



# Fire Safety & Evacuation Policy

Updated  
October 2018

# St Faith's Prep School - Fire Safety Policy

## 1. Introduction

This guidance is applicable to all premises under the control of the school and details the approach to the control of risk from Fire and Fire Evacuation Procedures.

This policy applies to the entire school, including EYFS and after school and holiday clubs.

## 2. Objectives

To ensure that risks from fire are identified and that arrangements are in place to control those risks. To enable the school to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance.

## 3. Guidance

3.1 St Faith's Prep has in place procedures for:-

- carrying out fire risk assessment;
- preventing fires;
- evacuation in the event of a fire;
- maintaining and checking all fire detection, alarm and fighting systems.

3.2 The School Business Manager has responsibility for maintaining and ensuring the local implementation of the school fire procedures; for making and maintaining a 'fire map' of the school premises, showing places of high risk and the precautions put in place by the school. Copies of these maps are brought to the attention of all employees and others who may be affected by:-

- posting a copy of the fire map on notice boards;
- bringing the fire map to the attention of all employees, contractors and visitors, etc during all training and site induction sessions;
- providing at least one trained Fire Marshal in every building. All Fire Marshals are trained to provide
- 'safety assistance' in the event of a fire. Fire Marshals receive regular refresher training.

## 4. Fire Risk Assessment

4.1 All school premises will be subject to a fire risk assessment. This is conducted by an external consultant. The person undertaking the assessment should liaise closely with The School Business Manager and Headmaster.

4.2 The fire risk assessment will be reviewed and/or updated every year or in the event of significant changes to the buildings or their usage.

4.3 A copy of the fire risk assessment report will be available on site (from the SBM) and employees' attention brought to any hazards found in the assessment.

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

4.5 Regular assessments will be made by staff, including the Fire Marshals/Site Manager to ensure that the walkways are kept clear of obstruction and tripping hazards.

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### 5 Fire Detection

The main areas of the School premises will have adequate means of fire detection. The detection equipment will be maintained and regularly checked by competent persons.

### 6 Fire Alarm

6.1 Each of the school premises has an adequate means of raising the alarm in the event of fire.

6.2 The fire alarm system is to be tested weekly with the date and time made known. This will be managed by the School Business Manager/Site Manager. The alarm will be activated using a different activator point each week, where this is practicable.

6.3 The fire alarm system will be serviced six monthly by a competent contractor (eg ISO 9001/BAFE)

6.4 Records of these tests and servicing are maintained in a fire log book held by the School Business Manager.

### 7 Fire-Fighting Equipment

7.1 The fire risk assessment will determine the minimum level of fire-fighting equipment which must be present in the school premises.

7.2 Fire extinguishers, fire hoses, wet and dry risers and/or other fire suppressant systems will be serviced by a competent contractor annually and the service date recorded on each extinguisher/hose reel/system.

### 8 Emergency Lighting

8.1 Emergency lighting will be installed in the school where lighting would continue to be required in the event of a mains power failure, e.g. emergency exits.

8.2 Records of testing and servicing of emergency lights will be maintained by the Site Manager/School Business Manager.

### 9 Emergency Procedures

9.1 Written emergency procedures will be provided. These written instructions will include procedures in the event of a fire and where required, procedures in the event crisis.

9.2 Notices will be displayed in each building of the school premises detailing the action to take in the event of a fire, and highlight the assembly point to evacuate to in an emergency. This may be different from the Fire Evacuation Point depending on location. An example evacuation notice (the school office) is included at Appendix 1 to this guidance.

9.3 There must be adequate means of escape for all occupants of the school premises. These means of escape will be clearly signed with pictograms.

9.4 The means of escape will be regularly inspected by the Fire Marshals to ensure they are kept clear of obstructions and tripping hazards.

9.5 Where disabled persons use the premises, specific arrangements will be made to ensure they can escape in an emergency. A Buddy system is in place for staff and pupils.

9.6 Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point,

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and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the School Secretary and/or School Business Manager. It is the responsibility of Business Manager to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

**9.7 SUMMONING THE FIRE BRIGADE:** The School Office is manned between 8.00am and 5.30pm during weekdays throughout the year, apart from the Christmas and Easter closedowns. The master panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is located in the staff office. The School Office is always given advance warning of fire practices. If the alarm goes off for any other reason, all the staff have standing instructions to summon the Fire and Emergency Service at once. One of the members of the SMT or the Site Manager are on duty or on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays. The school fire system is also monitored by EMCS, however in the event of a fire the member of the SMT or the Site Manager has standing instructions to summon the Fire and Emergency Services if the alarms go off outside the hours that the School Office is staffed.

**9.8** Fire drills will be held every half-term at the School and will be unannounced.

**9.9** Written records of fire / evacuation drills will be maintained in the fire log book which is kept by the School Business Manager in the school office.

## **10 Fire Training**

**10.1** Staff will be informed in relation to:-

- action to take if they discover a fire, including how to activate the fire alarm;
- action to take on hearing the alarm, including location and use of exits and escape routes; and
- action to take in the event of a crisis

**10.2** Pupils will be informed of exits and escape routes

**10.3** Fire Marshals will be trained in:-

- emergency evacuation procedures;
- emergency procedures; and
- how to spot fire hazards.

**10.4** Visitors and contractors:-

- on arrival at the school will receive a briefing to ensure that they are aware of the policy procedures and assembly points in the event of an evacuation.
- For events with large numbers of attendees, such as open days, concerts an announcement will be made at the beginning of the event regarding evacuation arrangements

## **11 Fire Prevention**

The school takes all reasonable precautions to prevent a fire from breaking out and recognises that for a fire to take place oxygen, flammable materials and a source of ignition must all be present. The processes of prevention are aimed at preventing one or more of these elements being together. To ensure the processes are being implemented the School Business Manager, Maintenance Engineer, Site Manager and Heads of Department will:-

**11.1** Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials (including hazardous substances etc);

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11.2 Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by;

11.3 Maintain awareness through training and refresher training of the preventative steps that need to be taken;

11.4 Consult regularly with the Fire Marshals;

11.5 Include fire prevention and evacuation procedures during the induction process with all new starters; and

11.6 Pay close attention to the activities of contractors as appropriate.

## 12 Fire Records

Records are kept of training; inspections; evacuations and maintenance of systems and equipment.

## FIRE EVACUATION PROCEDURES

Protection of life, particularly the children, is the primary concern in the event of fire in the school. The procedure detailed below provides for immediate action in the event of fire including the evacuation of classes. Secondary concern is for property.

### Action on Discovering a Fire

The person discovering a fire should:

- Raise the alarm by use of the nearest fire alarm button
- Evacuate all children as a priority
- Assist any person who needs help
- Only attempt to tackle the fire if it is obvious that it can be put out quickly and without risk.
- Obey Fire Safety instructions

### Action on Hearing a Fire Alarm

- Evacuate children and staff, quickly and quietly via the nearest fire exit. Follow one of the designated escape routes (see attachment to Policy & route map in classrooms) and assemble in lines by class **at the bottom of the playground.**
- Do not stop to collect personal belongings
- Do not shout or run - this may cause panic

### Your responsibilities

- You must know how to find the escape routes provided
- You must know how to operate the fire alarm
- Be aware of where fire-fighting equipment is but remember the priority is evacuation
- The School Secretary or School Business Manager will ensure that the Fire Lists are delivered to the staff. Teachers should then call the register to ensure all children are present. The secretary should also take the visitors signing in book.
- The Headmaster, in their role as Fire Warden, should ensure that there is no panic during the evacuation, that all classes are present and located at the far end of the playground and that registers have been called.

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- The School Business Manager, in their role as Fire Warden, shall ensure that all classrooms, toilets, halls, kitchen etc, have been fully evacuated.
- The Headmaster should be advised of any missing persons.

### Calling the Fire Brigade

- The School Secretary, School Business Manager or Site Manager are responsible for calling the Fire Brigade immediately the fire alarm sounds. (Management must ensure that the Fire Brigade are called, even if the designated person fails to do so).
- Dial 999 and when requested tell the operator the full address:  
**St Faith's Prep School, 5 The Street, Ash, Kent CT3 2HH**
- Don't forget to give the postcode and telephone number **01304 813409**
- Do not hang up until instructed to do so by the fire service operator

### Further Action

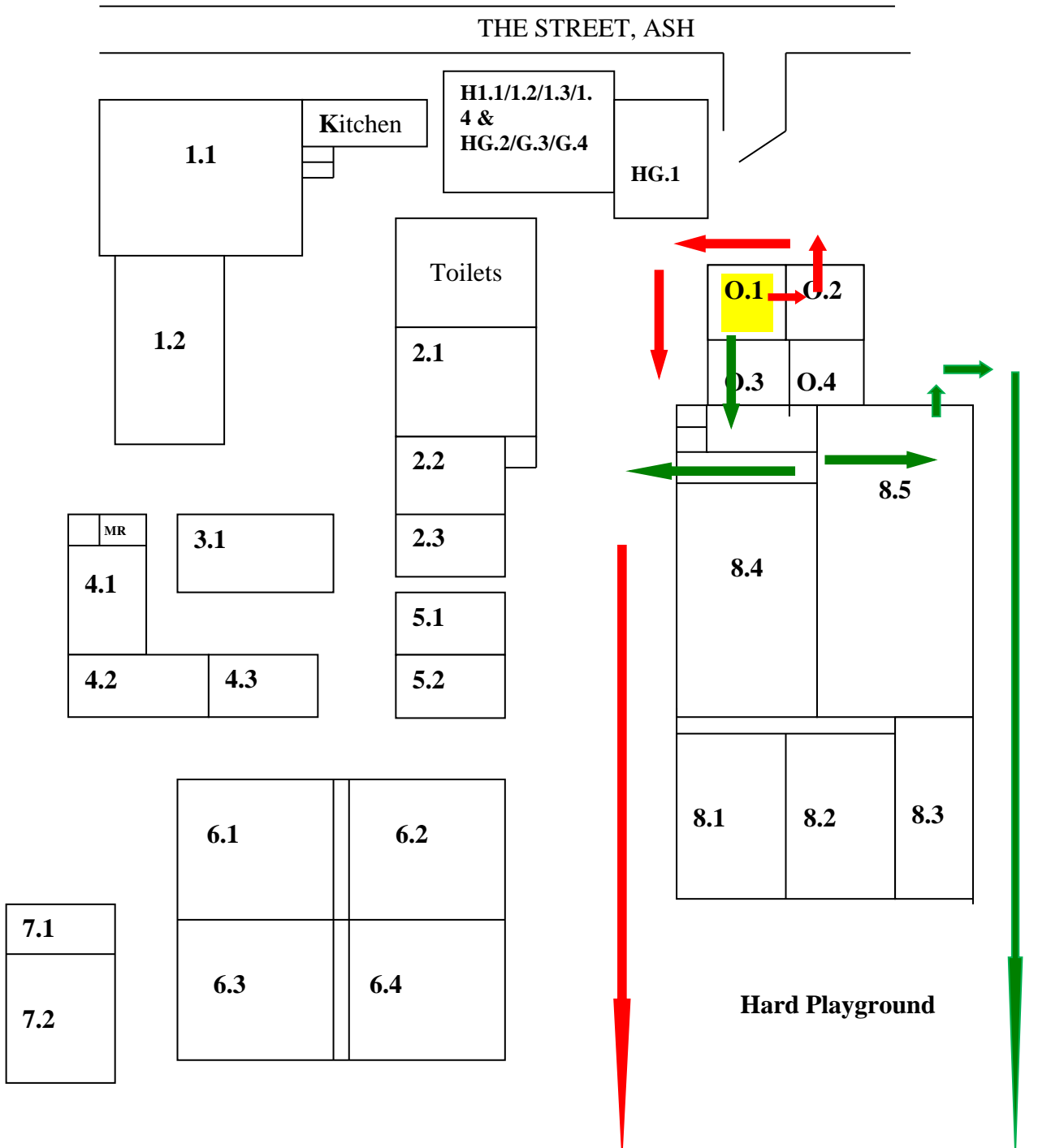
The Headmaster or his nominee should:-

- Ensure that the Fire Service has been contacted.
- Report to the Evacuation area.
- Ensure that all children and staff are accounted for.
- Consider the situation and take action, if applicable, with respect to:
  - i) Organising search parties
  - ii) Fire fighting
  - iii) Further Evacuation

Where it is not possible to return to the school the children will be taken to St Nicholas Church. Parents will be informed of this decision so that they can collect their children.

**SCHOOL BUILDING LAYOUT**

**Emergency Route O.1**



-  Normal Route
-  Alternative Routes

Playing Field

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### Appendix 2: General Emergency Evacuation Notice

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

1. If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit.
2. If you are responsible for a class, make them leave quietly with you. No one should talk or run. Make your way to the assembly point at the bottom of the school playground.
3. If you are teaching a class, take your register with you. Do not take anything else, and do not allow the pupils to take anything. Shut doors and windows behind you.
4. The School Office staff or the Site Manager will summon the Emergency Services if the alarm sounds.
5. If you have a disabled pupil in your class, you should assist him to the evacuation point using the buddy system.
6. Take the register of your class as soon as you reach the assembly point.
7. Report anyone who is missing immediately to the School Business Manager or the School Secretary who will inform the Fire Brigade. On no account should anyone return to any building until given permission by the Fire and Emergency Services.
8. Remain at the assembly point with your pupils until the all clear is given.

### Appendix 3: Disabled Staff, Pupils or Visitors

For any staff or pupil who is disabled we will have a special one-to-one induction on fire safety for disabled pupils and disabled members of staff.

The teacher will ensure that the name of the disabled person and his or her carer, are passed to the School Business Manager/the School Secretary as soon as he or she reaches the assembly point. It is the responsibility of the School Business Manager or School Secretary to ensure that this information is passed as soon as possible to the Fire and Emergency Service.