

12A: FIRE SAFETY POLICY

Date Reviewed: Spring Term 2023

Next Review: Autumn Term 2023

Revision number: 12

Reviewed by: CT

KEY STAFF FOR FIRE SAFETY AND PREVENTION

Headteacher	Alison Melrose
Chair of Health and Safety Committee:	Alison Melrose
Lead Person for Fire Safety ("the competent person"):	Alison Melrose
Evacuation Controller	Alison Melrose, Head Teacher Lara Van Romburgh, EYFS Manager*

FIRE MARSHALS

Lara Van Romburgh	EYFS Manager
Virginia Mackie	Marketing Manager
Ania Ochocinska	Sports Coach and Teaching Assistant
Samantha Jansen	Teaching Assistant
Calling the fire brigade	Phoebe Giffard-Moore Office Manager Alison Melrose, Head Teacher*
Meeting the fire brigade	Alison Melrose, Head Teacher Lara Van Romburgh, EYFS Manager*

ADDRESS OF PREMISES

Cameron Vale School

4, The Vale

London

SW3 6AH

Cameron Vale School is required under the Health and Safety at Work Act 1974, to comply with the relevant statutory provisions. Within this policy the responsible person will endeavour to observe measures to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005. Measures will be taken to prevent or reduce the risk of fire and the spread of fire on the premises and to train and instruct employees, pupils, visitors and contractors in relation to the arrangements for action to be taken in the event of fire on the premises.

PERSONS AT RISK

During a typical working day there can be approximately 60 pupils and 14 staff on the school site.

FIRE RISK ASSESSMENT

In order to eliminate or reduce the risk of fire, hazards have been identified by means of risk assessment. The following risks were included in the assessment:

- i) Ignition Sources
- ii) Combustible materials
- iii) People at risk
- iv) Adverse structural features

The School engages Paragon Fire to undertake its Fire Risk Assessment (FRA). This is undertaken every two years and also at any time when there is a significant change to the building or the way it is used. In the interim years, an annual in-house review of the Fire Risk Assessment is conducted. This is undertaken by the Head of Administration in collaboration with the Headteacher.

Date of last external Fire Risk Assessment: November 2022

Date of last in-house review of the FRA: January 2023

The Health and Safety Committee meets regularly to discuss and review all fire procedures and matters arising from risk assessments. The exact frequency of these meetings is to be determined by the Health and Safety coordinator in order to respond immediately to any issues that may arise.

MANAGEMENT OF POTENTIAL FIRE HAZARDS

- Boilers, sparks from light switches and other electrical equipment; all boilers are gas fired and are serviced annually by SSE
- Smoking on the premises is forbidden.
- Combustible solids and liquids are not subject to heat or naked flame.
- Paper and card throughout the school should not be allowed to accumulate in piles.
- Bins are cleared each evening.
- Waste dustbins should be kept as far away from the school walls as possible.
- All fabrics used should be flame retardant.
- All furniture should conform to British Standards.
- Chemicals used for cleaning are kept in a locked cupboard, and are not subject to heat or naked flame.
- Any smell of gas should be reported immediately to the school office who will call the emergency number for the gas board and evacuate the building, if necessary.
- Electrical: All portable appliances, including any belonging to staff and pupils and kept at school are checked regularly, usually annually. Fixed wiring is inspected by an external company every 5 years. **No electrical equipment should be brought on site without the knowledge of and inspection by the person responsible for PAT testing (the school office).** Pupils are not allowed to use mobile telephone chargers in school. Chargers for laptops must first be PAT tested and certified before use. New items are tested at the end of their first year in use.
- Computers: Computers are in the dedicated ICT suite, every classroom and the school office. **Pupils should not be left unsupervised with computers.**
- Fire doors are installed at the point of high risk.
- All internal doors are closed at the end of the working day.
- Contractors on site are required to complete a hot work permit and are fully instructed on the procedure for fire safety compliance and action to be taken in the event of a fire.
- The school liaises with the fire service to request assistance and to confirm compliance with new legislation.

SUMMARY OF FIRE SAFETY RESOURCES

- There is a double battery back-up fire alarm system installed.
- There are **four** main fire escape routes:
 - Early Years' Foundation Stage area
 - Learning Enrichment room
 - Loft (near ICT suite)
 - Main Entrance
- Appropriate emergency lighting has been installed

- The school is equipped with appropriate fire detection equipment, including smoke and heat detectors
- The school has resources for tackling small fires, including extinguishers, fire blankets and sprinklers

SUMMARY EVALUATION

- Overall responsibility for fire safety lies with the Headteacher, who delegates the leadership of action in relation to fire safety and prevention to Phoebe Giffard-Moore, Office Manager.
- Average evacuation time in standard drills is 3 minutes and is judged to be adequate given that the spread of a fire is likely to be slow.
- Average time need to account for everyone at the roll call is 4 minutes
- Staff are trained in the use of emergency fire-fighting equipment and in the procedures for an evacuation. Such training is included in the induction programme for new staff. It is adequate and the pupils have at least one escape drill per term
- Drills are always recorded in a fire log.
- There is adequate and sufficient means of fighting small fires.
- Formal risk assessment takes place regularly.
- Staff are alerted to find any hazards and report them to the Headteacher, office or any member of the Health and Safety Committee **AT ANY TIME.**

DETAILED EVALUATION

1. The school premises are used for educational purposes only.

2. There are portable fire extinguishers at strategic places around the school, on every floor and clearly marked locations. All staff are fully aware of their positioning. The number and type of fire extinguishers and other fire-fighting equipment, and their positioning complies with current legislation.

- Maintenance of fire extinguishers is undertaken annually by Paragon
- Maintenance of fire alarm system is undertaken 6-monthly by Paragon
- Maintenance of emergency lighting is undertaken 6-monthly by Paragon
- Maintenance of fire detection equipment is undertaken 6-monthly by Paragon

3. Pathways of escape are clearly marked by white arrows on green backgrounds and are clearly visible. Fire door escapes exist at the back and front of the school building.

4. Fire drills are carried out at least once per term. The times of drills are varied to give pupils and staff experience of evacuating from different starting locations. The variation of times includes occasional drills to evaluate the procedures at challenging times, such as lunchtime or during wraparound care. Periodically, drills introduce a difficulty to simulate a real emergency situation.

5. There are fire alarms, and heat and smoke detectors on every floor.

6. Emergency lighting is in place for all floors and exits. They are tested by Paragon twice a year.

7. There is a detailed Fire Emergency Plan for the building

8. A fire log-book is kept, which includes details of fire drills, alarm testing and escape lighting, located in the school office.

9. In the case of an emergency requiring evacuation, particular attention is paid to those with disabilities, visitors, or members of the public who are unfamiliar with the evacuation process. For any pupil or staff member with either temporary or on-going limited mobility, the school will create, if required, a personal evacuation plan (PEP). This is likely to be prepared in conjunction with the person's doctor and/or nurse, and, in the case of pupils, the parents.

10. Records of who is present (including class registers, staff signing in book), including any visitors (in the visitors' book) are maintained by the school office and taken to the roll call point. Where such records are electronic, a list of absentees is printed on a daily basis, amended during the day if required and compared with standard class lists at the role-call point.

11. The premises are used for after-school clubs. The adult leaders of these clubs will have received the same training as staff and attendance registers are maintained at clubs. When peripatetic teachers are on site there are always members of staff on site who are trained.

12. A register is kept of pupils attending care provision before and after school. Any pupils who arrive early, for example, for extra tuition, individual music lessons or sports coaching must register with the adult responsible for the club or activity on arrival.
13. Alarm systems are linked across the whole school site; when a fire call point is activated an alarm is sounded throughout the building, enabling the whole site to be evacuated.
14. The fire alarm panel is situated in foyer which will indicate the place of call point activation.
15. The fire brigade is called automatically via an off-site monitoring system.
16. A nominated member of staff liaises with the emergency services when an incident occurs.
17. Information about access to the school is provided to the emergency services.

ARSON: THREE-POINT ACTION PLAN

1. Deter unauthorised entry onto the site by:
 - Installation of a robust main door
 - Installation of a camera security system
 - Ensuring that all windows are closed and locked once the premises is vacated
2. Reduce the opportunity to start a fire by ensuring that:
 - Refuse containers are stored in a dedicated area
 - All flammable materials are stored securely in a securely locked cupboard
3. Reduce scope of fire damage and any losses and disruptions by
 - Making sure all fire doors are closed
 - Ensuring that any flammable materials are returned to a securely locked cupboard after use.
 - Training members of staff are in fire procedures, including evacuation drills and the use of fire extinguishers
 - Ensuring that all data to secure the continued operation of the school is backed up and stored off site

MAINTENANCE AND ROUTINE TESTING

DAILY

- Staff ensure by visual inspection that exit routes are kept clear, that fire doors are not wedged open and that combustible waste has not accumulated in the classroom
- The school office checks that the fire alarm panel indicates no faults

WEEKLY

- The Office Manager, or in her absence, the Headteacher or member of the SLT, ensures that the fire alarm is tested by using a different call point/zone each week and checks that the fire extinguishers in that zone are not damaged. Tests are logged.

BI-ANNUALLY

- The fire alarm system, including the smoke detectors, heat detector and emergency lighting is tested six-monthly by Paragon

ANNUALLY

- All fire-fighting equipment is checked annually by Paragon
- Portable electrical equipment is inspected annually and PAT tested by a qualified person.
- All gas boilers are inspected annually by a Corgi registered plumber.

FIVE-YEARLY

- Mains electrical installation will be inspected every five years by a Registered electrician

ROLES AND RESPONSIBILITIES IN FIRE SAFETY AND PREVENTION

ROLE OF FIRE MARSHALS

- On hearing the fire alarm, each floor marshal will check that the floor is evacuated and, without taking any risks, ensure that the doors and windows are all closed. He/she will then report to the Headteacher that the floor is clear. During a fire drill, the evacuation will be timed, aiming to vacate the building in two to three minutes.
- During the evacuation the fire marshal should encourage any pupils and staff around to evacuate and to proceed quietly to the assembly point.
- The fire marshal's primary role is to ensure that there are no persons left in his/her designated areas.
- Report to the person leading the evacuation of any person known to be remaining in the building.
- If the fire marshal is also a class teacher, he/she should then follow the procedure outlined below.

ROLE OF CLASS TEACHERS

- Registers are to be taken by class teachers or by the member of staff teaching them at the time. Class lists will be provided by the school office staff at the roll call point. If the class is taught by the Headteacher at the time of evacuation, the register will be taken by the class teacher.
- Count heads at the assembly point and inform the person in charge once you have completed the roll call and accounted for all of your pupils.
- If you cannot account for all of your pupils you should verbally inform the person in charge of any missing persons immediately.

ROLE OF TEACHING STAFF WHO DO NOT HAVE A CLASS

- Assist in the evacuation of all persons in the building as you proceed to the Assembly Point. This may include stepping in to register a class whose class teacher is not present (see below).
- Assist in ensuring that all pupils proceed silently to their class teachers and remain in a silent and orderly manner until instructed to disperse.
- **It is important not to allow pupils to mix into other groups**, or in any other way become distracted from any announcement made by a member of staff.
- In the event of any staff absences, you may be asked by members of the school office to act on behalf of a particular class teacher. If so, you should place yourself in a prominent position and verbally call out for that member of staff's class group. Then follow the steps outlined above (Role of Class Teachers).

ROLE OF PERSON IN CHARGE AT THE ROLL CALL POINT

- Confirm all persons have been accounted for.
- Gather the details of any fire or incident (location / type / adjacent fire hazards)
- Ensure that the fire brigade has been called by a member of office staff or via an automated system.

Note: The current fire system automatically alerts the fire brigade via a manned central office unless they have been forewarned about a fire drill. You should still contact the company directly by phone to confirm that they have been made aware of the nature of the emergency).

- Liaise with the fire brigade on its arrival.

APPENDIX A

CHECKLIST FOR FIRST DAY FIRE SAFETY INSTRUCTION

Take the new starter through the fire safety procedure as displayed at the fire alarm call points, in particular:

- Show them the location of the fire alarm call point and describe the way it operates. Emphasise that the first action on discovering a fire is to raise the alarm even if the fire is small.
- Describe the sound of the fire alarm and the action to be taken in when it sounds, in particular leaving the building with any pupils for which the staff member is responsible and going to the assembly point.
- Describe and walk the escape routes and alternative escape routes that the member of staff is likely to need to use and show the operation of any push bars or exit fittings.
- Show the new member of staff the location of the fire extinguishers, but emphasise they should only be used if the staff member has been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started.

APPENDIX B

ACTION TO BE TAKEN IN THE EVENT OF FIRE

The fire alarm is a continuous sounding electric bell.

STAFF

1. If you discover a fire, activate the alarm by breaking the glass at the nearest alarm point (this can also be done using the key in the alarm point on the ground floor).
2. Stop whatever you and the children are doing and take the quickest route to the fire assembly point, which is further up the road to the right of Cameron Vale away from the school building. Each class should create an ordered line.
 - a. **Lower School -create three rows on the pavement – starting with the EYFS against the railings**
 - b. **Upper School -create class rows on the pavement – starting with Class 3 against the railings**
3. Remind the children of the need for silence, speed and single file.
4. If safe to do so, unplug any electrical appliance you may be using and make sure the lead will not cause a hazard across the floor or doorway.
5. See all the children out of the room and close the door after you. Move rapidly to the front of the line and lead the children out of the building. If necessary, issue alternative instructions should the escape route be blocked. Take children to the Assembly Point where they line up.
6. **Alternative route to the assembly point is up the stairs to the top of the building, break lock on emergency door, through 6 The Vale to 8 The Vale, down the stairs and out into the pavement.**
7. If the register is in the room, take it with you otherwise the School Secretary will bring it from the school office.
8. Your own safety and that of your colleagues and the children is of overriding importance. No action is to be taken which might prejudice your own or anyone else's safety.
9. Do not stop to collect any personal belongings. The designated Fire Marshall is the Head and in their absence this role will be assumed by another member of the SLT.
10. Once the building has been evacuated, no-one is to re-enter until the 'all clear' has been given by the Head or the Fire Officer attending.

N.B. Any child not in the classroom at the time of the fire bell (i.e. in the toilets) should join the first available line of children out of the building and then join the correct class once outside.

PUPILS

If the fire bell rings:

1. Remain calm.
2. Immediately stop whatever you are doing and stay in silence.
3. Listen very carefully to the instructions you are given by the teacher.
4. When you are asked to do so lead out of the classroom **SILENTLY** in single file to the Assembly Point (turn right outside the front door walk further down the pavement to the end of the road). The EYFS can also exit through the playground and music room.
5. At the Assembly Point, line up in silence and respond to your name when the register is called.
6. Your own safety and that of other people is extremely important. You must do exactly as you are asked and follow instructions when they are given. Do not stop to collect any personal belongings. The designated Fire Marshall is the Head and in their absence this role will be assumed by a member of the SLT.
7. Once outside the building, no-one is to re-enter until asked to do so by the teacher in charge of the class.
8. Any child not in the classroom at the time of the fire bell (i.e. in the loo) should join the first available line of children out of the building and then join the correct class once outside.

IN CASE OF FIRE

1. Lift receiver and dial '999'
2. Give the operator your telephone number and ask for FIRE SERVICE
3. When Fire Service replies speak distinctly "FIRE AT NO 4, THE VALE, CHELSEA, SW3 6AH"
4. Do not replace the receiver until the address has been repeated back to you.

