



FIRE SAFETY & EMERGENCY EVACUATION POLICY AND PROCEDURES

Fire Safety and Emergency Evacuation Policy

This Policy relates to the whole school including the Early Years Foundation Stage, and is reviewed annually to ensure compliance with current regulations and law.

Reviewed by	Campbell McKelvie
Date of Review	18 July 2023
Next Review	18 July 2024

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INTRODUCTION

Under the terms of the Regulatory Reform (Fire Safety) Order 2005 the school must ensure the safety of all staff, pupils, contractors and visitors.

In order to do this the school:

- Undertakes fire safety risk assessments each year.
- Appoints people with sufficient training, experience and knowledge to undertake the preventive and protective measures required by legislation (employees or outside contractors).
- Provides employees with information on:
 - the risks identified by the fire risk assessment,
 - the measures that have been taken to prevent fires, and
 - how these measures will protect them if a fire breaks out.
- Informs non-employees, e.g. students and temporary or contract workers, of:
 - the risks fire posed to them
 - who are the nominated competent persons are, and
 - fire safety procedures for the premises.
- Considers the presence of any dangerous substances, e.g. highly flammable substances such as LPG and petrol and the fire safety risks they present.
- Establishes a suitable means of contacting the emergency services and providing them with any relevant information about dangerous substances.
- Provides appropriate information, instruction and training for employees about the fire precautions in the workplace, when they start work, and regularly thereafter.
- Ensures that the premises and any equipment provided in connection with fire fighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance, and are maintained by a competent person in an efficient state or working order and in good repair.

FIRE SAFETY RISK ASSESSMENTS

The School shall establish, implement and maintain a formal documented risk assessment program that systematically identifies fire hazards and persons especially at risk, analyses fire prevention and fire protection measures, evaluates fire risk and formulates a suitable action plan.

The Competent Person (currently the Bursar) arranges for Fire Risk UK to carry out fire safety risk assessments. These focus on the safety of all 'relevant persons' (any person lawfully on the

premises and any person in the immediate vicinity, but not fire-fighters carrying out fire-fighting duties). The risk assessment will help ensure that the school's fire safety procedures, fire prevention measures, and fire precautions (plans, systems and equipment) are all in place and working properly, or if there are any issues they are brought to the attention of the Bursar who may direct action to be taken.

The fire risk assessments take the whole of the premises into account, including any rooms and areas that are rarely used.

Those responsible for particular areas will be guided by the Bursar on the contents of the Fire Risk Assessment, and be invited to comment upon it and in due course be involved in its review.

FIRE DETECTION AND WARNING SYSTEMS

The school has fire detection and alarm systems consisting of sounders, manually operated call points (break glass and push glass call points), smoke detectors (smoke and heat in kitchen only) an alarm panel.

The systems are designed to:

- Detect fires promptly and reliably.
- Give warning to the buildings' occupants so that they can evacuate safely.
- Minimise damage to buildings and their contents.

The Bursar is responsible for the installation, maintenance and checking of all equipment and warning systems and for maintaining accurate up to date written records of such in the Fire Log book.

ISOLATION DEVICES

The following isolation devices are in place around the school:

- There are gas isolation levers behind each boiler (outside the kitchen, Langlands, Katy Walton Block and Corner Block boiler rooms).
- Gas isolation lever for kitchen is just above the floor to the left of the combi oven.
- Gas for science labs are controlled by gas interlock system.
- Main electrical distribution boards are located in the electrical cupboard to the right of Langlands main door and in a cupboard in the History class room.

FIRE FIGHTING EQUIPMENT AND FACILITIES

The school has appropriate fire fighting equipment located around the school. All staff should be familiar with the area where they work and the fire detection and firefighting equipment within it.

Basic training is given in the use of fire extinguishers. Staff must know the basic operating procedures in case they need to use firefighting equipment to escape from a fire. Staff should only consider fighting a fire if they need to do so in order to evacuate people in their charge, or after they have been evacuated, the alarm has been raised, and if they have been trained and are confident that in attempting to fight the fire there is no danger to themselves or anyone else. They should inform other members of staff of their intention to fight the fire and it is reiterated that they must be certain that their actions will not place themselves or others in danger. They should not fight the fire if they are in the slightest doubt.

TESTING AND CHECKING FIRE EQUIPMENT

The following checks are carried out and recorded in the Fire Log Book:

- Means of escape weekly and fire doors monthly
- A different call point weekly
- Emergency lights monthly
- Visual check of fire extinguishers weekly
- Service of alarm by Fire Risk UK 6 monthly
- Service of Fire extinguishers by Fire risk UK annually

FIRE TRAINING

All staff receive basic fire safety awareness training each September to meet the RR(FS)O 2005. The purpose of the training is to ensure that:

- Everyone is aware of the importance of fire safety.
- The evacuation procedures can be carried out competently and safely, and
- Appropriate staff have a basic knowledge of fire fighting.
- Every new member of staff is given fire safety awareness training as part of their induction training. Updates to fire evacuations and fire drills are given at the annual September staff meeting. By the end of the training staff should be able to protect themselves and other people on the premises, with particular regard for pupil safety.
- The Bursar is the nominated Fire Marshall.
- Fire Wardens receive additional training from Fire Risk UK on an annual basis on issues such as the safe use of fire extinguishers.

FIRE DRILLS

The effectiveness of the fire training is tested by regular fire drills. These are arranged once per term to ensure that all pupils, staff and visitors are exposed to evacuating the building from a variety of locations and situations. A Fire Practice is always held on the first day of the September term.

Details of all fire drills and evacuations must be recorded in the Fire Log book kept in the Bursar's office. The Bursar reviews the report, records all actions arising and monitors that actions are completed, and arranges for any remedial action if necessary, liaising with the Head Teacher, if appropriate.

VISITORS AND CONTRACTORS

- All visitors/contractors, including groups who may hire part of the premises, must be given information outlining the procedures to follow in the event of the alarm being raised and the location of the relevant assembly points.
- All visitors/contractors (other than parents/guardians collecting pupils) arriving at the school should sign-in at the main reception. The visitors/contractors registration book is both a safety and security document therefore it is necessary for all non-employees having access to the school to register both their arrival and departure times.
- A separate system for controlling hot work carried out by contractors, including Permits to Work, is maintained by the Bursar.
- Members of staff, at whatever level, will be responsible for the safety of their visitors at all times

FIRE PROCEDURES

Evacuation

A continuous bell will ring.

Fire drill rehearsals are conducted each term and a practice is held at the beginning of the Autumn Term and the procedures are as follows.

Teachers should take the class they are teaching at the time and ensure that their classes remain silent, calm and orderly throughout and lead them along the most direct routes in single file to the meeting point on the far end of the astro turf and line up alphabetically by the class signs. Count and check the pupils with the class lists which will be handed out by the Deputy Head and adults present. Give the names of missing personnel to the Deputy Head or Head.

Fire Wardens should ensure that their designated area has been safely evacuated and no personnel are left in the building. There may be occasions that some students are at the bottom of the field completing assignments (e.g. Forest School, art or science investigations), when an alarm sounds. If this is the case, they may not hear the alarm. In order to ensure everyone on-site is aware an alarm has sounded, it will be the responsibility of the Fire Warden covering the Katy Walton building to check this area and send anyone in it to the meeting point.

Main House

- **Study Centre**
- **First Floor**
- **Ground Floor**

Langlands

Humanities

Years 1-6

Katy Walton Building & Field

Peter Brooks Building

Fire Warden

Mrs H Angus
Mrs P Webb
Mrs K Harding
Miss A Black
Mr R Annang
Miss L Summers
Mr D Barratt
Mr J Fitzgerald

Deputy in case of absence

Mrs K Bishop
Mr W Chaudhry
Head Teacher
Miss Garrib
Mrs S Weston
Ms B Forbes
Mrs J Haunstetter
Mr J March

If safe to do so:

- Check building for personnel
- Secure cash and valuables
- Close any opened doors or windows
- Switch off all gas and electricity

DO NOT:

- Run
- Attempt to fight a fire unless they need to do so in order to evacuate people in their charge, or after they have been evacuated, the alarm has been raised, and if they have been trained and are confident that in attempting to fight the fire there is no danger to themselves or anyone else. They should inform other members of staff of their intention to fight the fire and it is reiterated that they must be certain that their actions will not place themselves or others in danger. They should not fight the fire if they are in the slightest doubt.
- Stop to collect personal belongings
- Return to the area until authorised

Office staff will take signing in books, absence lists, class lists and parent contact details to the place of assembly.

The Bursar will take a mobile phone and plans of the school.

The SENCo will take the Study Centre signing in book.

On discovering a fire:

- Operate the nearest fire alarm call point
- The senior person present will telephone the emergency services by dialling 999
- When the exchange operator answers, ask for FIRE SERVICES and give the telephone number 01372 723590

- When connected to the Fire Service, state slowly and distinctly:
This is Kingswood House School, 56 West Hill, Epsom KT19 8LG
We have a fire in
- Do not replace the receiver until this information has been correctly acknowledged
- Evacuate the building by the nearest available exit and proceed to the designated assembly point – **the far end of the astro turf**.
- Do not re-enter the building until told to do so by the Head or Deputy Head.

If the school and grounds need to be evacuated:

Staff will be informed that we have a red alert evacuation to Stamford Green School. Evacuate as above. Children should only be taken across the grounds if it is safe to do so.