

## **FALKNER HOUSE Nursery – Year 6 including EYFS**

### **FIRE PREVENTION, PRECAUTIONS & EVACUATION PROCEDURES**

#### **PART 1: SCHOOL POLICY**

##### 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 at Falkner House are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

##### ROLE OF THE SCHOOL FIRE SAFETY MANAGER

The relevant Bursar is the designated School Fire Safety Manager for each site, who is responsible for ensuring that:

- The fire safety policy is kept under regular review.
- 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.
- The school reduces and wherever possible eliminates risks from dangerous substances.
- Fire risk assessments are regularly reviewed and updated and are available to view in the relevant office.
- 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.

##### EMERGENCY EVACUATION NOTICE

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

#### **WHEN THE FIRE-BELL RINGS**

- Direct pupils out of the room
- Close classroom door
- Check all cloakrooms and ensure all fire doors are closed
- Follow pupils down the stairs
- Pupils should walk in silence in a double line if necessary to the nearest exit point
- First member of staff in the relevant school hall of 19 Brechin Place or office of 20 Penywern Road collects the registers
- Proceed along Brechin Place to corner with Rosary Gardens or Penywern Road to outside of Mowbury Hotel.
- Pupils assemble in their forms
- Form staff check pupils against class register
- Await instructions

## MAIN EXIT POINTS BRECHIN PLACE

Nursery	}	Playground	<b>DO NOT HESITATE – EXIT THE SCHOOL AS QUICKLY AS POSSIBLE</b>
Staff Room			
Playground			
Kitchen & Dining Room			
Reception			
Year 1			
Year 5/6 Cloakroom			
Years 2, 3 & 4:	}	No 17 Front Door	<b>IF YOU CANNOT GET TO YOUR DESIGNATED EXIT, DO <u>NOT</u> COME BACK INTO THE BUILDING.</b>
Music office			
Science			
Louis Armstrong room			
Art Room			
Years 5 & 6	}	No 19 Front Door	<b>GO TO THE ASSEMBLY POINT</b>
Library			
Little Library			
School Office			
Big Room			

**Playground Exit** - Member of staff unlocks gate. Children are directed along Old Brompton Rd to the corner of Brechin Place & Rosary Gardens

**Brechin Place Exit** – Member of staff directs children along Brechin Place to the corner with Rosary Gardens

## MAIN EXIT POINTS PENYWERN ROAD

All classrooms	}	No 20 Front Door	<b>DO NOT HESITATE – EXIT THE SCHOOL AS QUICKLY AS POSSIBLE DO NOT STOP TO COLLECT PERSONAL ITEMS</b>
Playground			
Communal areas			
Offices			
Music rooms			
Loos & cloakrooms			
Nursery	}	Lower ground door	<b>IF YOU CANNOT GET TO YOUR DESIGNATED EXIT, DO <u>NOT</u> COME BACK INTO THE BUILDING.  GO TO THE ASSEMBLY POINT</b>
Kitchen			
Dining Room			

**Penywern Road Exit** – Member of staff directs children along Penywern Road to the pavement outside the Mowbury Court Hotel.

## **PART 2: FIRE SAFETY PROCEDURES / GUIDANCE**

### PART 2: FIRE SAFETY PROCEDURES

#### BRIEFING NEW STAFF AND PUPILS

All 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 Falkner House. They are shown 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 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.

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.

#### SUMMONING THE FIRE BRIGADE

The School Office is manned between 7.45am and 5.00pm during term time and generally between 10.00am and 3.00pm in the school holidays, less Christmas and Easter. 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 hallway outside the school office. The School Office is always given advance warning of fire practices and if the alarm goes off for any other reason, the staff have standing instructions to summon the Fire and Emergency Service at once.

#### 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.

We have designated safe refuge points on every floor. 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 as soon as he or she reaches the assembly point. It is the responsibility of the School Fire Safety Manager 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 head count 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 Fire Safety Manager. It is the responsibility of the School Fire Safety Manager 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 Bursar is the trained Fire Marshal. He is the “competent person” who has been trained to provide “safety assistance” in the event of a fire. The Fire Marshal receives regular refresher training.

## FIRE PRACTICES

A fire practice is conducted at least once a term. 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. The number of pupils in each class each morning and afternoon is written on the top right hand side of the white board (Brechin Place) or the absences logged in the register in the office (Penywern Road). All peripatetic class teachers must be informed as to the number of pupils in their class and keep a register. When the fire bell sounds, the children are silenced and the class moves in good order to the assembly point. When two staff are in the room with children one will lead while the other will leave after the children closing the door behind them. The registers /in out book are collected by the first member of staff in the hall on their way out or by office staff (PR). The pupils exit as indicated above from the buildings. Individual music staff should lead their pupils from the nearest exit point to rejoin their class at the assembly point. It is essential that silence is observed. Once counted and attendance registers checked, pupils return in good order to school.

## FIRE PREVENTION MEASURES

We have the following fire prevention measures in place at Falkner House:

### Escape Routes and Emergency Exits

- There are at least two escape routes from every part of Brechin Place and one from every part of Penywern Road.
- Fire notices and evacuation signs are displayed in every room and corridor.
- Fire 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
- Automatic door closures that are activated by the fire alarms are fitted on doors in or leading onto escape routes
- The master panel for the alarm system is located in the hallway outside the school office and shows the location of a fire. Alarms sound in all parts of the building.
- Keeping fire routes and exits clear at all times.
- The relevant Bursar arranges for the following test to be carried out:
  - Weekly testing of the fire alarm,
  - Monthly checks of fire doors, automatic door closures and emergency lights,
  - Six monthly service on alarms, smoke detectors, emergency lights fire detection and warning equipment by an ISO9001 certified/BAFE approved contractor,
  - An annual service of fire extinguishers and sprinkler systems by an ISO9001 certified/BAFE approved contractor.
- Records of all tests are kept by the relevant Bursar.

### 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 all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations.
- Annual portable appliance testing takes place by qualified Electrical Engineers. With records kept by the Bursar.

### 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 by the relevant Bursar.
- All kitchen equipment is switched off at the end of service.

### PART 3: 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

Falkner House School has a professional 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.