



**HURLINGHAM
SCHOOL**
AND NURSERY

EST. 1947

Fire Safety, Procedures and Risk Assessment Policy

This policy applies to all activities of Hurlingham School, including the Early Years Foundation Stage.

Date of Review: September 2025
Date of Next Review: by 1 September 2026

1. Introduction

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments of our school are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

2. General Fire Safety

Fire Alarms

Both the Putney Bridge Road and Gwendolen Road premises are fitted with a fire alarm (L1), connected to smoke detectors and manual call points. *See plans displayed on walls in each compartment for full details.*

Emergency lighting is located throughout the buildings where specified. It is checked regularly by the Premises Manager and annually by an external registered contractor. *See attached plans for full details.*

The control panels are located in the reception offices on both sites and are clearly visible and accessible to the fire brigade in the case of them being called out. It is checked daily by the School Receptionists.

Fire Fighting Equipment

Fire extinguishers, fire blankets and signs are checked/serviced/replaced by the maintenance company annually. Training in how to use the firefighting equipment is arranged for all new staff. Raising the alarm and evacuation of the building should, however, be the overriding priority for all members of staff.

3. Role of the Fire Safety Manager

The School Principal is the designated School Fire Safety Manager, who is responsible for ensuring that:

- The fire safety policy is kept under regular review by the SMT.
- The fire safety policy is promulgated to the entire school community.
- Everyone in the school (including visitors and contractors) are given clear written instructions on where they should go in the event of fire.
- Records are kept of the fire induction training given to new staff and pupils.
- Procedures for emergency evacuation are regularly tested and lessons absorbed.
- 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.

4. Escape From Fire – Prep School

Prep - Main Building:

The primary means of escape is the main protected staircase which is situated to the right of the central avenue and leads from the car park up to the second floor.

There is also an external fire-escape staircase which runs from the second floor roof to the raised ground floor playground. This is also accessed at first floor level at the far end of the main hall adjacent to the Form IV Classrooms.

Prep - Arts Centre:

The primary means of escape is via the door leading to the side passage which is central to the building and accessed from the first floor via a spiral staircase.

There is also an external fire-escape staircase leading from the Art Room on the first floor and an additional internal staircase which leads down to the double wooden fire escape doors leading onto the pavement on Putney Bridge Road.

Fire Safety Procedures

Briefing New Staff and Pupils

All our new staff (teaching and non-teaching alike) and all new pupils are given a briefing on the school's emergency evacuation procedures on their first day at Hurlingham School. We show them where the emergency exits and escape routes are located, and walk with them to the outside assembly point. Fire action notices are displayed on the walls of all rooms and in all corridors, and we make certain that everyone knows what they look like, and where they should go on hearing the fire alarm. All new staff are shown how to activate the fire alarms if they see or smell a fire.

Training Requirements

All members of staff are given instruction in the following points:

- The location of all of the firefighting equipment
- The use of firefighting equipment
- How to call the fire brigade
- General fire prevention
- Action to be taken if they discover a fire
- Location of escape routes and assembly points
- How to raise the alarm
- Evacuation and roll call procedures.

Please notify the School Principal if you are unsure of any of the above.

The safe evacuation of everyone - staff and pupils alike, is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. We offer fire awareness INSET training, including the basic use of fire extinguishers, to all staff during their first term. We also offer regular refresher training. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

Summoning the Fire Brigade

The School Office is manned between 8.00am and 5.30pm Monday to Thursday and from 8am to 4.30pm on Friday. The master panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is physically located in the school office. The School Office is always given advance warning of fire practices. If the alarm goes off for any other reason, the staff have standing instructions to summon the Fire and Emergency Service at once.

The School Principal is on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays. She 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 electronically via the Electronic Sign-in System system at Reception, where they are issued with a photographic visitor's badge, which should be worn at all times that they are on school property and surrendered to Reception when they leave. 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.

Should the fire alarm sound during morning drop off or afternoon pick up, the following procedures should be followed:

At morning drop off, the front gates will be closed and parents asked to wait outside the School (well away from the gates) with their children until the building has been cleared and the cause of the alarm has been identified. In the event of a false alarm, the gates will then be re-opened and the children admitted to the

building. In the event of a real fire, parents will be asked to take their children home until they are contacted by text or once a message is posted on the news section of the website to confirm that it is safe to return. All parents in cars in the car park will be asked to exit immediately and the caretaker will prevent further cars from entering.

Members of staff who are in their classrooms will be responsible for ensuring that the rooms in their fire compartment are cleared and inform parents and children to make their way to the playground. Children should line up in their usual positions in their classes and parents should gather by the bicycle racks at the West end of the playground. Everyone will remain in the playground until they are informed by the Head, Principal or in their absence the Deputy Head that the building is safe to re-enter.

The ICT Systems manager will assume responsibility for carrying out a sweep of the building, starting on the top floor by the Learning support classrooms, to ensure that any compartments where a member of staff is not present are cleared.

At afternoon pick up, the front gates will be closed and parents asked to wait outside the School until the building has been cleared and the cause of the alarm has been identified. In the event of a false alarm, the gates will then be re-opened and the dismissal process will resume from the playground for those children for whom it is their home time. Older children will return to their classrooms and the collection procedures will continue in the normal way at the appointed times. Parents who are in the car park at the time an alarm sounds will be asked to return to their cars, exit the car park and wait outside until they are contacted by text or once a message is posted on the news section of the website to confirm that it is safe to return to collect their children. Depending on the location of the fire, it may be considered appropriate to dismiss the children from the playground using the side passage outside the kitchens or to move the children to an alternative location such as the Church Hall from where they could be dismissed via the front doors onto Putney Bridge Road.

All parents in cars in the car park will be asked to exit immediately and the caretaker will prevent further cars from entering. Children already waiting in the basement lobby and whose parents are already in the car park will be escorted to their parents' cars immediately.

Members of staff who are in their classrooms will be responsible for ensuring that the rooms in their fire compartment are cleared and inform children to make their way to the playground in the usual way. Children should line up in their usual positions in their classes and any parents who may be in the building should gather by the bicycle racks at the West end of the playground. The ICT Systems manager will assume responsibility for carrying out a sweep of the building, starting on the top floor by the Learning support classrooms, to ensure that any compartments where a member of staff is not present are cleared.

Everyone will remain in the playground until they are informed by the Head, Principal or in their absence either of the Deputy Heads that the building is safe to re-enter. The Head of Arts Faculty will conduct a sweep of the Arts Centre.

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.

We have designated safe refuge points on every floor of every building, with signs advising of their location, (usually in a stairwell). These should be used if, for any reason, use of the Evac-chair is not possible. When the fire alarm is sounded, it is the responsibility of the carer of a disabled person to take him or her to the refuge point and to wait for rescue by the Fire and Emergency Service. The teacher will ensure that the name of the disabled person and his or her carer, together with the location of their safe refuge point, are passed to the School Fire Safety Manager and the Head as soon as he or she reaches the assembly point. It is the responsibility of the Head or in his absence the Deputy Head to ensure that this information is passed as soon as possible to the Fire and Emergency Service.

Responsibilities of Teaching Staff

Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for conducting 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 School Principal or the Head (Deputy Head in their absence). It is the responsibility of the School Secretary to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

On no account should anyone return to a burning building.

Responsibilities of Fire Marshals

The main building is divided up into 5 compartments each with its own Fire Marshal and there is an additional member of staff in charge of the Arts Centre. Fire Marshals are members of staff, who have responsibility for ensuring that specific rooms are evacuated prior to leaving the building themselves. Their areas of responsibility have been carefully allocated so that it should be possible for them to carry out the required checks and still have ample time to escort their own pupils out of the building. The Fire Marshals are only required to assist in the standard evacuation of the building.

Fire Practices

We hold one fire practice every term at Hurlingham School and at Hurlingham Nursery. This, combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Marshals in every building, helps to ensure that the school can be safely evacuated in the event of a fire.

Fire Prevention Measures

We have the following fire prevention measures in place at Hurlingham School:

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.
- Fires extinguishers (of the appropriate type) and smoke/heat detectors are located in every building in accordance with the recommendations of our professional advisors. They can be manually activated by breaking a glass panel, and are automatically activated when smoke/heat builds up.
- All stairs, passages and emergency exits are illuminated by emergency lighting
- The master panel for the alarm system is located in the school office and shows the location of a fire. It is fitted with an uninterrupted power supply (UPS).
- Alarms sound in all parts of the building.
- Keeping fire routes and exits clear at all times. The Caretaker is responsible for unlocking the buildings in the morning and this includes ensuring that all emergency exits are unlocked and that escape routes are not obstructed and that the emergency lights work.
- Testing all fire alarms weekly (and recording all tests and defects). This is the responsibility of the School Principal, who also arranges for an ISO9001 certified/BAFE approved contractors to carry out an annual service of alarms, smoke detectors, emergency lights, smoke control systems and fire extinguishers.
- Records of all tests are kept in by the Caretaker.
- Plans showing the location of gas and electricity shut off points are displayed at the Reception entrance next to the entrance of the main building.

In the event of a real fire the children will continue through the adventure playground to the rear of the playground and out into the residential Mews behind, where roll call will be taken again.

The playground has been selected as the meeting point for the following reasons:

- so that the front of the building is left clear for fire-fighting equipment
- to reduce the risk to pupil safety which might exist if large numbers of children were to congregate on the pavement in Putney Bridge Road

Electrical Safety

- The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations.
- Regular portable appliance testing takes place. The Caretaker has been trained in this role.
- Records of all tests are kept in the School Principal's office.

- The Head of Science checks that all Scientific equipment is switched off at the end of the school day.
- All computers, projectors and printers have been set to switch off automatically every evening and during holidays and weekends.

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 School Principal's office.
- All kitchen equipment is switched off at the end of service.

Safe Storage

- We ensure 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 the building in the secured rubbish compound.
- Combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored in flame proof cupboards or outside the building.
- Combustible materials are kept clear of the boilers in the 2nd Floor and Basement Plant rooms

Fire Risk Assessment

The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO).

Specifically it identifies:

- The Hazard
- The people at risk
- The measures to evaluate, remove, reduce and protect from the risk
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
- The arrangements for reviewing the assessment

All risk assessments follow a standard grid procedure for evaluating risk. Generic risk assessments are used for classrooms; but individual ones are needed for corridors, stairs, kitchens etc.

Hurlingham School has a fire risk assessment which is updated every 3 years, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.

Copies of Hurlingham School's fire risk assessments are on the health and safety section of the school's intranet for all staff to read, together with this document. Any comments or suggestions for improvement are always welcome. All Heads of Department should ensure that they and their Department read the sections that are relevant to them.

2nd Floor Emergency Evacuation Notice

If you discover a fire, break the glass in the nearest alarm point to set off the alarm.

If the fire alarm rings with a continuous bell:

Make your way to the assembly point in the School Playground in a calm manner via the closest exit to where you are, unless instructed to use another route.

These are:

- Door to top floor playground and external fire escape staircase at end of corridor
- Main internal staircase adjacent to lift
- Door to top floor playground and external fire escape staircase in the HR office.

If you are responsible for a class, make them leave quietly with you. No one should talk or run. Do not take anything with you (teachers should collect their class register from the member of the School Office team in the Playground who will have a printed copy ready) and do not allow the pupils to take anything. Shut doors behind you. If you are a Fire Marshall or deputising for one in their absence – check all of the rooms to ensure they are empty (including the toilets) before exiting the building.

On reaching the playground:

Form teachers instruct your pupils to line up, in silence, in alphabetical order in year groups against the back wall of the playground. Then collect your register from the School Receptionist in the playground and take the register of your class. When complete – raise your hand to show all your pupils are present. Report any missing children to the Head (in his absence to the Deputy Head) immediately.

Peripatetic teachers – take any pupils in your care to their form teacher. Then inform the School Receptionist that you are present.

Visitors – inform the school receptionist that you are present.

Disabled pupils or adults should be moved downstairs or to a collection point in accordance with the specific instructions outlined in the risk assessment which will have been carried out.

Do not re-enter the building until you are told it is safe to do so.

UNDER NO CIRCUMSTANCES USE THE LIFT

If the fire alarm rings with an intermittent bell:

It means there is an external threat which may make it dangerous to go outside. In which case:

Make your way to the assembly point in the main School Hall in a calm manner via the internal staircase.

1st Floor Emergency Evacuation Notice

If you discover a fire, break the glass in the nearest alarm point to set off the alarm.

If the fire alarm rings with a continuous bell:

Make your way to the assembly point in the School Playground in a calm manner via the closest exit to where you are, unless instructed to use another route.

These are:

- Door to the external fire escape staircase at end of corridor by Form 4
- Main internal staircase adjacent to lift

It is essential that you check by looking through the internal windows that there is no fire in the Main Hall or kitchen before using the gallery corridor leading to the external fire escape by Form 4.

If you are responsible for a class, make them leave quietly with you. No one should talk or run. Do not take anything with you (teachers should collect their class register from the member of the School Office team in the Playground who will have a printed copy ready) and do not allow the pupils to take anything. Shut doors behind you. If you are a Fire Marshall or deputising for one in their absence – check all of the rooms to ensure they are empty (including the toilets) before exiting the building.

On reaching the playground:

Form teachers instruct your pupils to line up, in silence, in alphabetical order in year groups against the back wall of the playground. Then collect your register from the School Receptionist in the playground and take the register of your class. When complete – raise your hand to show all your pupils are present. Report any missing children to the Head (in his absence to the Deputy Head) immediately.

Peripatetic teachers – take any pupils in your care to their form teacher. Then inform the School Receptionist that you are present.

Visitors – inform the school receptionist that you are present.

Disabled pupils or adults should be moved downstairs or to a collection point in accordance with the specific instructions outlined in the risk assessment which will have been carried out.

Do not re-enter the building until you are told it is safe to do so.

UNDER NO CIRCUMSTANCES USE THE LIFT

If the fire alarm rings with an intermittent bell:

It means there is an external threat which may make it dangerous to go outside. In which case:

Make your way to the assembly point in the main School Hall in a calm manner via the internal staircase.

Ground Floor Emergency Evacuation Notice

If you discover a fire, break the glass in the nearest alarm point to set off the alarm.

If the fire alarm rings with a continuous bell:

Make your way to the assembly point in the School Playground in a calm manner via the closest exit to where you are, unless instructed to use another route.

These are:

- Garden Room doors onto playground in Main Hall
- 2 sets of double doors onto central Avenue from Main Hall
- Door onto playground from Staff Room
- Doors onto playground from Early Years Classrooms
- Door to side passage from Kitchen

If you are responsible for a class, make them leave quietly with you. No one should talk or run. Do not take anything with you (teachers should collect their class register from the member of the School Office team in the Playground who will have a printed copy ready) and do not allow the pupils to take anything. Shut doors behind you. If you are a Fire Marshall or deputising for one in their absence – check all of the rooms to ensure they are empty (including the toilets) before exiting the building.

On reaching the playground:

Form teachers instruct your pupils to line up, in silence, in alphabetical order in year groups against the back wall of the playground. Then collect your register from the School Receptionist in the playground and take the register of your class. When complete – raise your hand to show all your pupils are present. Report any missing children to the Head (in his absence to the Deputy Head) immediately.

Peripatetic teachers – take any pupils in your care to their form teacher. Then inform the School Receptionist that you are present.

Visitors – inform the school receptionist that you are present.

Disabled pupils or adults should be moved downstairs or to a collection point in accordance with the specific instructions outlined in the risk assessment which will have been carried out.

Do not re-enter the building until you are told it is safe to do so.

UNDER NO CIRCUMSTANCES USE THE LIFT

If the fire alarm rings with an intermittent bell:

It means there is an external threat which may make it dangerous to go outside. In which case:

Make your way to the assembly point in the main School Hall in a calm manner via the internal staircase.

Arts Centre - 1st Floor Emergency Evacuation Notice

If you discover a fire, break the glass in the nearest alarm point to set off the alarm.

If the fire alarm rings with a continuous bell:

Make your way to the assembly point in the School Playground in a calm manner via the closest exit to where you are, unless instructed to use another route.

These are:

- Door to the external fire escape staircase at end of the art room
- Main internal spiral staircase
- Front staircase exiting through the front double fire doors onto Putney Bridge Road – then make your way to the playground through the Avenue of the main school building.

If you are responsible for a class, make them leave quietly with you. No one should talk or run. Do not take anything with you (teachers should collect their class register from the member of the School Office team in the Playground who will have a printed copy ready) and do not allow the pupils to take anything. Shut doors behind you. If you are a Fire Marshall or deputising for one in their absence – check all of the rooms to ensure they are empty (including the toilets) before exiting the building.

On reaching the playground:

Form teachers instruct your pupils to line up, in silence, in alphabetical order in year groups against the back wall of the playground. Then collect your register from the School Receptionist in the playground and take the register of your class. When complete – raise your hand to show all your pupils are present. Report any missing children to the Head (in his absence to the Deputy Head) immediately.

Peripatetic teachers – take any pupils in your care to their form teacher. Then inform the School Receptionist that you are present.

Visitors – inform the school receptionist that you are present.

Disabled pupils or adults should be moved downstairs or to a collection point in accordance with the specific instructions outlined in the risk assessment which will have been carried out.

Do not re-enter the building until you are told it is safe to do so.

If the fire alarm rings with an intermittent bell:

It means there is an external threat which may make it dangerous to go outside. In which case:

Wait for instructions (usually by telephone) from a member of staff in the main building as to whether to exit the Art Centre and make your way to the Main Hall in the main building. Make your way to the Music room and wait there until you hear from someone with further instructions.

Arts Centre Ground Floor Emergency Evacuation Notice

If you discover a fire, break the glass in the nearest alarm point to set off the alarm.

If the fire alarm rings with a continuous bell:

Make your way to the assembly point in the School Playground in a calm manner via the closest exit to where you are, unless instructed to use another route.

These are:

- Door to the side passage in entrance hall
- Front double fire doors onto Putney Bridge Road at the end of the large music room (hall) – then make your way to the playground through the Avenue of the main school building.

If you are responsible for a class, make them leave quietly with you. No one should talk or run. Do not take anything with you (teachers should collect their class register from the member of the School Office team in the Playground who will have a printed copy ready) and do not allow the pupils to take anything. Shut doors behind you. If you are a Fire Marshall or deputising for one in their absence – check all of the rooms to ensure they are empty (including the toilets) before exiting the building.

On reaching the playground:

Form teachers instruct your pupils to line up, in silence, in alphabetical order in year groups against the back wall of the playground. Then collect your register from the School Receptionist in the playground and take the register of your class. When complete – raise your hand to show all your pupils are present. Report any missing children to the Head (in his absence to the Deputy Head) immediately.

Peripatetic teachers – take any pupils in your care to their form teacher. Then inform the School Receptionist that you are present.

Visitors – inform the school receptionist that you are present.

Disabled pupils or adults should be moved downstairs or to a collection point in accordance with the specific instructions outlined in the risk assessment which will have been carried out.

Do not re-enter the building until you are told it is safe to do so.

If the fire alarm rings with an intermittent bell:

It means there is an external threat which may make it dangerous to go outside. In which case:

Wait for instructions (usually by telephone) from a member of staff in the main building as to whether to exit the Art Centre and make your way to the Main Hall in the main building. Make your way to the Music room and wait there until you hear from someone with further instructions.

Compartment 1 Fire Strategy: Ground Floor

The Fire Marshals for this compartment are:

Mrs Costanzo (Reserve – Mrs Desforges)

Evacuate administration offices (including medical room) and main hall (including disabled WC). Then go to front of School building taking a mobile phone and walkie-talkie with you.

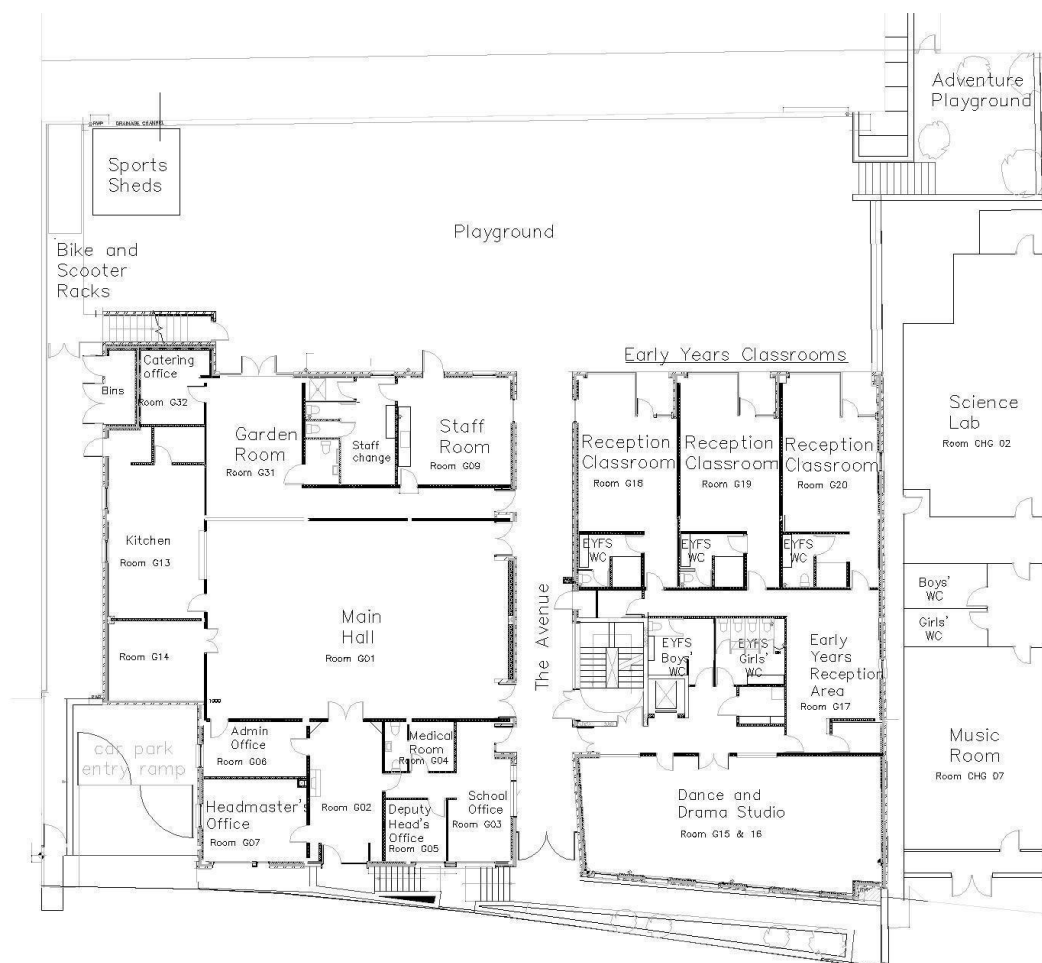
Mrs Casagrande and Mrs Greig (Reserve – Mrs Desforges)

Evacuate Dance and Drama Studio & WCs opposite. Then go to playground taking a mobile phone, walkie-talkie, form registers, staff register and visitor's book with you.

Ms Cunningham into playground, evacuate Staff Room & WC. Check the Car Park Gate and Adventure Playground access are open. Join your form at the rear of the playground.

Ms Shore

To collect emergency medical supplies from medical room and take to playground.

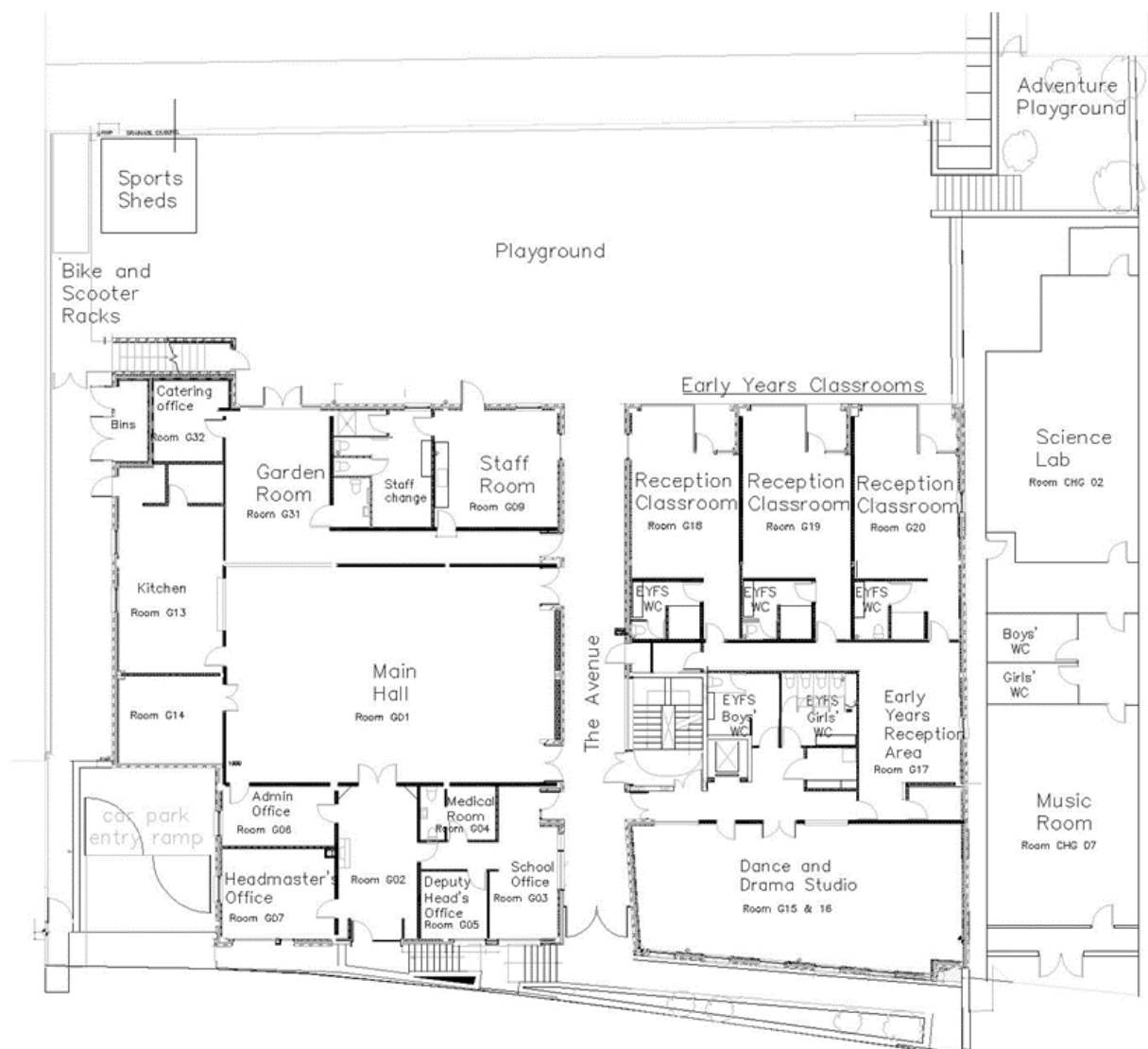


Compartment 2 Fire Strategy: Ground Floor

The Fire Marshals for this compartment are:

Miss Davidson (Reserve – Miss Warner)

Evacuate Early Years reception area and classrooms ensuring that you check toilet cubicles within each classroom.



Compartment 3 Fire Strategy: First Floor

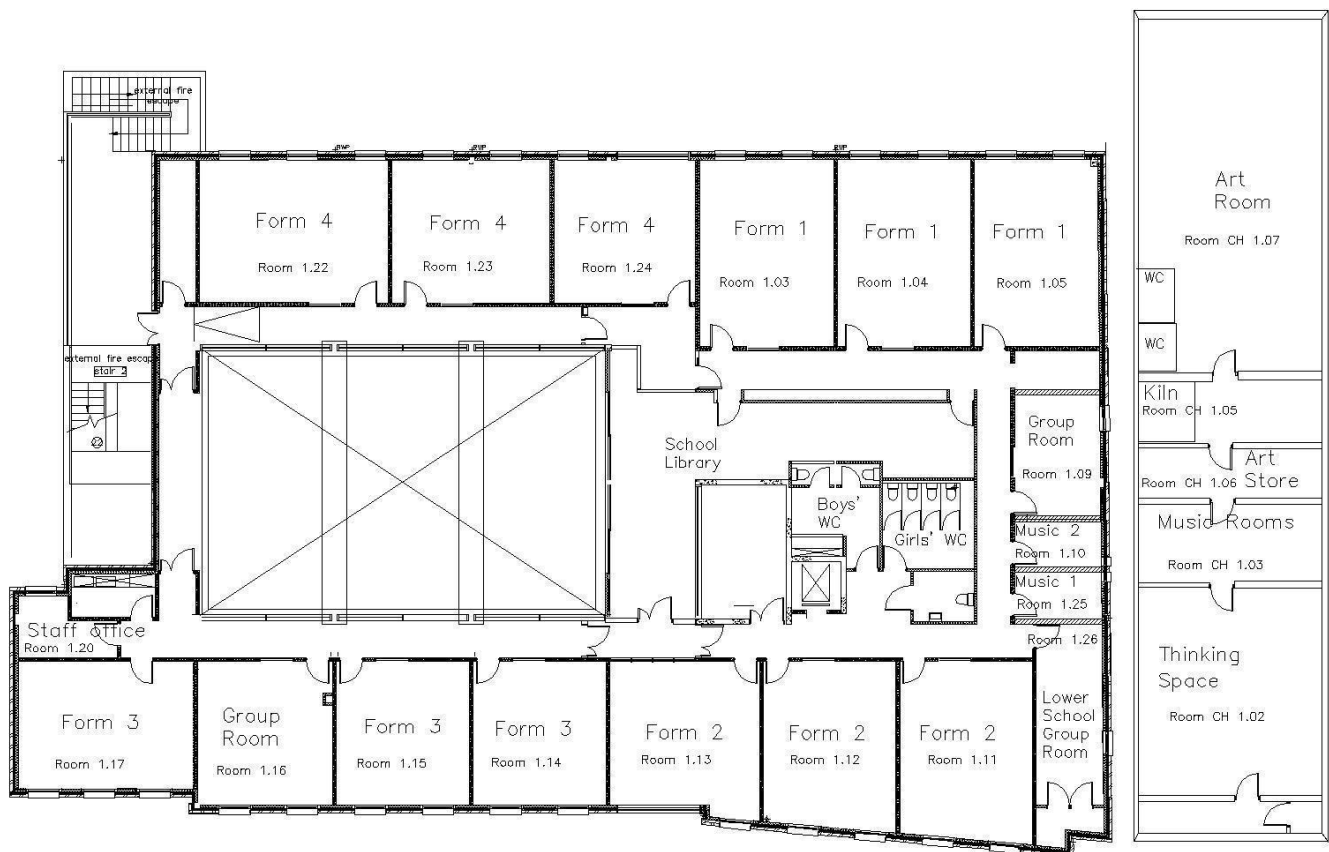
The Fire Marshals for this compartment are:

Mrs Walmsley (Reserve – Miss Smith)

Evacuate all Form I and 4 classrooms, reading rooms, music rooms and Lower School Library.

Miss Ross (Reserves – Ms Kwiecinski)

Evacuate Form II classrooms, Lower School Group room & 1st floor WCs.



Compartment 4 Fire Strategy: Second Floor

The Fire Marshals for this compartment are:

Mrs McNaught (Reserve – Mr Devitt and Miss Stevens)

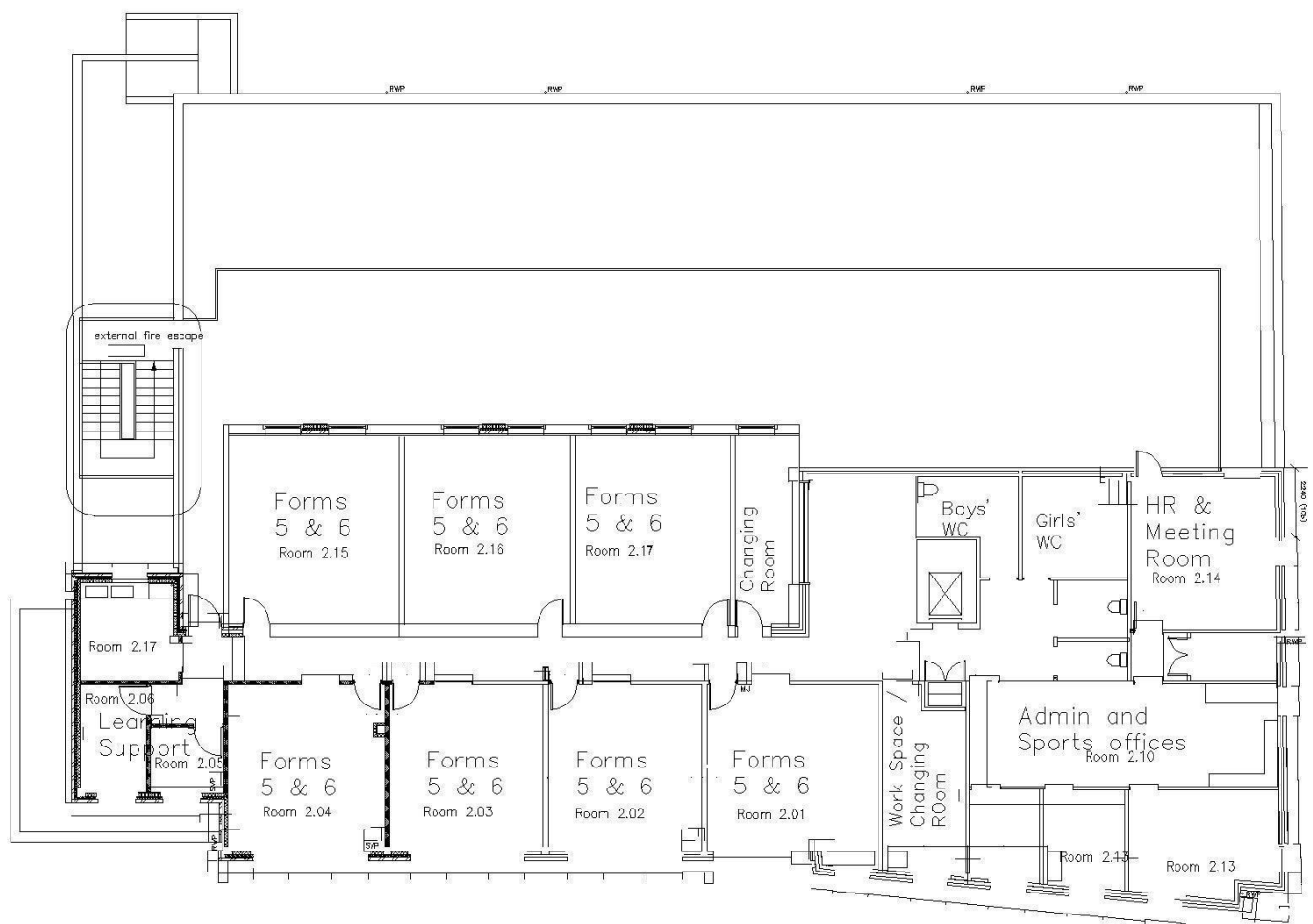
Evacuate 2nd floor classrooms, WCs & changing rooms.

Accompany pupils in your class to the playground.

Mrs George (Reserve – Mr Johnson or member of sports department)

Evacuate 2nd floor admin offices

Whenever possible, the external fire escape should be used in the event of the sounding of the fire alarm.



Compartment 5 Fire Strategy: First Floor

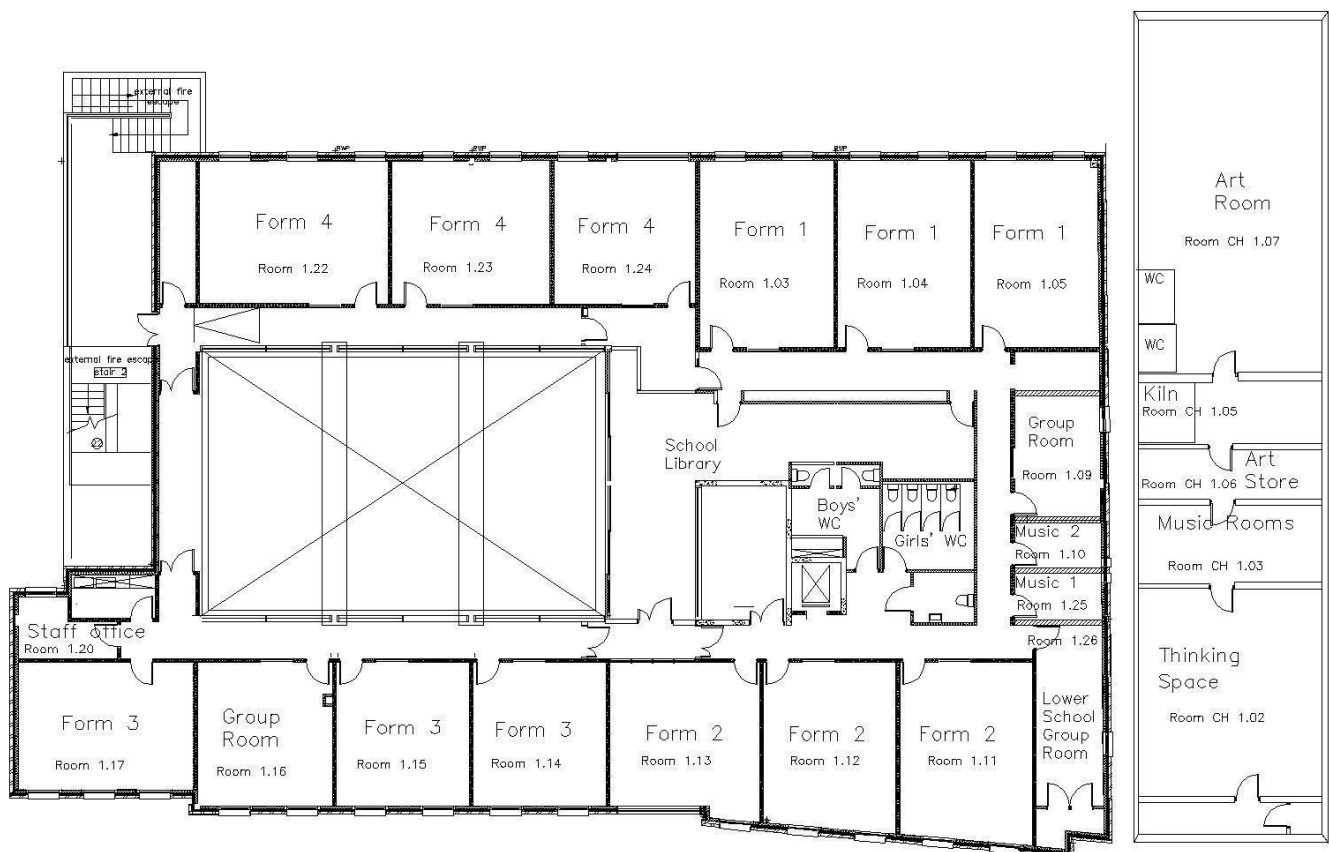
The Fire Marshals for this compartment are:

5a Miss Allen (Reserve – Miss Green)

Evacuate all Form III classrooms, Middle School Group room & staff office. Accompany pupils in your class to the playground.

5b Mr Mann (Reserve – Miss Humphries)

Evacuate all Form IV classrooms and landing area by lockers. Accompany pupils in your class to the playground.

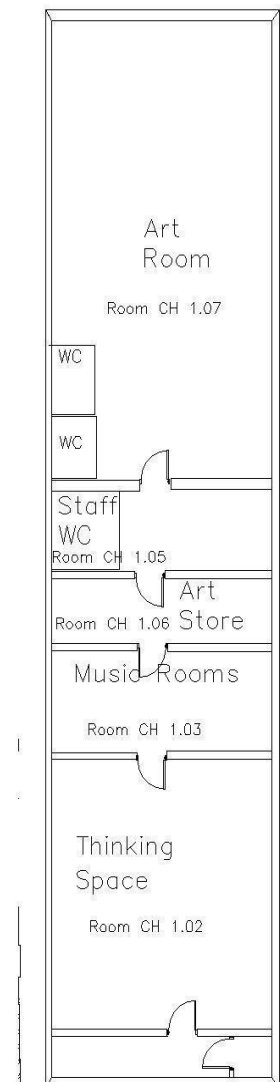
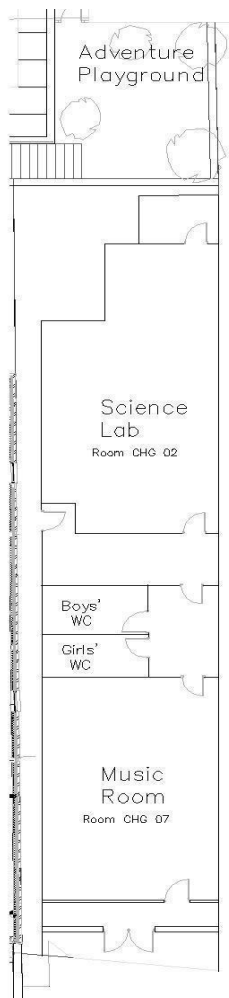


Compartment 6 Fire Strategy: Arts Centre

The Fire Marshals for this compartment are:

6 Mr Charles (Reserve – Mon-Wed Mrs Housden, Thurs Mrs Brett, Friday Mrs Skipper)

Evacuate Art Room, Music Room, Thinking Space & Practice Rooms
Accompany pupils in your class to the playground.



Hurlingham Nursery - Gwendolen Avenue

General Statement

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety of the school and ensuring that all pupils, staff and visitors do not add to the risk of fire. This policy is designed to help all members of the school respond calmly in the event of an evacuation.

Chief Fire Marshals: Mr Richard McLelland

The Marshal, in conjunction with the School Principal, will ensure that:

- ◆ The fire safety policy is reviewed annually
- ◆ Staff are familiar with the fire policy and school procedures
- ◆ All staff and visitors know that the fire assembly point is the Church car park
- ◆ Records are kept of all training
- ◆ Fire Evacuation practice takes place termly and records are kept of said drills
- ◆ Fire prevention measures are followed
- ◆ Fire assessments are regularly reviewed and updated
- ◆ Fire procedures and risk assessments are reviewed on the occasion of the building being altered or extended in anyway

General Fire Safety

Alarm

The school is fitted with a fire alarm maintained by CHUBB. There are 4 manual call points (break glass) positioned by the four main exits.

Emergency lighting is located in the upper hall, stairs, corridors and at the exits.

Fire Fighting Equipment

Fire extinguishers, fire blankets and signs are checked /serviced or replaced annually by the maintenance contractor (CHUBB).

Fire Extinguisher Training

All staff attend fire extinguisher training every two years.

Fire Escapes

There are three main exits from the main school building. The front door, the side alley door and the back door (near the kitchen). There are three exits from the church. The front door, side alley and vestry door.

Fire Safety Procedures

Staff Training

All staff (teaching and non-teaching) are given instruction on the following:

- ◆ The location of the alarm points
- ◆ The location of all exits
- ◆ The location of and how to use the fire fighting equipment
- ◆ General fire prevention
- ◆ Action to be taken on discovering a fire
- ◆ Location of the assembly point
- ◆ How to raise the alarm and call the Fire Services
- ◆ Evacuation and role call

Fire action / emergency evacuation notices are displayed in all classrooms and beside all extinguishers.

Summoning the Fire Services

The school office is open between 7.50am- 4.20pm Monday to Friday. The school office is always aware when a fire drill takes place. If the alarm goes off for any other reason outside of the known fire drill practice times, the office has standing instructions to call the Fire Services.

The school Principal or if abroad a nominated senior member of staff is on call 24 hours a day, 7 days a week, 365 days a year. They have standing instructions to summon the Fire Services if the alarm goes off outside the school hours.

Visitors and Contractors

All visitors and contractors are required to sign in when they arrive. They will be issued with a visitor's badge on the reverse of which it states the procedure to follow in case of evacuation. They should also be made aware of the Evacuation Procedure as displayed.

Disabled staff, pupils and visitors

We have a special one to one induction on fire safety for disabled pupils and their carers and staff. These are designed according to the disability.

Responsibilities of teaching staff

Teaching staff are responsible for escorting their pupils and any visitors in their classroom in an orderly manner to the nearest, safest exit and then to the assembly point. They are responsible for checking the names of their pupils against the register and undertaking a head count on arrival at the assembly point.

Should anyone be missing the name and possible location of the missing person must be given to the Chief Fire Marshal who will pass the information onto the Fire and Emergency Services.

ON NO ACCOUNT SHOULD ANYONE RE-ENTER THE BUILDING

Responsibilities of Fire Marshals and 'sweepers'

Fire Marshals are members of staff who are unlikely to be in charge of a class and can therefore make sure that the rooms including the toilets have been evacuated and doors closed prior to leaving the building themselves. They have been given designated areas.

Fire Prevention

Escape routes and Emergency exits

- ◆ There are two exits from the classrooms, the upper hall, kitchen and the church
- ◆ There are three main exits from the school building and three from the church
- ◆ Evacuation Procedures are posted in all classrooms and by the exits
- ◆ Fire extinguishers are posted throughout the building plus Fire blankets in the kitchen
- ◆ All stairs, corridors and exits are illuminated by emergency lighting and fluorescent signage
- ◆ Alarms sound in all parts of the building
- ◆ Fire doors are located at strategic points
- ◆ Fire exit routes are kept clear at all times
- ◆ Fire alarm points are checked on a regular basis and results recorded
- ◆ An annual service of the whole alarm system is undertaken by CHUBB FIRE SERVICES (BAFE approved)
- ◆ Certificates of Conformity are kept in the school office
- ◆ LFEPA inspections are undertaken bi-annually

- ◆ A full Fire risk assessment is undertaken annually

Electrical Safety

- ◆ The school has electrical test certificates and certificates of compliance for all electrical work within the building
- ◆ Portable appliance testing is undertaken annually
- ◆ All computers, whiteboards, printers and other electronic equipment is turned off every night and at weekends

Rubbish and combustible materials

- ◆ All rubbish is stored outside the building in large Eurobin containers
- ◆ Combustible materials such as paint is stored off site

EMERGENCY EVACUATION PROCEDURE

EVERYONE'S PRIMARY CONCERN IS THE CHILDREN'S WELFARE

IF YOU DISCOVER A FIRE, BREAK THE GLASS OF THE NEAREST ALARM POINT TO SET OFF THE ALARM.

Alarm points are located at the 4 main exits

ON HEARING THE BELL FOR EVACUATION THE FOLLOWING PROCEDURES MUST TAKE PLACE.

EXIT FROM YOUR NEAREST, SAFEST FIRE EXIT - USE COMMON SENSE.

If you are responsible for a class, ensure that they leave in an orderly, quiet manner. Make your way via the nearest, safest exit to the assembly point. Take medical bags with medicines on leaving.

DUTIES:

Fire Marshall Lead: Richard McLelland (deputy Anna Williams)

Anna Williams (Whoever is office cover if Anna absent)

To collect the following from front lobby:

- Registers
- Emergency contact information sheets
- Signing-in sheets
- First Aid Kit
- Once in Church car park, call over any classes in the Jubilee playground

SWEEPERS DOWNSTAIRS: Anna S (Deputy Enna)

Louise - Staff Toilet, Nappy Changing Room, Kitchen, Children's Toilet, Dining Room

Enna - Three downstairs Classrooms

Sweepers checks that all ground floor rooms and toilets are evacuated and all doors closed

SWEEPERS UPSTAIRS: Richard McLelland and Alice Casula (Deputy Melissa)

Richard - Otters classroom, staff room, studio, mindfulness area in Studio, children's toilet, Head's office

Alice - Dragonflies, Bumblebees, Owls, including Owls toilet and Caterpillars classrooms.

Sweepers checks that all upper floor rooms and toilets are evacuated and all doors closed

Visitors: To follow any class to nearest exit

ASSEMBLY POINT: In the Church gravel car park unless directed elsewhere

TEACHING STAFF: First conduct swift head count followed by register check. Hand in air when completed with all children present.

Anna Williams to check all staff and visitors are present

On no account should anyone re-enter the building until given permission by the Fire and Emergency Services or the most senior Fire Officer in case of a drill.

AFTER FIRE/DAMAGE TO BUILDING If the school building is out of action the children will be taken to the Church