



**ST EDWARD'S PREP**  
A WISHFORD SCHOOL

## **Fire Prevention Policy**

### **Fire Prevention Managers**

***Julia Parsons (School Business Manager)***

***Peter Slade (Site Supervisor)***

### **Deputy Fire Prevention Manager**

***Jonathan Parsons (Headteacher)***

***Tamara Hunt (Director of Academics)***

### **Competent Person**

***Julia Parsons (School Business Manager)***

### **General Statement**

1. St Edward's Prep is a responsible employer and takes fire prevention duties seriously. For this reason, we have formulated this policy to help us comply with our legal obligations to staff and visitors (maximum of six at any one time without a separate specific risk assessment) under the Fire Precautions (Workplace) Regulations 1997 (as amended 1999). These include the provision of a safe place of work where fire safety risks are minimised. Due to its importance, this fire prevention policy also forms part of our overall Health and Safety Policy.

### 2. Employees' duties

All employees have a duty to take reasonable care to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with us in complying with any procedures that we may introduce as a measure to protect the safety and well-being of our pupils, staff and visitors.

### 3. Communication

We will keep staff informed of any changes that are made to our fire prevention procedures and fire risk assessment. We will also ensure that all visitors to our premises are briefed in the evacuation procedures as well as the day and time of the scheduled weekly fire alarm test. They will also be advised that the fire procedures can be found on the back of the Visitor's Badge. They will not be left alone unless they are aware of, and familiar with, all available escape routes.

### 4. Procedures

We have introduced the following procedures in order to maintain high standards of fire prevention:

- A fire risk assessment (RA) has been undertaken which will be reviewed biennially by an appointed expert and alternately by the School Business Manager. Any action planning that results from the review will be put into effect by the School Business Manager. However, more frequent reviews will occur if there are changes that will impact on its effectiveness. These may include alterations to the premises or new work processes. Any necessary repairs will be actioned immediately by the Site Supervisor. A copy of the RA can be found in the Policies Folder in the staffroom and in the Fire Folder in the School Business Manager's office.
- Dangerous substances are kept locked in an inflammable container at all times with access restricted to relevant staff only. A register is kept detailing the contents of the container. The contents are checked by the Site Supervisor at regular intervals and the register is maintained.
- The fire evacuation procedures will be practiced at least termly.
- Training will be provided as necessary to any staff given extra fire prevention responsibilities.
- All new members of staff will be provided with induction training on how to raise the alarm and the available escape routes. A fire training manual is kept in the School Business Manager's office and will be reviewed annually. This must be read and signed by staff each September.
- All escape routes will be clearly signed and kept free from obstructions at all times.

- All fire-related equipment will be serviced annually and maintained with the exception of the Fire Alarm panel and emergency lights which are serviced bi-annually. If any employee notices defective or missing equipment, they must report it to the School Business Manager immediately.
- Alarm systems will be tested weekly on Wednesday's at 11am. Staff will be told when a test is scheduled.
- Any other safety systems will be checked by the Site Supervisor regularly to ensure correct operation where necessary, e.g. emergency lighting, fire doors, escape routes and exits, call points, and records of these checks will be kept. Any faults will be immediately reported to the School Business Manager.
- This policy forms part of employees' conditions of employment. Failure to comply may be treated as a disciplinary matter.

## Procedure in the event of a fire

### ON DISCOVERING A FIRE:

THE PRIORITY IN THE EVENT OF A FIRE IS THE SAFE AND RAPID EVACUATION OF PUPILS AND STAFF.

- If you see signs of a fire or other emergency which could place employees or pupils in danger, SOUND THE ALARM.
- IF SAFE TO DO SO, attempt to control the fire or other emergency, with assistance if available. NEVER put yourself at risk even with the smallest fire. NEVER attempt to move burning objects.
- If the fire alarm is sounded between 10.45am and 11.15am on a Wednesday then ensure that the appropriate emergency services are called. DIAL 999 and state the address clearly. If the alarm is sounded at any other time the FRS is automatically called on activation as it is permanently monitored.

### EVACUATION PROCEDURES

- If you hear the alarm or if instructed, switch off any central control switches and any equipment which you may be working on. Make sure all flames (Bunsen burners) are turned out.
- IF SAFE TO DO SO, close all windows and doors and secure cash and confidential documents. If closed doors feel warm, DO NOT OPEN THEM.
- Leave the building by the nearest available exit. Ensure that all visitors you have also leave the building. DO NOT RUN. DO NOT COLLECT PERSONAL BELONGINGS.
- Proceed to the first assembly points (year group muster points are designated by signage for roll call);
  - Prep School - Bottom of the playground
  - Year 1 & 2 - Astroturf
  - Little Griffins and Nursery – Early Years Outdoor Classroom
- In the event that the first assembly point is inaccessible due to the fire then make your way to the assembly point at the front of the school using the side gate alongside the Pre-Prep Building.
- The School Operations Co-Ordinator (AR) is to evacuate via the front of the school to prevent visitors entering and to guide the fire services if necessary.  
The School Business Manager will collect roll lists, fire list, signing in books, games lists etc. These are to be used for the roll call.
- **Staff members occupying the upper level class rooms are to conduct a “sweep” on their way out of the building.** Fire Marshalls will check communal areas e.g toilets, changing rooms, cupboards etc.

### IF YOU ARE CUT OFF BY A FIRE

- Close the door using clothing etc to block any gaps.
- Go to the window to attract attention.
- If the room becomes smoky, stay low as it is easier to breathe.
- If the window is jammed, break it; remove jagged glass from the lower sill and cover it using clothing etc.
- If appropriate, get out feet first and (if not on the ground floor) lower yourself to the full length of your arms before dropping.
- Make your way to the assembly point at the bottom of the playground and report to a Fire Warden.
- DO NOT HINDER ROADWAYS OR ROUTES that may be used by emergency vehicles or personnel.
- DO NOT RETURN TO THE BUILDING until the all clear has been given and instructed by the most senior member of staff on site or the Emergency Services.
- Never assume the evacuation is a drill or that the alarms are sounding in error.

## **FIRE DRILL PROCEDURES – STAFF ROLES**

Headteacher and Site Supervisor	ATTEND FIRE PANEL TO IDENTIFY ZONE THAT HAS TRIGGERED ALARM <b>(IF ACTIVATION IS BETWEEN 10.45-11.15AM ON A WEDNESDAY, CALL FRS USING 999)</b>	
SCHOOL OPERATIONS CO-ORDINATOR	FRONT OF SCHOOL WITH GRAB BAG TO AWAIT EMERGENCY SERVICES, CLOSES FRONT GATES IF SECOND ASSEMBLY POINT IS IN USE	
SCHOOL BUSINESS MANAGER	SWEEP MAIN HOUSE AND TAKE ALL REGISTERS DOWN TO ROLL CALL TAKES ROLL CALL AND ADVISES WHEN EVERYONE IS ACCOUNTED FOR	
DEPUTIES	IF HEADTEACHER IS NOT PRESENT, SLT TO FIRE PANEL- 2 <sup>ND</sup> SLT MEMBER TAKES ROLL CALL IF ONLY ONE MEMBER OF SLT ON SITE, SITE SUPERVISOR TO FIRE PANEL AND SLT MEMBER TAKES ROLL CALL IF NO SLT MEMBER ON SITE, SITE SUPERVISOR TO FIRE PANEL AND MOST SENIOR TEACHER TAKES ROLL CALL	
TEACHERS	ENSURE ALL PUPILS/VISITORS IN THEIR CARE ARE IMMEDIATELY ESCORTED TO THE FIRST ASSEMBLY POINT IN THE BOTTOM PLAYGROUND. IF THIS IS INACCESSIBLE DUE TO THE FIRE PROCEED TO THE SECOND ASSEMBLY POINT AT THE FRONT OF THE SCHOOL USING THE SIDE GATE ALONGSIDE THE PRE-PREP BUILDING. ON WAY OUT CHECK WINDOWS ARE CLOSED AND THE DOOR IS SHUT TO CLASSROOM AND BLOCK. TAKE A ROLL CALL OF THEIR GROUP AND CHECK THAT ALL ABSENCES ARE CONFIRMED WITH THE SLT MEMBER PRESENT.	
FIRE MARSHALLS	CHECK AREA OF RESPONSIBILITY, DOORS AND WINDOWS CLOSED, TOILET CUBICLES AND CUPBOARDS CHECKED AND THEN MAKE WAY TO ROLL CALL.	
FIRE MARSHALLS (Alison Russell)	AREA OF RESPONSIBILITY; OPERATIONS CO-ORDINATOR	SCHOOL OFFICE (EMERGENCY SERVICES FIRST CONTACT, FIRE GRAB BAG)
(Peter Slade)	SITE SUPERVISOR	MAIN HOUSE
(Julia Parsons)	SCHOOL BUSINESS MANAGER	RECEPTION OFFICE & TOILET BLOCKS (TAKES ALL REGISTERS, SIGNING IN AND VISITORS BOOK TO ROLL CALL)
(Kelly Turner)	EARLY YEARS LEAD	EYFS CLASSROOMS & TOILETS
(Connor Hounsome)	ENGLISH COORDINATOR	PEACH BUILDING – UPPER FLOOR
(Ben Winship) or	HEAD OF PE/SPORT	STEAM ROOM/SCIENCE LAB
(Tamara Hunt)	DIRECTOR OF ACADEMICS	STEAM ROOM/SCIENCE LAB
(Diane Wilson)	YEAR 4 DIGITAL STRATEGIES	PEACH BUILDING – LOWER FLOOR
(Helen James)	RECEPTION TEACHER	PRE-PREP BUILDING
(Rosemary Daley-Franks)	YEAR 2 TEACHER	YEAR 2 CLASSROOM AND TREETOPS

**FIRE ALARM TESTING TAKES PLACE EVERY WEDNESDAY AT 11.00AM**

**THE BELLS WILL SOUND FOR FIVE SECONDS. IF THEY CONTINUE FOR 60 SECONDS PROCEED TO THE FIRE ASSEMBLY POINT IN THE LOWER PLAYGROUND IMMEDIATELY.**

## FIRE MARSHALLS

- The Fire Marshalls are nominated members of staff, one per main block.
- The Fire Marshalls will ensure that the premises are evacuated and check with the School Business Manager that the roll call has been completed. They will advise the emergency services of anyone suspected of remaining in the building.
- In the unlikely event of a BOMB ALERT, inspect your immediate surroundings for unusual articles – boxes, bags, packages, containers, etc. DO NOT TOUCH. If possible report anything unusual before evacuating.

## FIRE PRECAUTIONS

Potential fire risks need not be dangerous provided that some simple and important precautions are observed by all employees.

- Memorise the evacuation procedure, your emergency exit and assembly point in case of fire.
- Familiarise yourself with the position of fire-fighting equipment and if you feel competent, correct operation of extinguishers. Never interfere or misuse equipment.
- Keep fire exits, routes and access to fire-fighting equipment clear of any obstructions. Fire doors should only be kept open using fitted Dorgards. **DO NOT** wedge fire doors open at any time.
- Keep your working area free of waste as much as possible and in particular those areas which are not easily accessible, e.g. under desks, behind radiators etc. Keep all combustible materials a safe distance from heating appliances and do not place anything on top of heaters.
- There is to be NO SMOKING including E-cigarettes and chargers on the premises.
- If you see anything which may be a fire hazard, correct it yourself if easy and safe to do so, or report it immediately.

## CODE OF SAFE CONDUCT

- Conform to the school's Health and Safety Policy, all health and safety rules and signs, fire precautions and emergency procedures.
- Ensure that you understand and follow the safe operation of your duties; ask if you do not understand any aspect of these.
- Report all accidents, near misses, potential hazards and damage immediately.
- In the event that personal protective equipment or clothing is provided, it must be used and looked after properly.

## FIRE AND RESCUE SERVICE (FRS)

The FRS will be informed if any additional new educational buildings requiring building regulations are planned to ensure that they are involved in the approval process and have inspected the premises prior to its opening.

## TRAINING

Fire Marshall training details:

HELEN JAMES	30/10/2019	DAVID HOGG	21/11/2019
PETER SLADE	21/11/2019	HELEN CROMORE	19/01/2022
CHLOE CLARK	28/11/2019	TAMARA HUNT	31/10/2019
ALISON RUSSELL	19/11/2019		

January 2022

Fire Safety Equipment Training

JONATHAN PARSONS	PETER SLADE	ALISON RUSSELL	TAMARA HUNT
HELEN CROMORE	CHLOE CLARK	HELEN JAMES	LINDA WINDEBANK

- Fire Marshall training occurs every three years and responsibilities are practised at the regular termly drills.
- Fire equipment safety training takes place every three years for a minimum of ten members of staff across all areas of the school.

#### POLICY REVIEW

This policy will be reviewed annually or as required should any changes to the regulations, premises or usage occur sooner or immediately following recommendations from the Fire and Rescue Service (FRS).

Signed:

Headteacher  
Date: August 2022 (updated September 2022)

Proprietor  
Review date: August 2023