



6.03

Fire Safety and Emergency Evacuation

Policy statement

The Management of the school places great importance in ensuring the safety of all staff, pupils and visitors and we ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions.

The person in charge and our staff are familiar with the current legal requirements and we employ an independent Fire Safety Consultant to assess and advise with fire precautions.

Procedures

Fire safety risk assessments

Our fire safety risk assessment is carried out annually by a qualified independent Fire Safety Consultant and an annual report for fire, health and safety matters is produced and filed in the Facilities office.

All fire risk assessments are reviewed annually.

In addition a responsible person assesses the following *at least* once a year:

- Electrical plugs, wires and sockets
- Electrical items
- Boilers
- Cookers
- Flammable materials – including furniture, furnishings, paper etc.
- Flammable chemicals
- Means of escape
- Anything else identified

Where we rent premises, we ensure that we have a copy of the fire safety risk assessment that applies to that building.

Fire safety precautions taken

Emergency evacuation procedures

Our emergency evacuation procedures are approved by our Fire Safety Officer.

- Detailed procedures covering evacuation both during and out of normal school hours are prominently displayed in all buildings.
- These procedures are regularly reviewed to accommodate the changing nature of the business.

These procedures take account of:

- How children are familiar with the sound of the fire alarm
- How the children, staff and parents know where the fire exits are
- How children are led from the building to the assembly point
- How children will be accounted for and who by
- How long it takes to get the children out safely
- Who calls the emergency services, and when, in the event of a real fire
- How parents are to be contacted

Fire Marshals

- Selected staff are nominated as fire marshals. These members of staff are trained in the duties of a fire marshal and also receive annual refresher training.
- Fire Marshals are responsible for ensuring that buildings are evacuated quickly and safely and that all rooms are checked to confirm the building is clear

Fire Drills

Fire evacuation drills are carried out once each term and the following information is recorded in the Fire Safety Log book:

- The date and time of the drill
- Number of adults and children involved
- How long it took to evacuate
- Whether there were any problems that delayed evacuation
- Any further action to be taken to improve the drill procedure

Means of Escape

- We ensure that fire doors are clearly marked, never obstructed and easily opened from the inside.
- All fire exits are checked monthly by the facilities team and the results recorded. Staff should ensure that all escape routes are kept clear of obstruction. Where debris needs to be removed to facilitate safe evacuation the facilities team should be notified immediately.

Smoke detectors, Fire Alarms and Emergency Lighting

- We ensure that smoke detectors/alarms and firefighting appliances conform to BS EN standards, are fitted in appropriate risk areas of the building and are checked as specified by the manufacturer.
- The fire alarm bells are sounded weekly on a Wednesday at 10am to ensure that staff and pupils are familiar with the sound.
- The fire alarm system is tested weekly using a different call point from the one used for the previous test and the result recorded.
- Where installed the emergency lighting is tested regularly and the result recorded.
- The alarm system is serviced and maintained annually.

Fire Fighting Equipment

- Appropriate firefighting equipment is provided in all buildings.
- This equipment is maintained annually.
- All staff are given awareness training in its use.

Electrical equipment

- Electrical equipment is PAT tested annually by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced.
- In the Early Years sector, we ensure sockets are covered.

Legal framework

- Regulatory Reform (Fire Safety) Order 2005

Further guidance

- Fire Safety Risk Assessment – Educational Premises (HMG 2006)

This policy was adopted by	Silverhill School
Date	January 2018
Review Date	January 2019
Name of signatory	Jenifer Capper
Role of signatory	Head Mistress