

## **12b Fire Policy & Fire Evacuation Plan**

Last Updated: October 2022

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### **Introduction**

The prevention of fire is of vital importance. Most fires are caused by carelessness and ignorance. It is the responsibility of all personnel to become conversant with these instructions. Our priority is to minimise the risk to life and to reduce injury by:

- Maintaining the physical fire safety integrity of the school
- Ensuring that staff, pupils and visitors do not add to the fire risk
- Safe evacuation of our buildings if a fire breaks out

The fire safety policy, procedures and risk assessments at Hemdean House School are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

All members of The Governing Body understand and fulfil their responsibilities namely to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005.

### **Role of the School Fire Warden**

The Site Manager is the designated school Fire Safety Manager who is responsible for ensuring that:

- The fire safety policy is kept under regular review by Governors and the Senior Management Team
- The fire safety policy is known to the entire School community
- Everyone in the School (including visitors and contractors) are given clear instructions on where they should go in the event of fire
- Records are kept of the fire training given to staff and pupils
- Procedures for emergency evacuation are regularly tested and lessons learned
- Fire risk assessments are regularly reviewed and updated
- Fire prevention measures are meticulously followed

- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired
- Weekly fire alarm checks
- Emergency lights monthly
- Control of flammable liquid, and hazard materials
- Electric safety PAT testing annually

In the Absence of the Site Manager, the Caretaker as Assistant Fire Warden, will take control.

### **Staff Training**

Every member of staff will receive instructions on the School's Fire Policy & Fire Evacuation Plan during induction. All members of staff will receive annual reminder of schools Fire Policy and at least every 3 years complete an online training course. Visitors will be instructed at the beginning of their attendance.

### **Fire Marshals**

Headteacher, Site Manager and the Finance Administrator.

### **Responsibilities of Fire Marshals**

- Check brake glass call point are visible, have a break sign and emergency action notice
- Ensure the fire extinguishers are in the correct place and serviced

### **Responsibilities of Teaching Staff**

Teaching staff are responsible for closing all the doors and windows if safe to do so, escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for taking a register on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the Headteacher. It is the responsibility of the Headteacher to ensure that this information is passed to the Fire and Emergency service as soon as they arrive. In the absence of the Headteacher, another member of SLT will take these responsibilities.

***On no account should anyone return to an evacuated building***

### **Fire Practices**

This will include a simulated evacuation drill. The fire and emergency evacuation procedures are to be followed. Fire Marshals and other adults present are to carry out their duties, as set out in this policy, as long as it is safe to do so. When a fire drill is held it will be recorded in the fire logbook. At least one fire practice will take place every term at Hemdean House School. This combined with a programme of

inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Marshals helps to ensure that the School can be safely evacuated in the event of a fire.

### **Escape Routes and Emergency Exits**

- There are at least two escape routes from every part of all buildings
- Fire notices and evacuation signs are displayed in every room, corridor and stairwell
- All stairs, passages and emergency exits are illuminated by emergency lighting
- Automatic door release is activated by the fire alarms on the main entrance door
- The master panel for the alarm system is located in the Main Reception Office and in the library and both show the location of an activated alarm
- Alarms sound in all parts of the buildings
- Fire routes and exits are kept clear at all times
- The Site Manager is responsible for unlocking the buildings in the morning, when he removes bolts, padlocks and security devices from all emergency exits, checks that escape routes are not obstructed and that the emergency lights work. The Site Manager is responsible for reporting defects. In his absence the Caretaker is responsible for these duties

### **Fire Prevention Measures**

- Fire extinguishers (of the appropriate type) and smoke/heat detectors are located in every building in accordance with the recommendations of our professional advisors
- Smoke/heat detectors are automatically activated when smoke/heat builds up
- Testing of fire alarms is carried out weekly by the site Manager, or Caretaker, at 08:00 every Monday and recorded along with any defects. This is the responsibility of the Site Manager who also arranges for an approved contractor to carry out remedial work
- Every six months a professional review of fire detection and warning equipment will take place
- Annual servicing of alarms, smoke detectors, emergency lights, smoke control systems and fire extinguishers will take place
- Records of all tests are kept in the Site Manager's office

### **Electrical Safety**

- The School has current electrical test certificates for all its buildings
- It uses qualified Electrical Engineers to inspect and maintain its electrical installations
- Regular portable appliance testing takes place
- Records of all tests are kept in the Site Manager's office
- All computers, projectors, printers and electronic whiteboards are turned off each evening

### **Gas Safety**

- All gas appliances (boilers, kitchen equipment etc.) are regularly maintained and serviced by Gas Safe Registered Engineers
- Records of all tests are kept in the Site Manager's office
- All kitchen equipment is switched off at the end of service

### **Safe Storage**

- The School ensures that flammable materials used in teaching or maintenance are locked in purpose-made, flame-proof containers at the end of every day

### **Rubbish and Combustible Materials**

- Flammable rubbish is stored away from buildings in the allocated rubbish compound
- Combustible materials used in teaching, catering, maintenance, grounds work and caretaking are stored in flame proof cupboards

### **Emergency Lighting**

- The emergency lighting will be tested each month by the Site Manager and recorded in the logbook

### **Annual Service**

- The fire alarm system, emergency lighting, call points and fire extinguishers are serviced annually by Pell Services

### **Emergency Exits**

- All emergency exits are to be kept clear and free from obstruction at all times

### **General Fire Safety**

All staff will make it their responsibility to ensure:

- Fire doors will not be propped open
- Tops and fronts of heaters are kept clear
- There is 1 metre clearance to the routes of exit doors
- Displays, where possible, will not be above heaters and if this is unavoidable, they will be securely fixed
- Combustible materials (paper, card, fabrics etc.) are not stored near to sockets or lights
- Unnecessary lights or electrical appliances (computers, printers, TV's and video, fans, laminators, kettles, toasters, etc.) are to be switched off and where possible unplugged
- All electrical items, plugs and cables are checked each year

### **Smoking**

- Smoking is prohibited in or around the School

### **Advice on the procedure in the event of discovering a fire**

- If you discover a fire operate the nearest fire alarm call point by pressing the glass
- Call the fire brigade by dialling 999/112 or 9 999/112 (if you need 9 to get an external line)
- If you hear the fire alarm, evacuate the premises immediately as detailed in the evacuation procedure for the School
- Attempt to extinguish the fire with the nearest suitable fire appliance. (Staff must be aware that there are different extinguishers for different fires) DO NOT ATTEMPT if the fire has reached such proportions as to endanger life or escape

### **On hearing fire alarm**

- Close all doors and windows (if possible)
- Proceed to your assembly point and complete the register

### **After the event**

- Do not re-enter the building until advised to do so by the senior Fire Service officer
- If the fire has been extinguished by School staff do not disturb any evidence which could indicate the cause of the fire
- Ensure that the premises are in safe working order before re-occupying

### **Know**

- Your means of escape, primary and secondary
- The nearest fire alarm point
- The nearest fire appliance and how it should be used
- The assembly point

### **Letting or hiring the School**

Our standard contractual terms that we use for letting and hiring the School covers fire safety and specifies that the hirer should certify that he has read and understood the School's fire safety policy and procedures.

# HEMDEAN HOUSE SCHOOL

## CAVERSHAM

### **Appendix 1: Fire and emergency evacuation procedures**

This document details the fire and emergency evacuation procedures for the premises. Staff should ensure that they are familiar with these procedures and act upon the requirements.

Emergency Evacuation Plan for:	Hemdean House School
Premises address:	Hemdean Road, Caversham, RG4 7SD
Premises phone number:	0118 9472590
Sound of the alarm:	A continuously ringing bell, a continuous warning siren etc.

#### **Emergency Evacuation Notice**

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

- If you discover a fire, operate the nearest alarm call point to set off the alarm. Leave the building by the nearest exit
- If you are responsible for a class, make them leave quietly with you. No one should talk or run. Make your way to the designated assembly point
- When you leave the building do not take anything with you and do not allow the pupils to take anything
- The School Office will summon the Emergency Services if the alarm sounds
- If you have a disabled pupil in your class, you should move him or her, OR direct him or her, together with his or her carer, to wait for the Fire and Emergency Services in the nearest designated safe refuge
- Take the register of your class as soon as you reach the assembly point. Do not use a pupil count.
- Report anyone who is missing immediately to the Site Manager who will inform the Fire and Emergency Services
- On no account should anyone return to any building until given permission by the Fire and Emergency Services
- Remain at the assembly point with your pupils until the all clear is given

## **Summoning the Fire and Emergency Services**

The School Office is usually manned between 8 am and 4.30pm weekdays during term-time. The master panel in each building shows the location of the alarm call points. If the alarm goes off the staff have standing instructions to summon the Fire and Emergency Services at once.

The Site Manager is on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays. He has standing instructions to summon the Fire and Emergency Services if the alarms go off outside the hours that the School Office is staffed, (unless warned of a planned fire practice).

## **Visitors and Contractors**

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge which should be worn at all times that they are on School property. They are made aware of the emergency evacuation notice (see above) and are shown the way to the assembly point.

When large numbers of visitors are at the School for open days, plays, concerts, exhibitions etc. a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

## **Disabled Staff, Pupils or Visitors**

We have a special one to one induction on fire safety for disabled pupils and their Carers, and for disabled members of staff.

## **Fire assembly point**

The assembly point is the TENNIS COURT

## **Fighting fires & extinguisher use**

Fire extinguishers will only be used where:

- Staff have received training and feel confident in their use
- Where it is deemed safe to do so i.e. there is a clear means of escape, the fire is small

***Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire***

## **Variations to plan**

Detail instances where there may be variations to normal working arrangements e.g. late opening, events, lone working etc. and what alternative measures would be needed. If variations to normal activities are such that the plan does not adequately cover these activities, then consider whether a separate evacuation plan is needed in these instances.

## **Responsibilities**

- The Site Manager is usually responsible for ensuring the evacuation plan is up to date
- The Site Manager is usually responsible for ensuring adequate staff are on duty to carry out the evacuation plan
- Alternative arrangements will be made to cover staff absences/ leave etc. to ensure there are always a sufficient number of trained staff available on site
- The Site Manager is usually responsible for training staff on the evacuation plan and in their roles and responsibilities

## **Action when the alarm sounds**

- Leave by the nearest fire exit, taking any visitors with you
- Do not delay your exit to collect belongings
- Close windows and doors behind you
- Go immediately to the assembly area and ensure that you are accounted for
- Do not re-enter the building until the all-clear is given
- DISABLED PERSONS - If the situation occurs where a member of staff, pupil or visitor with a disability needs help in leaving the premises, the teaching and support staff will ensure that they leave the building appropriately, preferably via the same exit route as the rest of the School, however if this is not possible, they will make their way to the nearest refuge point until assistance and a safe evacuation can be carried out

## **Action on discovering a fire**

- Raise the alarm without delay
- If trained in the safe operation of the available firefighting equipment and only if it is safe to do so, attempt to extinguish the fire if it is in the escape path
- Report directly to the assembly area, ensuring that you sweep any areas you move through for anyone who may still be inside

## **Roll-call**

- Each teacher will be given their register upon entering the assembly point, and they will call the register and double check numbers to ensure that no person is left inside the building. The office staff will count to make sure that all of the staff have arrived at the assembly point and that all visitors are accounted for.
- Teachers and office staff will report to the Senior person in charge, who is wearing the High Visibility jacket, that either all their list is present or that someone is unaccounted for.



- The office staff will bring out the registers, visitors' book and signing in/out book and the evacuation pack which includes emergency contact details for pupils and staff and plans of the School with details of high-risk areas to give to the Fire and Emergency Services

### **Summoning the Fire and Rescue Service**

- Your immediate priority is evacuation of the building. If safe to do so, a member of the office staff will telephone the Fire and Emergency Services prior to evacuating the building, or the Headteacher, Deputy or a Senior Member of staff will do so or be instructed to do so from the assembly point.
- Upon their arrival, the Headteacher, Deputy Headteacher or person in charge will liaise with the Fire Service representative and hand over any relevant documentation, including the fire risk assessment and building risk assessments, and plans of the building (in dedicated folder).

### **Fire marshal personnel (Teachers / Support Staff)**

- A nominated member of staff will act as a Fire Marshal in the main building to check that no-one is in the rooms or toilets. Checks on toilet areas should include a check on individual cubicles
- Upon exiting the building, thoroughly check the areas you move through to ensure that all occupants have evacuated
- Never open a door if you suspect that there may be a fire beyond it. If in doubt, check the door with the back of your hand
- If you encounter any persons present, they should be instructed to evacuate immediately. All visitors and members of the general public should be ushered to an exit – not just pointed in the general direction of one
- Do not delay your own evacuation if you encounter somebody who refuses to leave
- Brief the Head Teacher, and in their absence the Deputy Head Teacher upon your arrival at the assembly area

### **Staff absences**

- Should any member of staff be absent, their duties in evacuating the children in their care from the building will be undertaken by the Teacher or adult in charge of the class
- Supply staff will also be required to sweep any areas they pass through for personnel as they exit the building

### **Visitors and Contractors**

- All visitors and contractors should report to the appropriate member of staff, signing in the appropriate book on arrival and before leaving the premises. In the event of a fire evacuation the person hosting the visitor is responsible for escorting him/her to the fire assembly point

**Evacuation routes**

- Evacuation routes will be kept free from obstruction and adequately and clearly marked. Sufficient notices are displayed at appropriate places; these will indicate the action to be taken on discovering a fire or upon hearing the fire alarm