



FIRE SAFETY POLICY & PROCEDURE

(incl. Fire Risk Assessment)

Written by	S Mackintosh
Date of policy review	April 2018
Next review date	April 2019

Fire Policy Statement

Roxeth Mead School will provide a safe and healthy working environment with respect to fire safety and has regard of the Regulatory Reform Fire Safety Order 2005 and The Management of Health and Safety at Work Regulations 1999, EYFS regulations and other guidance.

The prevention of fire is of vital importance and it is the duty of all staff to ensure that they are familiar with the routine and procedure for evacuation and to familiarise themselves with the escape routes.

Should a fire occur then it is staff priority to ensure that the children are safely evacuated. Preservation of lives takes precedence over saving property. Once the building has been safely evacuated **small** fires may then be tackled voluntarily by staff as long as it is deemed safe and that there is a clear exit from the fire. On no account should anyone put themselves or others at risk, in attempting to tackle a fire.

An annual review of fire policy and evacuation procedures will be undertaken.

Responsibilities

The H&S Officer Sarah Mackintosh is responsible for:

- Ensuring full maintenance of the system and arranging all professional maintenance.
- Weekly monitoring and recording, including testing the fire bell.
- Arranging fire drill practices termly and recording details.
- Checking all escape routes are kept clear and are clearly signposted.
- Checking all fire doors are free from obstructions and other hazards.
- Checking all fire doors are in full working condition and can be opened easily.
- Checking no fire doors are wedged or propped open.
- Checking no rubbish or equipment is obstructing the fire escape routes
- Arranging staff training and updates and fire induction training for new staff
- Evaluating evacuation procedures and ensuring all staff have copies of the plans.
- Reviewing the Fire Safety Policy with the Head/Proprietors
- Ensuring all fire records are up to date.
- Arranging maintenance contracts and servicing of gas and electrical appliances
- The named Fire Safety Co-ordinator is The Head Teacher or most senior member of staff on duty.

The Head teacher or senior staff member is responsible for:

- overall responsibility and decision making
- calling the Fire Brigade
- ensuring that the building has been completely evacuated
- ensuring that a roll call has been taken
- delegating a First Aider to deal with any injuries
- ensuring that gates etc are open for the fire services and that a member of staff is available to assist emergency services

Class teachers are responsible for:

- safe evacuation of the children that they are teaching
- safe evacuation of any assistants or visitors in their classroom
- taking class registers out to the fire assembly point.

Evacuation Procedure

- Anyone discovering fire or smoke should raise the alarm by breaking the glass at the nearest alarm point to instigate evacuation immediately. Safe evacuation of all children is the priority.
- Children should line up in an orderly fashion and be led from the building to the fire assembly point by the willow tree. There should be no talking so that instructions may be heard clearly.
- Details of procedure are on display in each classroom, and all staff are aware of the correct course of action to be taken. This is reinforced by the fire drill practices.
- Everyone should leave the building immediately, in an orderly manner and via the nearest exit.
- Fire exits are clearly marked and each class has its designated normal route to the recognised assembly point. Staff are aware of the alternatives.
- The last person to exit through the doorway ensures that the room is clear and that the door has shut behind them.
- It is the responsibility of the senior member of staff on duty to ensure that the Fire Services are called.
- Registers and at least one mobile phone must be taken out of the building during evacuation.
- If a fire occurs during break time, the bell is rung and children line up in their forms and are then led to the willow tree for a registration check. Any children in the hall will be led out by a member of staff and will join their form at the fire assembly point.
- Fire extinguishers are clearly labelled and sited on each floor and are easily accessible.
- Once evacuation procedure has been instigated, and only if it is safe to do so a member of staff may attempt to extinguish any small fire, ensuring that the exit route is between them and the fire.
- Everyone should wait quietly until instructions are given to re-enter the building.

People Location:

As the floor plan located by the fire control panel shows there are: -

- Top floor -1 classroom, 1 computer room, 1 storeroom, and toilets
- 1st floor - 2 classrooms, art room, study, toilets.
- Half landing - office
- Ground floor – 2 classrooms, assembly hall, cloakroom, conservatory, 3 toilets and staff room/kitchen.

Classroom sizes are small with 10 to 12 children in each class, and in view of their age pupils are always under adult supervision except when going to the toilet areas. Toilets are on each floor and in close proximity to the classrooms

Pupils do not leave the classroom without permission, and therefore teaching staff know where each pupil is. Pupils will leave the building under staff supervision.

Parents/visitors are rarely unaccompanied when on the premises, other than for toilet purposes; staff would be aware of the location of these people and instruct them to evacuate the building accordingly.

Contractors working on the premises when no staff are present are shown the exit routes and fire extinguisher locations prior to commencing. A staff phone number is also left for emergency purposes.

Cleaners are made aware of the routes out of the building from each floor and the necessity to alert the Fire Brigade immediately.

Staff Most staff have been given professional fire training. An annual reminder and information booklet is given to all staff at the beginning of the academic year. Fire awareness and fire procedures are included in the induction course for all new staff.

The overall aim is to save life; therefore, evacuation is of paramount importance. Staff are not expected to fight fire or go back into the building.

Regular fire drills are carried out at least once a term and recorded in the Fire Certificate Log Book which is kept in the school office

Escape Routes:

Top floor has access to the main staircase as well as their designated exit route via the side staircase.

Middle floor may go up a short flight of stairs to exit via the side staircase, but their designated route is via the main staircase.

Ground floor designated route is via the Hall or The Rookery (Nursery classroom) which leads out to the conservatory and exit to the assembly point which is situated at the far end of the playground.

Exit on the ground floor may also be via the front door or the pupil's entrance, depending on the circumstances.

A mobile ramp is situated inside the front door for any wheelchair evacuation needs, or exit may be made via the fixed ramp at the rear cloakroom door into the playground.

Fire Risk Assessment

History:

Roxeth Mead School is a small independent pre-preparatory school for children between the ages of 3 - 7 years, of age. The building was bought and converted from a residential dwelling to school use in 1992. Advice was obtained from the Local Borough Planning Office and the Borough Fire and Safety Officer during the conversion works. On completion the works were checked and passed as satisfactory.

The building is a solid Victorian building of 3 floors plus a more recent side extension which was added in the 1960' s and which houses a separate staircase. This was originally built for access to the self-contained flat that was on the top floor, and which now conveniently serves as an additional exit route from the top of the building. The main staircase of the house was reopened during the conversion works, and this is the normal route used on a daily basis.

Staff and Pupils:

- The school currently has 42 pupils, 3 full time staff 8 part time staff, 1 administrative assistant, 1 lunchtime supervisor and 1 cleaners.
- Pupils are taught in 6 classrooms, the Computer Room, Art Room and the Assembly Hall

Hazards:

- The main hazards are from the gas boiler and various electrical equipment.
- In view of the age of the children inflammable liquids such as would be used in laboratory work are not kept on the premises.
- The only naked flames are when birthday candles are lit. Candles are lit under strict adult supervision, and whilst this procedure is usually carried out in the classroom or assembly hall, the matches and candles are returned to the kitchen immediately after use. Matches are stored on a high shelf or in a high cupboard.
- The gas-fired boiler is situated away from the classrooms and the boiler and heating system are serviced annually by a registered heating engineer. KMZ Plumbing and Heating Engineer 07887976828. Pupils are prevented by purpose made doors from gaining access to either the boiler or its controls.
- There is the usual assortment of electrical appliances found in any school - photocopier, TV, DVD, computers etc. With the exception of the main router all other appliances are switched off at the power point except when being used.
- There are some electric heaters that are used occasionally in severely cold weather. These are sited away from flammable materials such as paper and are used only when the rooms are occupied. These are PAT tested annually.
- Hot food is ordered in; there is no commercial catering carried out on the premises.
- The kitchen has a microwave, dishwasher, coffee maker, kettle, toaster and small Baby Belling cooker. The latter is sometimes used for baking biscuits, rolls etc. as part of a small cookery class. As the kitchen area is attached to and forms part of the staff room, there are always members of staff present or in the vicinity when the oven is on. No fats or oils are used for frying purpose

Fire Precautions:

- All fire safety requirements were implemented at the time of the conversion work under the guidance of the London Borough of Harrow's Fire Safety Officer, who advised on the siting of call points, detectors, escape routes, signs and type and location of fire extinguishers. Details included in this document.
- Previous inspections since have been passed.
- The original solid wood doors were fitted with in tumescent strips fire backing and self-closures.
- New self-closing fire doors were fitted to the top and bottom of the side extension staircase with a crash bar fitted to the bottom door, which leads out into the garden.
- All exit routes are clearly marked with signage renewed and updated in May 2012 and reviewed as part of our annual maintenance contract
- All fire doors are clearly marked.
- All classrooms have fire procedure details displayed, which detail normal exit route, location of nearest call point and extinguisher, location of assembly point
- All extinguishers are clearly visible, easily available and are maintained by Green Compliance Fire Protection on a regular basis via a maintenance and service contract
- An annual PAT safety check and certification of all small appliances is carried out by a qualified electrician.
- Gas certification and safety check annually
- In view of the age of the children most unused sockets are protected with socket guards.

- Most staff have undertaken training in using fire extinguishers and a fire awareness document and evacuation procedures are issued annually to all staff
- All exits are checked regularly to ensure they are kept fully operational.

Fire Alarm System:

- An alarm system was installed by Palmac Electrics, consisting of a Firedex 2400 control panel, with smoke detectors, emergency lighting and call points on all floors. There is also emergency lighting and a call point situated on the side staircase.
- This system is serviced on a regular basis, with additional operating checks as per the recommendations of the installation firm carried out by me. This includes weekly rotating call-point checking. All checks are recorded.
- The system was updated and a new control panel fitted in 2013
- Current maintenance: Green Compliance

Alarm Bell testing: This is carried out regularly.

Fire Drill:

- Regular fire drill practices are carried out to not only familiarise the staff and children of the correct evacuation procedure, but also to get the younger children used to the sound of the loud alarm bells which some initially find quite frightening.
- Practices are carried out at least termly and monitored by the Headteacher and Proprietor.
- The entire building is evacuated in less than 2 minutes and a roll call taken of staff and pupils from the attendance register.

Evacuation:

- On being aware of any fire, staff are instructed to instigate evacuation **immediately** by using the nearest call point.
- Details of procedure are on display in each classroom, and all staff are aware of the correct course of action to be taken. This is reinforced by the fire drill practices.
- Fire exits are clearly marked and each class has its designated normal route to the recognised assembly point. Staff are aware of the alternatives.
- The last person to exit through the doorway ensures that the door has shut behind them.
- Fire extinguishers are clearly sited on each floor and are easily accessible. Staff are reminded annually on how to use them and the extinguishers use is clearly signed.
- Once evacuation procedure has been instigated, and **only** if it is safe to do so a member of staff may attempt to extinguish any **small** fire, ensuring that the exit route is **between** them and the fire at all times
- Apart from the very smallest of fires which staff may feel competent to handle, staff are instructed to call the Fire Brigade. **It is the responsibility of the senior member of staff on duty to ensure that this is done.**

People Location:

- **Top floor** -2 classroom, 1 computer room, medical room and toilets
- **1st floor** - 2 classrooms, art room, Head's study, toilets.
- **½ Landing** – General office
- **Ground floor** – 2 classrooms, assembly hall, cloakroom, conservatory, 4 toilets and staff room/kitchen.

- Classroom sizes are small with 10 to 12 children in each class, and in view of their age pupils are always under adult supervision except when going to the toilet areas. Toilets are on each floor and in close proximity to the classrooms.

Pupils do not leave the classroom without permission, and therefore teaching staff know where each pupil is. Pupils will leave the building under staff supervision.

Parents/visitors are never normally unaccompanied when on the premises, other than for toilet purposes, and again staff would be aware of the location of these people. Visitors badges carry fire evacuation details on the reverse and these are pointed out to visitors.

Disabled pupils or visitors may need assistance to leave via an alternative to the designated route. If possible they should be brought to the designated fire point or lead to an alternative place of safety e.g the forecourt of The White Horse. The person conducting the roll call must be made aware of this asap.

Contractors working on the premises when no staff are present are shown the exit routes and fire extinguisher locations prior to commencing. A staff phone number is also left for emergency purposes.

Cleaners are made aware of the routes out of the building from each floor and the necessity to alert the Fire Brigade immediately in the event of a fire.

Escape Routes:

- **Top floor** has access to the main staircase as well as their designated exit route via the side staircase.
- **Middle floor** may go up a short flight of stairs to exit via the side' staircase, but their designated route is via the main staircase.
- **Ground floor** designated route is via the Hall or The Rookery (Nursery classroom) which leads out to the conservatory and exit to the assembly point which is situated at the far end of the playground.
- Exit on the ground floor may also be via the front door or the pupil's entrance, depending on the circumstances.

This assessment is prepared using various check lists and forms, copies of which are in the Fire folder