



## **Fire Safety Policy**

# Fire Safety Policy

## **Aims**

It is the aim of Newcastle Preparatory School (NPS) to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and minimise the risks to staff and children which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place.

## **Overall Responsibility for Fire Safety Matters**

The Bursar is appointed as the person responsible for fire safety for the school and will have overall responsibility for fire safety matters at the school.

The Bursar will coordinate the implementation of fire safety measures, ensure that staff and pupil training takes place and monitor the standard of fire precautions maintained.

The Bursar will also ensure that a fire evacuation drill is undertaken early in each term, that fire action notices are kept up to date (this includes changing and adapting evacuation, extra signs and practices when there are changes to the site either permanently or temporarily) and that fire safety equipment is being adequately maintained.

## **Fire Risk Assessment**

A fire risk assessment of all school premises was carried out by an external organisation in 2017. This assessment is reviewed annually and any action points addressed promptly. The next full external assessment is scheduled for April 2021.

A copy of the fire risk assessment is available in the Bursar's Office and employees' attention will be brought to any hazards found in the assessment.

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

Regular assessments will be made by staff, including the Bursar, Senior Master and Caretaker to ensure that passageways are kept clear of obstructions and tripping hazards.

## **The School Fire Evacuation Procedure**

Notices displaying the school fire evacuation procedure will be displayed at each fire alarm call point and in each classroom/office and will be of the standard form as follows:

## **FIRE EVACUATION PROCEDURE**

From 1 October 2019 The Fire Service will no longer respond to automatic fire alarm calls during the hours of 8.00am and 6.00pm. This will not affect our evacuation procedures on hearing the fire alarm. However, it is now the responsibility of the school to telephone 999 to report a fire.

### **On Hearing the alarm:**

- 1) Everyone must **KEEP CALM** and children must be silent.
- 2) Leave the room in single file and go down the nearest staircase.
- 3) Members of staff are responsible for the class they are teaching until the assembly point is reached. Staff with non-contact time should assist and help ensure that children are quiet, calm and following instructions. Anyone in the staff room should check the library, toilets and two main cloakrooms.
- 4) Members of staff on each floor are responsible for checking the rooms around the stairs on their floor, including the toilets, practice rooms and store rooms.
- 5) **ALL DOORS AND WINDOWS TO BE FIRMLY CLOSED ON LEAVING A ROOM.**
- 6) If there is dense smoke children should be instructed to put their **RIGHT** hand on the shoulder of the child in front and keep in touch until outside.
- 7) **WALK QUICKLY AND IN SILENCE. DO NOT RUN. WE HAVE PLENTY OF TIME TO GET OUT.**
- 8) When outside the main building maintain silence.
- 9) Registers and Visitor Logs will be taken outside by a member of the Office Staff.
- 10) Roll call will take place immediately outside the front gates.
- 11) If there is anyone missing from a Form it should be reported to the Head Teacher or the designated member of the Senior Management Team.
- 12) All registers to be given to the Head Teacher or the designated member of the Senior Management Team when the Form Teacher is sure that all of the Form is present.
- 13) When the Form Teacher has handed in the register the Form will proceed to the Sports Hall, if required.
- 14) Staff and pupils must not re-enter the building until the all clear signal has been received from the Head Teacher or the designated member of the Senior Management Team.
- 15) Pupils and staff in the Sports Hall should follow the same evacuation procedures outlined above and congregate on the Sports Field where a roll call will be taken.

NOTICE LAST UPDATED 1/10/2019

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During the evacuation, office staff members are responsible for taking the registers to the form teachers outside school. Form teachers will then ensure that all their children are present and report any missing children to the Head Teacher or in her absence the Deputy Head Teacher and if neither one is present the report should be made to the Bursar.

If the fire alarm is sounded at lunchtime, adults on duty in the Dining Hall, classrooms, cloakrooms and playground should gather all the children well away from the building and ensure no child re-enters the building.

Nobody should enter an evacuated building until the all-clear has been called by the Head Teacher or the Fire Service. If a child is missing this should be reported to the Head Teacher immediately.

### **Responsibility of all School Staff**

All school staff members are responsible for maintaining a high standard of fire precautions in areas under their control or influence. In particular, staff should ensure that they are fully aware of the fire procedure. They should ensure that door vision panels and fire exits are kept clear and fire doors are kept shut. They should also ensure that pupils for whom they are responsible are informed of the fire procedure.

### **Visitors to School**

All visitors must sign in and out. Visitors must be given details of the fire evacuation procedures at the time they sign in. For events with large numbers of attendees, such as nativity plays, an announcement will be made at the beginning of the event regarding evacuation arrangements.

### **Fire Training and Evacuation Drills**

Training is provided in fire safety and evacuation. Any attempt to fight the fire must be based upon the type and degree of training received in the use of firefighting equipment employed in the premises, and must always be secondary to life safety. Training in the use of fire extinguishers was undertaken in September 2016.

### **Maintenance of Fire Doors, Fire Exit Doors, Fire Equipment and Systems**

Fire alarm systems including break glass points and smoke detectors are maintained in accordance with a maintenance contract and regularly tested. The fire alarm panel is situated in the main entrance beside the main office along with plans of the School, and will show which smoke detector or break-glass has been activated.

Fire extinguishers are maintained annually by maintenance contract.

Emergency lighting is tested regularly by the caretaker and checked annually by a qualified electrician.

Appropriate signage is in place in accordance with the school's Fire Risk Assessment and is maintained by the caretaker.

### **Calling the Fire Brigade**

The school's fire alarm is linked to the Tyne and Wear Fire and Rescue Service via a monitoring centre out of school hours. During the hours of 8.00am and 6.00pm it will be the responsibility of the school to dial 999 and call for assistance. This will be carried out by the Bursar, Caretaker or Office staff.

### **Meeting the Fire Brigade**

The Head Teacher is responsible for ensuring that one member of staff is available to meet the fire brigade on arrival.

### **Notices**

All fire exit routes will be marked by clear signs with directional arrows.

### **Fire Prevention**

No smoking is allowed in School or at entrance points

All staff members are responsible to ensure that:

- exit doors are never obstructed
- exit doors can be easily opened from the inside
- exit doors are kept unlocked when the building is in use
- fire doors are kept closed at all times but never locked
- furniture and equipment does not impede escape routes
- combustible materials are stored correctly
- rubbish is disposed of as soon as possible
- all electrical equipment is turned off at night

The Bursar is responsible to ensure that:

- all electrical services and fittings are regularly maintained
- all notices concerning emergency evacuations and fire prevention procedures are displayed clearly and are updated.
- waste bins are emptied daily at the main school and weekly at the Sports Hall.
- fire extinguishers are maintained and suitable for the space in which they are provided
- fire alarms are tested weekly and recorded in the fire log
- emergency lighting is tested monthly and recorded in the fire log
- monthly checks take place ensuring fire doors open and close, are not blocked and the checks are recorded in the fire log

Staff members receive training in fire prevention. Fire prevention advice is given to all staff in the staff handbook.

Fire evacuation and prevention procedures are reviewed regularly by the Health and Safety Committee.

Any dangerous substances are stored and used in such a manner as to minimise any fire risk. This is monitored by the Senior Master.

Reviewed and Updated October 2019