

ST AMBROSE PREPARATORY SCHOOL



POLICY ON FIRE SAFETY

July 2021

Reviewed: July 2023

This policy has been written in consultation with staff and governors of St. Ambrose Preparatory School and with due regard to the school's mission statement:

At St Ambrose we aim to provide an independent Catholic education for boys and girls of all faiths aged 3 to 11; St Ambrose is an inclusive school where the Gospel teachings and our school values are at the centre of everything that happens in our school family. At St Ambrose we strive to develop happy, fulfilled, well educated, confident and caring children who know and understand the love, joy and peace of Jesus; and to show our Faith by the way we live, showing care and consideration for each other, those around us and the environment.

Our Vision

Our Vision is to be an exemplar Edmund Rice School, with an enviable reputation amongst our peers, both as an organisation and for the services and facilities we provide, making us first choice for parents and pupils in our geographic area.

Our Ethos & Values

At St Ambrose we provide a Catholic school community in which pupils feel welcome, safe, recognised for their individuality – supported by a community of love, and affection. We strive to live the Gospel in all aspects of school life and policy, following Blessed Edmund's footsteps.

**The policy is relevant to the whole school including the EYFS
(staff are notified of regular ISI updates)**

The Governing Body of St. Ambrose Prep School understands its regulatory responsibilities and will maintain an effective oversight of the policy, by evaluating its effectiveness, and reviewing and implementing change.

PART 1: FIRE SAFETY

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 St. Ambrose Preparatory school 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 appointed Fire Officer, the Head teacher, is responsible for ensuring that:

- The fire safety policy is kept under regular review by Governors and the SLT.
- 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.
- Personal Emergency Evacuation plans are in place where necessary for people who require assistance in the event of an emergency.
- Procedures for emergency evacuation are regularly tested and lessons absorbed.
- Fire risk assessments are regularly reviewed and updated.
- 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.

The Fire Officer has completed appropriate training (Fire safety in education level 2) September 2022.

Name	Duties
Ms Sara Heron Mr Ian Newton	• Check fire panel • Investigate • Collect visitor register • Ensure staff have class registers • Check stairs • Check evacuation of upstairs (including toilets) • Check evacuation of lower floors (including toilets and changing rooms) • Check early years playground.

Staff Training

All staff undertake Educare Fire Safety training as part of their induction. This is updated regularly and records are kept in the staff training records.

In addition, on the first day of starting work at the school employees are:

1. Taken through the fire safety procedure as displayed.
2. Shown the location of the fire alarm call points and told how to operate them. They must understand that the first action upon discovering a fire is to raise the alarm, even if the fire is considered small.
3. Told how the alarms sound (it is a siren that sounds continuously). They are also told about the beacons, mounted on the outside of the building, that flash to warn anyone in the school playgrounds that the alarm has sounded.
4. Told what to do when the alarm sounds, in particular leaving the building with any pupils in their care and going to the assemble point.
5. Walked through the escape routes, including alternative routes they are likely to need to use.
6. Shown the operation of the push bars in the hall.

7. Shown the location of fire extinguishers. It is emphasised that extinguishers should only be used if they have been previously trained, if they consider it safe to do so and if the alarm has already been raised and an evacuation started. The priority is always to keep children and themselves safe.

Fire Marshalls

Fire Marshals are trained to provide “safety assistance” in the event of a fire. Fire Marshals receive regular refresher training

Records of the training are kept in the staff training files. (Educare - How to be an Effective Fire Warden or Fire Marshal)

EMERGENCY EVACUATION NOTICE

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

1. If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit.
2. If you are responsible for a class, make them leave quietly with you. No one should talk or run. Make your way to the assembly point at the corner of the playing field.
3. If you are teaching a class, do not take anything else, and do not allow the pupils to take anything. Shut doors and windows behind you.
4. The Secretary will summon the Emergency Services if the alarm sounds.
5. Take the register of your class as soon as you reach the assembly point.
6. Report anyone who is missing immediately. ***On no account should anyone return to any building until given permission by the Fire and Emergency Services.***
7. Remain at the assembly point with your pupils until the all clear is given.
8. Please make the school aware if you may require special assistance in the event of an emergency that requires evacuation of the building. A Personal Emergency Evacuation Plan may be necessary.

PART 2: FIRE SAFETY PROCEDURES

BRIEFING STAFF AND PUPILS

All our staff (teaching and non-teaching alike) and all pupils are given a briefing on the school's emergency evacuation procedures. We show them 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 in all corridors, and we make certain that everyone knows what they look like, and where they should go on hearing the fire alarm or seeing the beacons located in the playgrounds. 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 8.30 a.m. and 4.30 p.m. during weekdays in term-time and in case of a fire, the School Secretary/Head or Bursar has the responsibility of calling the Fire Brigade

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.

Where necessary, a Personal Emergency Evacuation Plan (PEEP) is produced, using the template included in Appendix 1, for any members of staff or pupils with a disability, or special needs.

PEEPs are reviewed:

- Following an evacuation where problems are encountered
- Where there are any changes to the person's condition
- Any changes in layout or design of the premises that may affect the arrangements.

Visitors:

On entry to the building, visitors are asked if they may require special assistance in the event of an emergency. An appropriate evacuation plan will be agreed with the visitor.

RESPONSIBILITIES OF OFFICE STAFF

The school secretary is responsible for the registers. A copy of each register is taken out to the fire assembly point and given to the class teachers in order for them to complete a head count. The school secretary will also take the signing in/out book out with them to ensure all visitors are accounted for.

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 Head, or in her absence the Deputy Head.

On no account should anyone return to a burning building.

FIRE DRILLS

- Fire drills are held every term at St. Ambrose Preparatory School. We also have an occasional drill where an escape route may be deliberately blocked so pupils do not become complacent.
- It is expected that all people are out of the building within 2.5 minutes.
- The dates and outcome of these drills are recorded in a log.

FIRE PREVENTION MEASURES

We have the following fire prevention measures in place at St. Ambrose Preparatory School:

Escape Routes and Emergency Exits

- There are at least two escape routes from every part of all buildings
- Fire notices/plans and evacuation signs are displayed in every room.
- Fire extinguishers (of the appropriate type) are located, in accordance with the recommendations of our professional advisors.
- All emergency exits are illuminated by emergency lighting.
- Automatic door closures that are activated by the fire alarms are fitted on doors in both the upper and lower corridors.
- The master panel for the alarm system is located in the Head's office. It is fitted with an uninterrupted power supply (UPS).
- Alarms sound in all parts of the building.
- Keeping fire routes and exits clear at all times.
- Testing all fire alarms weekly is the responsibility of the caretaker. The school also carries out:
 - weekly checks of fire doors, automatic door closures and emergency lights;
 - an annual professional check on fire detection and warning equipment;
 - an annual service of alarms, smoke detectors, emergency lights and fire extinguishers.
- Records of all tests are kept in the school office/Head's office.

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].
- Regular portable appliance testing takes place.
- Records of all tests are kept in the school office/bursar's office.
- All computers, projectors, printers and electronic whiteboards are switched off every evening and during holidays and weekends.

Gas Safety

- All gas appliances (boilers) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the school office/bursar's office.

Safe Storage

- All cleaning equipment and materials are kept in a locked store room during the school day.

Rubbish and Combustible Materials

- Flammable rubbish is stored away from buildings in secure containers.

LETTING OR HIRING THE SCHOOL

Our standard contractual terms that we use for letting and hiring the school covers fire safety and specifies that the hirer should certify that [he/she] has read and understood the school's fire safety policy and procedures.

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

All risk assessments follow a standard grid procedure for evaluating risk.

St. Ambrose Preparatory School has a fire risk assessment which is updated every 3 years.

Copies of St. Ambrose Preparatory School's fire risk assessments are held in the School Health and Safety file.

Personal Emergency Evacuation Plan (PEEPS)

Personal Emergency Evacuation Plan (PEEPS)			
1. The Plan is for:			
2. Reason for the plan:			
3. Arrangements in the event of an emergency evacuation			
3.1 Name/s of person/s to immediately locate and assist the child / adult.			
3.2 Actions to be taken: • Support evacuation from the nearest exist. • Proceed to assembly point. • Register in roll call.			
3.3 Any special measure that may be required? (equipment, training, additional support)			
	Name:	Position:	Signature / Date
4. Plan completed by:			
5. Plan Agreed by:		Headteacher	
		Class teacher	
		Named assistant	
		Reserve named assistant	