



Fire Safety

This policy applies all staff, volunteers and pupils in the School, including in the EYFS & Wraparound

Date Reviewed:	January 2017
Headteacher:	L.Sanders
Health & Safety Coordinator:	A.Ing
Next Review:	January 2018

This Fire Safety Policy complies with the Regulatory Reform (Fire Safety) Order 2005. It is supported by a range of policies, procedures and other documentation relating to:

- Fire Risk Assessments
- Fire Risk Policy
- Premises Management
- Other Risk Assessments

The aims of Brabyns Preparatory School are that we will have a strong and caring professional culture, which sets high expectations for staff and supports their individual professional development and needs with appropriate guidance, resources and facilities. To help ensure safety in the need to evacuate a building common sense, initiative and remaining calm are vital skills to demonstrate.

Brabyns Preparatory School recognises its legal obligations to promote fire safety. In accordance with national regulatory requirements, Brabyns Preparatory School:

- a) has ensured that a fire risk assessment is place. This is formally recorded and regularly reviewed.
- b) has produced a fire risk policy which includes the elimination or reduction of risks from dangerous substances;
- c) has developed fire procedures and provided staff training (repeated periodically where appropriate);
- d) has ensured the safety of staff or anyone else legally on the school premises;
- e) has carried out fire drills and contact emergency services when necessary;
- f) has a suitable system for the maintenance of: clear emergency routes and exits, signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers;
- g) has provided staff and any others working on the school site with fire safety information.

Competent Person

The School have appointed a suitably capable and trained person to ensure we take preventive and protective measures.

Fire Safety Procedures

The Site supervisor keeps records of the following:

- (i) the fire risk assessment/fire safety policy and its review;
- (ii) fire procedures and arrangements;
- (iii) training records;
- (iv) fire practice drills;
- (v) certificates for the installation and maintenance of fire-fighting systems and equipment.



Maintenance of Fire Safety Equipment

The Fire Alarm is tested weekly

The following reactive safety systems are tested annually:

- a) Smoke Detectors
- b) Sounders
- c) Fire Extinguishers
- d) Fire Doors

Fire Safety Training

Staff have fire training through www.educare.co.uk.

The Site Supervisor and Headteacher have annual meetings and training as needed with an outside Fire Officer trainer.

Information to Pupils and New Staff

Teaching staff should be familiar with the Evacuation Drill Notice in all classrooms. Evacuation Drills are held once per term. At the beginning of each term all pupils should be informed or reminded of evacuation procedures by Class Tutors and the location of the assembly point. This is the Main Playground. In the event of not being able to assemble here children and staff would be directed to an alternative location.

When new staff, temporary or supply teachers and non-teaching staff are appointed they should be instructed in the emergency procedures.

How to Raise the Alarm

All staff should be aware of:

- a) the method of operation of a call point break glass.
- b) the evacuation signal.

On Discovering a Fire

Staff should:

- a) raise the alarm immediately by the appropriate operation of the nearest fire alarm system call point.
- b) if trained to use fire extinguishers and if you feel that you can easily extinguish the fire, attempt to do so with the fire extinguishing equipment provided, but do not take personal risks and always call for assistance.
- c) never attempt to fight fires alone.

Location and Use of Escape Routes

All staff should be aware of:

- a) the nearest escape route and at least one alternative.
- b) the importance of fire doors and why they should be kept closed at all times unless on automatic door releases.
- c) the importance of maintaining clear, unobstructed escape routes at all times.

Evacuation Action for Staff

On the raising of an alarm, classes are to leave the building by the shortest route and make their way to the assembly point in silence. Under no account should staff direct pupils through a building to access the assembly point.

When evacuating staff should ensure:

- a) no one remains in the classroom including prep rooms, changing rooms, storerooms.
- b) there is no-one unaccounted for e.g. toilets, errands.



- c) windows are closed.
- d) classroom door is closed on exit.
- e) all rooms on the exit route are visually checked and doors closed.

Once at their assembly point classes should remain in silence whilst the member of staff responsible for the class checks the register the form list. Staff should check all children are present for the class they are currently in charge of.

Additional Notes

- The School Receptionist is responsible for ensuring all staff and visitors are present and will bring the registers and signing in/out books as required.
- If safe to do so, the Business manager will check that the Building is empty
- If safe to do so, the Site Supervisor will normally check the Junior Building.
- The Headteacher will help as required
- The head of Lower School will normally have overall responsibility for the children whilst the Headteacher carries out any required duties
- If safe to do so, kitchen staff and any other staff without responsibility for children will help with evacuating Nursery children, this is of particular importance if they are asleep (normally between 1-2pm).

Kitchen staff should ensure:

- a) no one remains in the kitchen including prep rooms and storerooms.
- b) gas and Electricity supplies are isolated.
- c) fryer lids are closed.
- d) there is no-one unaccounted for.
- e) windows are closed.
- f) doors are closed on exit of the Kitchen.
- g) all rooms on the exit route are visually checked and doors closed.

On the raising of an alarm, the Receptionist, or a suitable other person as the situation dictates, notifies the Fire Rescue Service by dialling 999.