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Fire Procedures and Prevention Policy

The Study Independent School and Nursery

**INTRODUCTION**

The Study School is committed to providing a safe environment for its staff, students and visitors. Part of this safety responsibility is in the provision and management of fire safety systems and procedures. All members of the School, their visitors and contractors, have a statutory responsibility in ensuring compliance with the law and complying with the fire safety provisions defined within this policy.

Fire is recognised as a major threat to the activities of the School. An outbreak of even a small fire creates risk to both life and property, damage to the environment and may compromise our normal business activities.

The School will ensure, so far as is reasonably practicable, that the risk associated with fire will be managed in compliance with the Regulatory Reform (Fire Safety) Order 2005 and any other relevant legislation that may impact upon it.

**POLICY AIMS**

The aims of this policy are, therefore, to provide a robust Fire Safety framework, which will be implemented to secure the safety and wellbeing of everyone within the School and to protect the School’s assets.

PROCEDURES TO BE FOLLOWED:

# Action on discovering a fire

1) Any child discovering a fire in the School buildings should immediately tell the nearest adult.

2) Any adult discovering a fire in the School buildings should operate the nearest Fire Alarm point. The Fire Alarm points are operated by lifting the plastic cover and pressing the button.

These are situated as follows: -

1. Head Teachers office
2. Main entrance
3. Year 1 classroom
4. Year 2 classroom
5. Back/side door
6. Library
7. Top of stairs/outside art room
8. Year 6 classroom
9. Early years hallway
10. Reception classroom
11. Sparrows classroom
12. EYFS toilet
13. Owls classroom

The Fire extinguishers are located as follows:

* School office (CO2)
* Hallway (H2O)
* Kitchen (H2O, Fire blanket and wet chemical)
* Library (H2O)
* Top of stairs in main building (H2O)
* Rabbit Hole (CO2)
* Year 6 classroom (H2O)
* EYFS Hallway (H2O and CO2)
* Sparrows (H2O and CO2)

These may be used to tackle a fire if it is of a minor nature, but the **primary responsibility of staff is to ensure that the building is evacuated and the children are led to safety.**

# Fire Warning

The fire alarm bell will sound throughout the Early Years building and Key Stage 1 and 2 building once the glass panel has been broken or triggered. All children and staff should be thoroughly familiar with the bell, so that they can respond immediately.

# Evacuation

The procedure is set out in more detail in the Fire Emergency Evacuation Procedures attached below. On hearing the fire alarm, teachers should swiftly but calmly assemble the class of children they are with and marshal them out of the building to the main assembly point by the front driveway. The primary escape routes from the classrooms are as follows:

|  |  |
| --- | --- |
| **Room** | **Escape Route** |
| Nursery/Reception  | Exit through the fire exit door or the patio doors into the playground, then proceed to the opposite end of the playground outside of Year 1. |
| Year 1 & 2 | Exit through the fire exit doors and assemble outside of Early Years. |
| Year 3  | Exit down main stairs to the side door and then proceed into the playground to line up outside of Early Years. |
| Year 4 | Exit through Year 6, through the fire door and down the fire escape and then procced to assemble outside of Early Years. |
| Year 5  | Exit through Year 6, through the fire door and down the fire escape and then procced to assemble outside of Early Years. |
| Year 6  | Exit through the fire door and down the fire escape and then proceed to assemble outside of Early Years.  |
| The Rabbit Hole  | Exit down main stairs to the side door and then proceed to assemble outside of Early Years. |
| The Office | Exit out the front door and proceed to assemble outside of Early Years. |
| The Kitchen  | Exit out the front door and assemble outside of Early Years. |
| The Staff Room  | Exit out the fire exit in the library and into the playground to assemble outside of Early Years. |
| The Library | Exit out the fire exit in the library and into the playground. Proceed to assemble outside of Early Years. |
| The Head’s office | Exit through the office and then proceed to assemble outside of Early Years. |

Within the building single file should be observed as far as possible for smooth evacuation. No one should stop to collect any items of personal value.

**Procedure for registers**

A member of staff from the school office and a member of staff from EYFS should collect all the registers which are stored in the school office.

# Assembly Points

The main assembly point for Key Stage 1 and 2 is in front of Early Years. For EYFS it is in front of the cloakrooms/Year One.

The last staff member out of each room is responsible for checking that no children have been left behind in the class. If time permits, teachers should close windows and doors as they leave the classroom.

The Head Teacher or one of the Fire Marshall’s will make a final check of the building, to ensure no person has been overlooked (if it is safe for him/her to do so) this will include checking the children’s downstairs toilets.

**Power Isolation**

If the fire stems from an electrical fault the power supply should be turned off if it is safe to do so.

# Roll Call

The class registers and the visitors’ book should be collected from the School Office by a member of the EYFS team if the fire is located in Early Years building; the school secretary will carry this out if the fire is in KS1/2 building. In their absence the designated Fire Marshall or Head Teacher will do so and take to the assembly point. As soon as the children are assembled, the individual teachers should take a roll call to ensure all the pupils are safe. The School Secretary, Fire Marshall or Head Teacher should then take roll call for all staff.

All visitors must sign in the Visitors’ Book.

Log-in/Log-out times must be recorded.

# Call the Fire Brigade

Upon hearing the fire alarm, the Head Teacher, Fire Marshall and the School Secretary are responsible for calling the fire brigade using the School telephone. In their absence this will be the Senior Leadership Team. If this is not possible a mobile phone may be used, or alternatively the telephone of a neighbour.

The fire brigade is called:

* by dialling 999 and asking for the Fire Brigade;
* giving the School’s address as [57 Thetford Road, New Malden KT3 5DP](https://www.bing.com/local?lid=YN1052x247291452&id=YN1052x247291452&q=Study+School&name=Study+School&cp=51.3953666687012%7e-0.259381085634232&ppois=51.3953666687012_-0.259381085634232_Study+School&FORM=SNAPST)
* giving details as to the position and strength of the fire as known.

# Liaison

The Head Teacher or in their absence the Deputy/School Secretary, should liaise with the emergency services when they arrive.

# Fire Fighting Equipment

Firefighting equipment is provided within fire exit routes and may be placed adjacent to some specific risks, such as computer servers, electrical transformers etc. The extinguishers are provided for use by trained competent persons but should only be used when it is safe to do so and the escape route from the site of fire is not compromised. Under no circumstances should a fire be confronted without first raising the alarm. All employees are required to familiarise themselves with the extinguishers provided within the relevant premise and the fire classification that may influence their limitations of use.

The following firefighting equipment is provided in the buildings:

* Water/hydro spray fire extinguishers for use on fires containing wood, paper, fabrics etc. These must not be used on electrical fires or on burning flammable liquids.
* CO2 extinguishers are provided for electrical fires. They may also be used to extinguish burning flammable liquids.
* A fire blanket and wet chemical is provided in the kitchen for smothering pan fires.

### Specific Responsibilities

The Head Teacher and/or the Deputy Head/School Secretary, are responsible for:

* Alerting the Fire Brigade;
* Carrying out a final check of the building, to ensure evacuation is complete;
* Verifying that the roll calls have been made and are correct;
* Liaising with the emergency services;

The Head Teacher is also the School’s responsible person (Fire Marshal), responsible for:

* Fire risk assessment and its review
* Fire risk prevention policy
* Fire procedures and arrangements
* Training records
* Fire practise drills
* Certificates for the installation and maintenance of firefighting systems and equipment.

All members of staff are responsible for

* The safe evacuation of the children and visitors in their charge at the time of the fire.

# Training Required

All staff should be familiar with fire procedures, including distinguishing the fire alarm from any other bells. They should also be aware of the position of Fire Call Points and fire extinguishers.

New staff should be provided with the following training when they start work, as part of their induction:

* The emergency action plan as specified here.
* How to operate the fire alarm and what the warning signal is.
* The location of all fire safety equipment.
* The location of all Fire Call Points.
* The location of all fire exits for both primary and secondary escape routes.

Fire drills will take place regularly so that all staff have practice in following the correct emergency procedure. The Head Teacher will record details of the date, time and time taken to perform the fire drills in the Fire Safety Logbook, which is located in the Head’s Office.

**Signed:**

**A Mehta Proprietor**

**Date:** September 2019

**To be reviewed:** August 2020

**THE STUDY SCHOOL’S FIRE INSTRUCTIONS**

***If you discover a Fire:***

1. Alarm - Break plastic with thumb (*breaks easily*)
2. Ring the Fire Brigade - 999/112
3. Ensure everyone evacuated - *(Registers and visitors’ book are to be taken out – Secretary/Head Teacher)*

**Extinguisher Use:**

Water = Wood, Paper, Furniture, Cloth

C02 = Electrical Items

Dry Powder and wet chemical = Must use whole extinguisher for cooking fat

Fire blanket = Extinguish incipient fires. Place over a fire in order to smother it.

**Testing:**

Complete Systems Check = Twice a year

Fire Alarm = Once a week