

# St Anne's Preparatory School



*Fortiter, Fideliter, Feliciter*

**St Anne's Preparatory School**

## Fire Risk Prevention Policy

For Review - September 2021

# Fire Risk Prevention Policy reviewed September 2020

This policy should be read in conjunction with The Fire Risk Assessment

*To be reviewed annually*

## Objectives

The objectives of this policy are:

- To ensure that staff, pupils, parents, Governors, contractors and visitors on the school premises are safeguarded from injury or death in the event of fire.
- To have arrangements in place for systems and procedures to minimise the risk of fire starting and fire spreading.
- To reduce the potential for fire to disrupt school business, damage premises or harm the environment.

To ensure the school complies with relevant fire legislation and standards

## Responsibilities

**The Proprietor** is responsible for: ensuring that an up-to-date fire risk assessment is in place for the school buildings (See Fire Risk Assessment); the installation and maintenance of fire detection and warning systems; fire fighting equipment; emergency signage and lighting; periodic fire evacuation drills; adequate means of escape from buildings; ensuring means of access for emergency services is provided at all school buildings in the event of fire

**The Headteacher** has day-to-day responsibility for the fire protection and fire response arrangements in the school, and ensure that fire evacuation drills are carried out. As well as ensuring that fire issues are included in workplace inspections and risk assessments carried out in the school ; making their staff and pupils aware of fire hazards and local emergency procedures; delegating sufficient staff to carry out Fire Warden functions.

**Project Managers** for new building works or modifications to existing buildings must ensure that the requirements of relevant fire legislation and standards are considered early in the planning and design stages of the work and that the proposed building or modification work meets those requirements. They must also monitor that Contractors minimise fire and explosion risks of their work on school premises by following safe working procedures.

**Disabled students and staff** are responsible for informing the Headteacher of a disability which may affect their ability to evacuate a building in the event of an emergency.

**The Headteacher** is responsible for compiling Personal Emergency Evacuation Plans (PEEPs – appendix 1) for pupils and staff with relevant disabilities. The Headteacher must ensure that the staff are aware of all disabled pupils in the school and is provided with a copy of each of their PEEP

**Staff** are responsible on hearing the fire alarm, for ensuring that all pupils and visitors leave the room immediately and proceed to the designated Assembly Point. Staff should report to the Headteacher at the Assembly Point and report that the room has been cleared

**Staff** are responsible, on hearing the fire alarm, for checking all accessible rooms in their designated area(s) and reporting their findings to the Headteacher at the designated Assembly Point

**The Headteacher** is responsible for taking charge at the Fire Assembly Point, receiving reports from staff and others, noting any missing people by staff undertaking a roll call using the school registers and reporting these to Fire Brigade Officers

**The Headteacher** is responsible for establishing control and communications at the Assembly Point; gathering information; liaising with the emergency services

**Office Staff** are responsible for bringing out the **Fire Safety Pack**. Within this pack are keys for the side garden gate and the rear access Astro pitch gates. Also they will bring the **Register/class number snapshot sheet**.

**All staff, pupils and visitors** must take care not to put themselves or others at risk, to follow instructions and to report any faults or shortcomings in fire safety arrangements. Everyone has a duty not to damage or deliberately misuse any equipment provided for fire safety

**Fire Marshalls** are responsible for adherence all evacuation procedures (Neil Purvis – Ground Floor and overall coordinator/Amber Myerscough – Middle floor/Tim Clark – Top Floor)

## **Arrangements**

### **Fire Risk Assessment of Buildings –see Fire Risk Assessment**

- The Proprietor arranges for fire risk assessments to be carried out on the building, including the elimination or reduction of risks from dangerous substances.
- Fire risk assessments and emergency plans are reviewed at least annually and updated as necessary.

### **Fire Detection & Alarm Installations and Fire Fighting Equipment**

- Arrangements for the maintenance, inspection, examination and testing of fire fighting fire detection & alarm installations and fire-fighting equipment are made by the Proprietor and Facilities Manager.
- Visual checks on fire fighting equipment are carried out during the weekly inspections by the Facilities Manager.

## **Training and Instruction**

- New staff and student induction training for action in the event of a fire is given by the Headteacher
- Staff training is organised by the Proprietor on an annual basis

- All staff are trained in the use of fire extinguishers.
- Appropriate information on fire hazards, precautions and emergency arrangements is provided by the Headteacher to Contractors, visitors and relevant organisations
- Information on fire evacuation procedures is given to students by the Headteacher
- Fire escape route and fire exit signage and fire action notices are displayed at appropriate locations in all buildings

### **Monitoring by Fire Evacuation Drills**

- The Headteacher arranges fire evacuation drills at least once per term, and at different times of the day and week for relevant groups of staff and pupils
- Fire drill reports and recommendations are recorded in the Fire Drill record. The Facilities manager tests the fire bell and fire alarms weekly.

### **Emergency Evacuation**

Emergency evacuation procedures are in place for the school building.

In the event of a fire alarm activation, everyone should leave the building immediately.

### **School Entry/Exit points**

#### **Ground floor**

- Main Front door (**Maglock enabled with green break glass override**)
- Side driveway gate (accessed via rear kitchen door or rear door of KG2 classroom)
- Rear terrace door
- Year 1 French doors
- KG1 rear cloakroom door and patio doors

#### **Middle Floor**

- Year 5 fire exit onto fire escape external steel stairs

#### **Top Floor**

- Rear Year 6 classroom door onto flat roof and fire escape external steel stairs

All of these exit points can be used in the event of a fire, dependent on the location of the fire.

## **The default fire exits and planned route taken are:**

### **Top Floor**

Year 6 - evacuate by rear fire exit onto external fire escape.

### **First floor**

Year 5 - should evacuate their class first onto the external fire escape steel stairs, followed in the order of Year 2, Year 4.

Year 3 - should evacuate down the main staircase, then outside via the Terrace exit door.

### **Ground Floor**

KG1 – leave either via the patio doors and down the play scheme steps.

KG2 – leave via the main classroom door and along the terrace.

Year 1 – leave via the class French doors and along the terrace.

Any class using the main hall should use the KG1 route. If this is not accessible, they should use either the rear Terrace door or the Main front door.

Dependent on the location of the fire, certain classes may have to use alternate routes:

KG2 – use of the rear cloakroom door, through the driveway gate, along the front of the building and through the side garden gate to the muster point.

Years 2, 3 & 4 all leave via the year 5 Fire exit door and onto the external steel fire escape stairs. Alternatively, they all leave via the main corridor and down the main staircase or internal side stairs, leaving via the terrace door or Main Front door.

Any class leaving via the main front door will also access the muster point via the side garden gate.

**KG1 staff are responsible for unlocking this gate for access.** (A key is kept in KG1 and in the **Fire Safety Pack** brought from the office). This should always be unlocked, regardless of the fire location.

### **Muster point(s)**

The garden area next to the play scheme is where all classes must line up. In the event that the fire is extreme, classes will be led down onto the Astro pitch.

- Pupils and staff should go to the designated Assembly Point and remain there until the ‘all clear’ to return to the building is given by the Headteacher. If present, class teachers should check class members are all at the assembly point. Class numbers are to be checked against the **Register/class number snapshot sheet**, from the office.
- If the class teacher is not in school, another member of staff should take over.

- Staff and pupils with disabilities which may affect their ability to evacuate a building in the event of an emergency should follow the evacuation procedures agreed in their Personal Emergency Evacuation Plan (PEEP)
- Staff and Pupils located in the outside kitchen classroom must proceed along the playground to the far end and then come up the stairs near the Astro turf.

### **Reporting Fire Incidents**

- Fire incidents are reported to the Headteacher.
- The Facilities Manager maintains fire alarm activation logs for the school buildings. The Facilities Manager initially investigates all activations and fire incidents.

**This policy is reviewed annually.**

**The Risk Assessment is reviewed annually with revisions undertaken every 2-3 years or when significant change to the building has happened.**