

Chiswick & Bedford Park Preparatory School

Fire Safety Policy and Evacuation Procedures

Introduction

Chiswick and Bedford Park Preparatory School (“the School”) is committed to ensuring, so far as is reasonably practicable, that all pupils, staff, contractors and visitors are protected from the risks of fire whilst on the School premises. It is also of paramount importance that pupils, staff and visitors do not add to the fire risk through safe evacuation if a fire breaks out. This policy applies to the whole school including the Early Years Foundation Stage (EYFS), all staff (teaching and non-teaching), and volunteers working in the school.

Legal Requirements

<https://www.gov.uk/government/publications/fire-safety-in-new-and-existing-school-buildings/fire-safety-in-new-and-existing-school-buildings>

- Regulatory Requirements, Part 3, Paragraph 13 of the Independent School Standards (England) (Amendment) Regulations
- Regulatory Reform (Fire Safety) Order 2005
- The Management of Health and Safety at Work Regulations 1999
- The Fire Precautions (Workplace) Regulations 1997 (as amended 1999)
- The Health and Safety at Work Act 1974
- The Fire Precautions Act 1971

Related Documents

- *Fire Risk Assessment*
- *Emergency Evacuation procedures (see Appendix 1)*
- *Health and Safety Policy*
- *Safeguarding and Child Protection Policy*
- *Staff Handbook*
- *Risk Assessment Policy*
- *First Aid Policy*
- *Visitors Policy*

Fire Safety

The School’s fire safety policy and procedures are designed to protect pupils, staff, visitors, contractors and school assets. The effectiveness of the policy and procedures depends not only on physical precautions designed to prevent the occurrence and spread of fire, but also on the co-operation of every member of staff, the pupils and visitors.

Compliance with fire safety policies and procedures is a legal requirement. All staff have duties and responsibilities in respect of fire safety. Ultimate responsibility for this policy rests with the Proprietors. In compliance with both regulations and best practice, the Proprietors have ensured that:

- Adequate, clearly marked escape routes and emergency exits are provided and maintained, including suitable emergency lights;
- Suitable means of fire detection and signalling of the presence of fire is provided, located and maintained in accordance with the recommendations of our professional advisors;
- Adequate and suitable fire extinguishing appliances are provided, located and maintained in accordance with the recommendations of our professional advisors;
- Suitable signs designating fire-fighting equipment and means of escape are provided and maintained;
- Suitable fire procedures are published in respect of:
 - Action to be taken on discovering a fire;
 - Action to be taken on hearing the alarm; and
 - Responsibility of key personnel in the event of a fire.
- A fire logbook is provided and maintained.

The Headmistress will ensure that:

- The fire safety policy is kept under regular review by the Proprietors and the SLT;
- The fire safety policy is read and followed by all members of staff;
- The fire safety policy is followed by the entire school community;
- All members of staff are given their own copy of the Safety Procedures and Emergency Evacuation Plan, which they are required to read, understand and adhere to. All members of staff must sign a form at the beginning of each academic year, or on joining the school, to confirm that they have read and understood these procedures;
- Everyone in the school, including visitors and contractors, is given clear instructions on where they should go in the event of fire;
- Records are kept of the fire training, including staff induction training, given to all staff;
- Procedures for emergency evacuation are regularly tested and lessons absorbed;
- Fire risk assessments are regularly reviewed and updated;
- Fire prevention measures are meticulously followed including the elimination or reduction of risks from dangerous substances;
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired;
- One or more competent person is appointed and trained to assist in taking preventative and protective measures including fire-fighting and evacuation; and
- Emergency routes and exits are clearly marked and suitable emergency lights, smoke detectors, alarms and extinguishers are provided.

Fire Safety Measures

*Updated and reviewed September
2023*

The following fire safety measures are in place:

- Escape Routes and Emergency Exits are clearly marked and must be kept clear at all times;
- Clear signage directs visitors to the nearest evacuation route;
- Fire notices and evacuation procedures are displayed in every room, corridor and stairwell and should also be explained to any visitors;
- Appropriate fire extinguishers and smoke detectors are located in accordance with the recommendations of our professional advisors;
- All stairs, passages and emergency exits are illuminated by emergency lighting;
- All doors are fitted with Dorgards, which release automatically when the fire alarm sounds;
- The master panel for the alarm system is located between the School Office and the main hallway;
- The fire alarm sounds in all parts of the building;
- The fire alarm system is tested 6 monthly by professional contractors and weekly by the school caretaker;
- The fire alarm emergency call points are tested 6 monthly by professional contractors and weekly on a rotational basis by the school caretaker;
- Firefighting equipment is checked annually by professional contractors, and weekly by the Fire Marshal (Assistant Administrator) and the Headmistress;
- Escape routes are checked weekly by the Fire Marshal (Assistant Administrator) and the Headmistress;
- Regular checks of fire doors, automatic door closures and emergency lights by professional contractors
- Six monthly check by professional contractors, on fire detection, warning equipment and emergency lights;
- An annual service of alarms, smoke detectors, emergency lights, smoke control systems and fire extinguishers, by professional contractors;
- Records of all tests are kept in the School Office;
- The School ensures that the required number of staff receive fire awareness training;
- The School ensures that half-termly evacuation drills are conducted; and
- Arrangements are in place for summoning the Fire Brigade.

Teaching Staff

Teaching staff are responsible for escorting their pupils speedily and safely out of the building in silence and in an orderly fashion to the Assembly Point - THE GREEN BY MAIN GATES OUTSIDE CHURCH HALL. On arrival at the Assembly Point class teachers are responsible for walking along their class line with class register, checking visually and vocally that all pupils are present, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the Headmistress or a member of the SLT who will make sure that this information is passed to the Fire and Emergency service as soon as they arrive.

On no account should anyone return to a burning building.

New Staff and Pupils

All our new staff (both teaching and non-teaching) and all new pupils are given a briefing on the School's emergency evacuation procedures on their first day. This is an important part of the induction programme for all new staff, delivered by the teacher responsible for the induction of each new staff member. They are shown where the emergency exits and escape routes are located, and the assembly point. Fire action notices are displayed on the walls of all rooms and in all corridors.

The safe evacuation of everyone is our priority. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. We offer fire awareness training to all staff. No one should attempt to use a fire extinguisher before he or she has ensured that the alarm has been raised, that all pupils in their care have been safely evacuated, and that it is safe to do so without in any way endangering any person.

Calling the Fire Brigade

The School Office is manned between 8.00am and 5.00pm on weekdays during the school term. The School Office is always given advance warning of fire practices. If the alarm goes off for any other reason, **a member of staff must dial 999 and give details of the School's location and the nature of the emergency.**

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 and are shown the way to the assembly point. When large numbers of visitors are at the school for 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.

Fire Marshals

We have at least one trained Fire Marshal in the building. Fire Marshals are generally members of the teaching or non-teaching staff who, in the event of fire or other emergency, are responsible for looking after pupils. Fire Marshals are "competent persons" who have been trained to provide "safety assistance" in the event of a fire. Fire Marshals receive regular refresher training. (See Appendix for list of Fire Marshals)

Fire Practices

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

Electrical Safety

- The School has current electrical test certificates for all its buildings. It uses NAPIT registered Electrical Engineers to inspect and maintain its electrical installations all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations;
- Portable appliance testing (PAT) takes place annually;

- Records of all tests are kept in the School Office;
- All computers have been set to switch off automatically every evening and during holidays and weekends.

Fire Risk Assessment

The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically, it identifies:

- The Hazards;
- The people at risk;
- The measures to evaluate, remove, reduce and protect from the risk;
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal;
- The arrangements for reviewing the assessment; and
- The need to update the risk assessment if significant changes are made to the interior of the building or new buildings are bought or added.

Appendix 1

ONGOING SAFETY PROCEDURES

To ensure that this Emergency Evacuation Plan is effective, all staff are required to adhere to the following procedures on a day-to-day basis:

1. All staff must be vigilant and keep the safety of our pupils uppermost in their minds at all times.
2. All staff should be familiar with, and abide by, all aspects of this Emergency Evacuation Plan.
3. All staff must ensure that they know the code to unlock the security gates at any time.
4. All staff must sign in and out each time they arrive at and leave the school. In the event of an evacuation, Mrs Bryson is responsible for checking that all staff reach the assembly point, so she needs to know if you were in or out of the building when the alarm was sounded.
5. No pupils are to be left unsupervised anywhere in the school at any time.
6. All teachers in charge of classes must call and complete computer class register at the start of each morning and afternoon session and after each, save it promptly. by 8.55am at the latest.
7. In the event of a fire or fire practice Mrs Bryson, School Administrator will take the staff signing in book, Mrs D'Praser, Assistant Administrator, will take the Church Hall keys and Mrs McConnell, Office Assistant, or Mrs Bryson will take a printout list of registered children to the Assembly Point for teachers to collect and check that all pupils are present.
8. If a pupil is not present for the morning registration call, put an 'n' in the relevant space so that ISAMS can be altered clearly if he/she arrives later.
9. Children arriving after registration (8.55am) must be sent to the office so that the class numbers can be adjusted. Children leaving during the day must be sent to the office to be signed out.
10. All artwork, displays, paper, card and all combustible materials must be kept well away from the radiant and fan heaters.
11. No candles or naked flames are allowed in school unless special permission has been given by the Headmistress for use in a particular lesson.
12. All staff should be familiar with the location of all fire alarm call points throughout the school.

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13. All staff must ensure that they understand fully which is the first emergency exit route by which to evacuate the building for each class and group that they teach. They should be aware that, as they evacuate classrooms they should, if possible, turn off lights and close internal doors.
14. Details of evacuation routes are on prominent display in every room and fire exits marked clearly throughout the school.
15. All staff must ensure that they understand fully which alternative emergency exit routes are available in an evacuation, in case they find that the first route has been put out of use.
16. All staff must be sure to keep all emergency exit routes clear from obstruction on a daily basis and remove anything that they find in the way at any time.
17. All staff must ensure that all fire doors are closed on a day-to-day basis.
18. When members of staff answer the doorbell, if it is a colleague, please remind her/him to sign in. **Please ask anyone else to wait in the hall**, whilst you inform the office, as pupils need to be recorded in and out, and Mrs Adams and Mrs Bryson need to be made aware of any visitors in school. If appropriate ask the visitor/caller to wait on the doorstep and close the door before informing one of the office staff (see *Visitors' Policy*).



EMERGENCY EVACUATION PROCEDURE

Should fire break out in the school, it will be the responsibility of staff members to:

- Raise the alarm using nearest break glass
- Evacuate the school
- Check all pupils/visitors are out of the building.

All staff should be aware of their nearest exit not only in their classrooms but other areas of the school. Fire Evacuation notices and plans are in place in all areas of the school. All staff should take time to familiarise themselves with these plans.

On hearing the fire alarm the following staff procedures/duties will take place:

Classroom Staff/Support Staff

- On hearing the fire alarm the person managing the class/group/individuals will take the children through the nearest fire exit
- Children **MUST** evacuate the building in silence
- **NO ONE** should stop to collect any belongings
- Children must be evacuated to the assembly point on the Church Green
- Staff will check children against the fire register and immediately inform administration staff or Headmistress of any missing children
- Once the staff member has counted those children in her/his care, she/he will hold up the register clearly so that the administrative staff and Headmistress are aware that all children have been safely evacuated and are present
- Any staff who have children in a different location to their normal assembly point must notify the administrative staff or Headmistress

Administrative Staff

- Unless otherwise informed that a fire drill is to take place, an administrator will on hearing the alarm immediately contact the Fire Brigade on the emergency number 999
- The school registers will immediately be distributed to the assembly point on the Church Green
- The daily signing in sheet must also be taken out and checked. Any persons missing must be reported to the fire control officer immediately

Headmistress

- The Headmistress will monitor the evacuation of the premises
- When the headcount has been completed all staff members with a class the Headmistress will inform the Fire Brigade that everyone is present

Site Manager

The Site Manager will check the following areas:-

- Visually check the Main Hall, Changing Rooms, Toilets, Staff toilets.
- A radio call will be made to the Headteacher/Deputy Headteacher stating that all areas are clear.
- He/she will then monitor the school main entrance to wait for the fire brigade and to ensure no persons re-enter the premises.
- In the event that the Business Manager is not on site the responsibility passes to the Caretaker to check the whole school.

Caretaker

The caretaker will check the following areas: -

- Library and small 2nd floor office, staff room, children's toilets, headmistress office and main school office.

- The caretaker will then immediately report to the Headmistress at the Assembly Point stating that the areas are clear.
- In the event that the Caretaker is not on site the responsibility passes to the Office Manager to check the whole school.

Nursery Building, Woodstock Studios

- On hearing the fire alarm the person managing the class/group/individuals will take the children through the nearest fire exit.
- Children **MUST** evacuate the building in silence
- **NO ONE** should stop to collect any belongings
- Children must be evacuated to the nearest assembly point (Church Green)
- Staff must bring register with them to check all children present
- Staff will check children against the fire register and immediately inform administration staff of any missing children
- Any staff who have children in a different location to their normal assembly point must notify via radio
- Do not re-enter building until told to do so by Headmistress or Fire Service

No-one may re-enter the buildings until they have been given the all clear by The Headmistress, in the case of a fire drill or Fire Officers, in the case of a fire.

- Fire Warning System
- Bells, break glass and smoke detector units are situated throughout the buildings. These are tested on a rota basis weekly
- The main fire alarm panel is situated on the wall outside the School Office. **This is serviced annually.**

Evacuation Procedures

- All areas have a site plan indicating nearest escape route and outside assembly points.
- All new staff receive induction training which includes Fire Safety and Evacuation procedures. They are issued with copies of all Health/Safety Data and Fire Evacuation procedures.
- Visitors and contactors are supplied with Fire Safety Information Leaflet when they sign is visitors book.
- Regular fire drills are arranged.

Key Escape Routes

- All areas have direct escape routes to assembly points
- Fire exit signs are posted on all exits.
- All exits are kept unlocked and clear of obstructions.
- There is emergency lighting on key routes throughout the building. These are tested weekly on a rota basis and full serviced bi annually.

Fire Fighting Equipment

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There are a variety of fire extinguishers CO2, Water and foam throughout the building. These are checked weekly on a rota basis and serviced annually. These are indicated on the plans in every room.

Assembly Points

- Church Green in front of St Michael and All Angels

Fire Risk Assessments

Risk assessments are carried out annually.

Personal Emergency Evacuation Plans (PEEP)

- This is an individual plan for means of escape from fire/emergency for adults/children with a disability.
- These are put in place after consultation with staff involved either directly with a disability or with a child's support worker and class teacher.

General Fire Precautions

This term is used to describe the equipment, systems and procedures required to ensure the ability of all people to safely evacuation in the event of fire occurring. The general fire precautions will include:

- Pre-planning
- Fire Risk Assessments
- Making emergency plans and PEEPS
- Formulation of fire procedures
- Fire Drills
- Provision of information, instruction and training
- Cooperation and coordination with other premises users

Fire Prevention Measures

- Good housekeeping and adequate security measures
- Emergency signs/instructions and emergency lightening
- Control of contractors working on site
- Maintenance, inspection and testing of electrical installations and equipment

Fire Protection Measures

- Raising the fire alarm
- Smoke and Heat Detectors
- Escape routes, fire exits
- Fire fighting equipment
- Limiting the spread of fire

It is illegal to smoke on our school site.

It cannot be over emphasised that the main aim is to ensure everyone reaches a place of safety. Putting a fire out is secondary to this.

AT THE ASSEMBLY POINT

- Pupils to line up in silence in register order.
- Teachers to collect paper register from Office Staff member and walk along class line checking visually and vocally that all pupils are present. Each teacher to hold up register immediately her check is complete, to give clear signal that all pupils are present.
- The School Administrator will do the same with staff register.
- Report any missing persons to the Headmistress.
- Do not re-enter the building until instructed that it is safe to do so.

When the Fire Brigade arrives the Headmistress or Deputy Head will report directly to the Senior Fire Officer.

Every member of staff is responsible for escorting all children in his/her care, (and any other he/she meets on the way) quickly and safely to the Assembly Point, and into their class line there, for immediate register check.

All class teachers are responsible for checking that their own pupils are all accounted for at the Assembly Point. If a class teacher leaves the school premises during a school day he/she must notify another member of staff first, and arrange with them to take responsibility for doing that instead of him/her, if there should be a fire or fire practice before he/she returns. He/She must also seek prior approval from the Headmistress and inform her who will be responsible for checking his/her pupils.

All register checking of classes must take place at the Assembly Point, **NOT** in the School building, or playground.

Every second is vital.

WHEN FIRE ALARM SOUNDS DURING LUNCH TIME OR BREAK TIME

All teachers to go to the playground to assist with hurrying children off premises immediately. Playground assistants will lead the school in no particular order to the **ASSEMBLY POINT** in front of the Church Hall where they will line up in usual class positions and register check will proceed as above.

Charlotte Isted/Geeta Koka to check and clear children on top floor.

The following staff should check and clear children on the middle floor:

Natalie Wells/Maryanne Singh and Sophie Horsburgh - First break and first lunch break

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Crystal Waldmeyer and Charlotte Isted - Second break and second lunch break

Jessica Nettleton and Crystal Waldmeyer - Third break and third lunch break

Headmistress/Office staff to clear children on the ground floor.

SHOULD THE ALARM SOUND WHEN TEACHING IN THE CHURCH HALL

Exit to Assembly Point using either set of stairs at your discretion and at Assembly Point proceed as above.

USE OF PORTABLE FIRE APPLIANCES

Only once the fire alarm has been raised portable fire appliances should be used to attempt to extinguish the fire, but only if it is safe to do so, and only as long as this does not in any way endanger any person.

If all staff are familiar with and adhere to the above procedures, then when there is an emergency incident or a drill, everything should go smoothly.

Appendix 2

Fire Marshals

The following people have received training as Fire Marshals:

Mrs Bryson and Mrs D'Praser and Mrs Adams

All staff who attended Inset Fire Marshall Training Course at CBPPS