outside the school and direct them to the fire. In his absence the School Business Manager will supervise.

The Head Teacher (or in her absence the School Business Manager) should alert the Fire Brigade by dialling 999. This should be done using a mobile phone from outside the building.

It may be possible for members of staff to help contain the fire in the early stages, but they should only do so if they are confident in using equipment and can do so without putting themselves in danger.

- Use the nearest appropriate fire extinguishers, having previously learned how to operate them.
- Wrap a blanket or similar article round a person whose clothing is on fire and see that they lie down so as to prevent the flames from reaching the head.
- Ensure that the current is switched off before touching electrical fittings or appliances which are involved in the fire and before using a fire exit, extinguisher or water.
- In the event of a fire in the Pre-Prep, Steam Cabin, Music Cabin or Year 4 Studio the member of staff discovering the fire, evacuate the building, complete the roll call and then alert the School Office.

## **5 Procedure for a Total Emergency Evacuation**

Should a total evacuation of the school complex be necessary, staff and pupils will make their way to St. John's Church, 251 Eden Park Avenue, Beckenham, Kent, BR3 3JN, and wait in the church hall.

Pupils will be dismissed to parents from the church hall and may not be collected from parents while in transit.

## **6 Other Procedures**

### Visitors

Contractors and visitors to the School will be instructed on the location of assembly points and fire evacuation procedures when signing in.

### Electrical Equipment

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.

No personal electrical equipment to be brought into the School.

## **7 Approval & Review**

This policy was approved by the Proprietor. It will be reviewed every year or as necessary following a change in regulation.



Signed: Sam Antrobus  
Chairman

# FIRE RISK MANAGEMENT PLAN

AREA	RISK	X-REF TO REPORT	ACTION	BY WHEN	UPDATE