



Fire Risk (Prevention) Policy & Fire Drill Procedure

Information for Parents: This policy is available on request.

The Ursuline Preparatory School does not undermine the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.

1. Policy objectives

The objectives of this policy are:

- To ensure that staff, pupils, parents, Governors, Trustees, 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 have procedures in place to eliminate or reduce the risk from dangerous substances;
- 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.

2. Responsibilities

2.1 The School Trustees are ultimately responsible for ensuring that the school complies with all statutory fire safety requirements of the Regulatory Reform (Fire Safety) Order 2005. They delegate the day to day management of this to the Headteacher (under the guidance of the Health and Safety Governor) and in her absence the Deputy Headteacher's.

When the Headteacher is absent the Deputy Headteacher's or the person in charge of the site will take responsibility for the Headteacher's duties.

- 2.2** The Headteacher is responsible for: ensuring that an up-to-date fire risk assessment is in place for the school building; 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 the building; ensuring means of access for emergency services is provided at the school building in the event of fire; Monthly inspections are carried out by the Headteacher together with the Site Manager and with the schools Health & Safety Consultant termly.

The Headteacher has day-to-day responsibility for the fire protection and fire response arrangements in the school, and ensures that fire evacuation drills are carried out (once every half term. This is recorded by the Headteacher in the fire log book which is kept in the office). As well as ensuring that fire issues are included in workplace inspections and risk assessments carried out in the school; making the staff and pupils aware of fire hazards and local emergency procedures; delegating sufficient staff to carry out Fire Warden functions (a list of the Fire Wardens is displayed on each floor of the school building); consulting with the Governing Body on major changes to use of space or work which may compromise the fire integrity of buildings.

The Headteacher and in her absence the Deputy Headteacher (pastoral) 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 and Rescue Service Officers.

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

- 2.3** 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.
- 2.4** 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.

2.5 Visitors to the school are required to sign in using the visitors book and sign out as they leave the premises. They are also told where the fire assembly point is. 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.

2.6 Fire Wardens will sweep areas to ensure a full evacuation. A list of the Fire Wardens is displayed on each floor of the school building.

3. Staff training

- New staff and students are briefed for action in the event of a fire, this is given by the Deputy Headteacher (Pastoral), Mrs. Isabelle Parker-Litjens;
- Staff training is organised by the Headteacher;
- Staff are trained in the use of fire extinguishers;
- Office Staff are trained in the giving of relevant information to visitors;
- Appropriate information on fire hazards, precautions and emergency arrangements is provided by the Site Manager to Contractors, visitors, and relevant organisations (refer to Emergency fire procedure leaflet);
- Information on fire evacuation procedures is given to students by the Class teachers;
- Fire escape route and fire exit signage and fire action notices re displayed at appropriate locations in all building;
- Children are made aware of relevant signs relating to fire escapes.

4. Safety of staff or anyone else legally on the school premises

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 by the nearest exit immediately, go to the designated Assembly Point (tennis court) and remain there until the 'all clear' to return to the building is given by the Headteacher.

5. Fire drills

The purpose of fire drills is to remove every one as quickly as possible ensuring people with disability are adequately provided for, assemble them at a safe place and check attendance. Fire drill will be arranged by the Headteacher, Health and Safety Co-ordinator and Site Manager. The Office Staff have responsibility to call the emergency services if this is necessary.

The Headteacher arranges fire evacuation drills at least once per half term, and at different times of the day and week for relevant groups of staff and pupils. Alternative exits are tested as part of this drill.

In the case of a fire the secretary will call 999 and ask for the fire service department. The secretary will ask for the fire brigade to come to the following address; Ursuline Preparatory School, Old Great Ropers, Great Ropers, Warley Road, Great Warley, Brentwood, CM13 3HR.

Tel: 01277227152.

Upon the arrival of the fire brigade the secretary will open the magnetic gates.

6. Fire fighting and precautions / Maintenance of systems

All fire fighting equipment is annually inspected and serviced by an external contractor. It is the responsibility of the Site Manager to ensure the annual service takes place, and an inventory of all equipment.

Fire Detection & Alarm Installations and Fire Fighting Equipment;

- Contracts are in place for arrangements for the maintenance, inspection, examination and testing of fire fighting fire detection & alarm installations and fire-fighting equipment;
- Visual checks on fire fighting equipment are carried out during the weekly inspections by the Site Manager.

Monitoring by Inspections;

- The Site Manager carries out workplace inspections three times annually in all their areas and include fire issues in these inspections;
- Required remedial actions are reported by the Site Manager to the Headteacher. A summary of actions is included in the Fire Risk Assessment.

Monitoring by Fire Evacuation Drills;

- The Headteacher arranges fire evacuation drills at least once per half term, and at different times of the day and week for relevant groups of staff and pupils. Alternative exits are tested as part of this drill.
- Fire drill reports and recommendations are recorded in the Fire Drill record. The fire bell and fire alarms are tested weekly and recorded in the fire alarm log book by the Site Manager.
- Essex Fire test the alarm three times a year, a log in kept in the school office in the H & S file.

7. Fire Risk Assessment of Buildings

- The Headteacher arranges for fire risk assessments to be carried out on the school building;
- Emergency plans for the school building are drawn up by the Headteacher taking account of the findings of the fire risk assessments and seeking advice from the Health and Safety authority as necessary. Copies of these plans are held in the school office;
- Fire risk assessments and emergency plans are reviewed at least annually and updated as necessary.

8. Reporting Fire Incidents

- Fire incidents are reported to the Headteacher;
- Fire alarm activation logs for the school buildings are maintained by the Site Manager.

This policy will be reviewed annually.

Fire Drill Procedure

When fire is discovered:

1. Sound the Alarm
2. Evacuate the Building
3. Simultaneously call the Fire Brigade
4. Roll Call

Anyone (child or staff) discovering an outbreak of fire will, without hesitation, sound the nearest fire alarm.

The function of the alarm is to warn every person in the building that a state of emergency has arisen. The Fire drill procedure will be put into operation at once.

On hearing the alarm, the staff will:

- Prevent panic and ensure the safe, orderly and efficient evacuation of the occupants of the School using all the exit facilities available.

On hearing the alarm, the children will:

- Stand to attention by their desks and, when instructed by the teacher in charge of the class, will leave the classroom in single file by the exit route (which is clearly displayed in every room), children are told not to search for or bring any belongings and immediately follow the directions of the teacher to vacate the premises. Classes will then proceed at a steady pace to the place of assembly. The teacher will ensure all windows and doors (that will not be used again in the fire drill procedure) are firmly closed and then follow his/her teaching group to the assembly area. Registers will be provided to teachers by the school secretary for a roll call to be taken (pupils, staff, and visitors book).
- The 'Teacher in charge' (Headteacher or Deputy Headteacher, on hearing the alarm will go at once to the predetermined and conspicuous position in the place of assembly and remain there until he/she has received a report from all sections.
- No talking or laughing will be permitted during the evacuation in order that any instructions given can be heard.

- Children will descend the staircase in single file using one side of the stairs only. No overtaking by classes or individuals will be permitted.
- Anyone not actually in a class when the fire alarm sounds will go to the place of assembly and join his/her appropriate class or group.
- Fire wardens will search floors to ensure evacuation, no one must be allowed to re-enter a building until permission is given by the Fire and Rescue Service, or, in the case of a drill, the 'Teacher in Charge'.

Assembly Point

This is at the front of the School on the Tennis Court.

Building Checks

Fire Wardens must ensure that the buildings are clear once the children and staff have vacated.

Roll Call

Children will line up in normal registration positions.

Immediately the classes and groups are mustered at the place of assembly, a roll call or count will be taken from the class registers and each Class teacher will report immediately to the 'Teacher in Charge' all present or otherwise. School secretarial staff must take official registers and visitors book out to the place of assembly.

The officer in charge of the Fire and Rescue Service will be met on arrival and immediately informed as to whether or not all persons have been safely evacuated.

Fire Drill

People responsible for checking the school is clear:

Top Floor: Mrs. Wilson

Middle Floor: Mrs. Parker-Litjens

Ground Floor: Mrs. Cutbill

Basement: Housekeepers

When the above people are absent then the following people will responsible for checking the school is clear:

Top Floor: Mrs. Macdonald

Middle Floor: Miss Mitchell

**Ground Floor: Mrs. McMahon
Mrs. Coker**

Basement: Housekeepers