



Park Hill Preparatory School

Fire Safety Policy

Reviewed: September 2018 by A Bond - Headmaster

Review date: June 2019

Park Hill Preparatory School is committed to equal treatment for all regardless of sex, disability, religion or belief, sexual orientation, gender reassignment, age, race, ethnic origin, marital status, pregnancy or maternity. We aim to create a friendly, caring and perceptive environment in which every individual is valued. We endeavor to contribute positively towards the growing autonomy, self-esteem and safety of each pupil.

INTRODUCTION

Park Hill School is committed to providing a safe environment for its staff, students and visitors. Part of this safety responsibility is in the provision and management of fire safety systems and procedures. All members of the school, their visitors and contractors, have a statutory responsibility in ensuring compliance with the law and complying with the fire safety provisions defined within this policy.

Fire is recognised as a major threat to the activities of the school. An outbreak of even a small fire creates risk to both life and property, damage to the environment and may compromise our normal business activities.

The school will ensure, so far as is reasonably practicable, that the risk associated with fire will be managed in compliance with the Regulatory Reform (Fire Safety) Order 2005 and any other relevant legislation that may impact upon it.

POLICY AIMS

The aims of this policy are, therefore, to provide a robust Fire Safety framework, which will be implemented to secure the safety and wellbeing of everyone within the school and to protect the school's assets.

PROCEDURES TO BE FOLLOWED:

Action on discovering a fire

- 1) Any child discovering a fire in the school buildings should immediately tell the nearest adult.
- 2) Any adult discovering a fire in the school buildings should operate the nearest Fire Alarm point. The Fire Alarm points are operated by lifting the plastic cover and pressing the button

These are situated as follows:

1. Behind main door
2. School office
3. First floor landing
4. Second Steps Classroom
5. Kitchen rear door
6. Basement by circuit boards

The Fire extinguishers are located as follows:

- Main reception (H2O, CO2)
- Heads Study (Foam, CO2)
- Staff Room (Foam, CO2)
- First floor landing by Year 3/4 classrooms (H2O, CO2)
- Kitchen (Foam, CO2)
- Second Steps classroom (CO2, H2O)
- Dining Room (CO2)
- First Steps Room (CO2)
- Chalet Room (CO2)
- Year 1 classroom (CO2)
- Reception classroom (CO2)
- Basement (CO2)
- Garage (CO2)

These may be used to tackle a fire if it is of a minor nature, but the **primary responsibility of staff is to ensure that the building is evacuated and the children are led to safety.**

Fire Warning

The fire alarm bell will sound throughout the building once the glass panel has been broken or triggered. All children and staff should be thoroughly familiar with the bell, so that they can respond immediately.

Evacuation

The procedure is set out in more detail in the Fire Emergency Evacuation Procedures attached below. On hearing the fire alarm, teachers should swiftly but calmly assemble the class of children they are with and marshal them out of the building to the main assembly point in the front garden. The primary escape routes from the classrooms are as follows:

- Nursery/Year 2 Through student entrance fire exit door to rear playground
- Year 1 Exit classroom directly on to rear playground
- Year 5 Down fire escape and to the rear playground
- Year 3 Down fire escape and to the rear playground
- Reception Exit classroom directly on to rear playground
- Staff Room/Admin Down fire escape and to the rear playground
- First Steps Exit classroom directly on to rear playground

The secondary escape routes if the primary escape route is blocked, is as follows

- Nursery/Year 2 Exit via main entrance to Queens Road, line up outside Albert Pub.
- Year 2 Exit via main entrance to Queens Road, line up outside Albert Pub.
- Reception Exit via door to EYFS playground, into nursery and exit via main reception fire door into front playground
- Year 5 Down stairs to main entrance to Queens Road, line up outside Albert Pub.
- Year 3/4 Down stairs to main entrance to Queens Road, line up outside Albert Pub.
- Staff Room/Admin Down stairs to main entrance to Queens Road, line up outside Albert Pub.

Within the building single file should be observed as far as possible for smooth evacuation. No one should stop to collect any items of personal value.

Procedure for registers

The school secretary should bring outside all the registers which are stored in the Reception Area. Registers to be printed by 9.00am and 2.00pm and manually adjusted (as well as electronically for lates/early leavers. The school secretary will also bring outside the staff signing in sheet, staff off site during day log and visitors log to check that all adults are accounted for.

Assembly Points

The main assembly point is in the rear playground.

The last staff member out of each room is responsible for checking that no children have been left behind in the class. If time permits, teachers should close windows and doors as they leave the classroom.

The Head/Fire Marshal and the School Secretary, will make a final check of the building, to ensure no person has been overlooked (if it is safe for her to do so) this will include checking the children's downstairs toilets.

Specific Responsibilities for an Evacuation Procedure

Specific responsibilities are assigned as follows. In event of absence responsibilities are devolved in following order: Head, Deputy Head, School Secretary

Open Double Gates to front of school	School Fire Warden (Head)
On discovery of fire, trigger nearest call point alarm	Any adult
Alert Fire Brigade	School Secretary
Collect Fire, Visitor, Late, Off-Site Registers, Mobile, Keys & Evacuate	School Secretary
Check Areas to ensure evacuation complete, take Area Tag	Area Wardens
Close doors and windows	Area Wardens
If safe to do so collect Classroom First Aid Bag	Teachers/Supervisors
Accompany/Meet supervised children at Evacuation Point	Teachers/Supervisors
Provide Fire Registers, Late student information to Class teachers	School Secretary
Provide Visitor and Off-Site Register to Head	School Secretary
Take Register: Raise hand/keep raised to indicate all present and correct	Teachers/Supervisors
Final Verification all present and correct / report to Head	School Secretary
Final Evacuation Check	School Fire Warden (Head)
Liaise with Emergency Services, Assess Situation, Determine Next Steps	School Fire Warden (Head)
If necessary to relocate off site: Call and warn Albert Pub	School Fire Warden (Head)
If necessary to relocate off site: Organise walk to Albert Pub	Assistant Head
If necessary to relocate off site: Parent SMS to reassure and advise pick up	School Secretary
Switching off Alarm	School Secretary

All members of staff are responsible for safe evacuation of children in their charge at the time of fire.

Single file should be observed as far as possible for smooth evacuation.

DO NOT stop to collect any items of personal value

Power Isolation

If the fire stems from an electrical fault the power supply should be turned off if it is safe to do so. Power to electrical items not in use should be turned off and the electrical item unplugged from socket.

Roll Call

Both the Class Registers and the Staff Register(s) should be collected from the Office and by the front door respectively by the School Secretary or in his/her absence the designated Fire Marshal (Head) and taken to the assembly point. As soon as the children are assembled, the individual teachers should take roll call to ensure all the pupils are safe. The school secretary or the designated Fire Marshal (Head) should then take roll call for all staff.

All staff and visitors must sign in, in the Staff Sign in Book or the Visitors' Book.
Log-in/Log-out times must be recorded.

Call the Fire Brigade

Upon hearing the fire alarm, the Head (as Fire Marshall) and the School Secretary is responsible for calling the fire brigade using the school telephone. If this is not possible a mobile phone may be used, or alternatively the telephone of a neighbour.

The fire brigade is called:

- by dialling 999 and asking for the Fire Brigade;
- giving the School's address as 8 Queens Road, KT27SH

- giving details as to the position and strength of the fire as known.

Liaison

The Head or in his/her absence the school secretary, should liaise with the emergency services when they arrive.

Fire Fighting Equipment

Firefighting equipment is provided within fire exit routes and may be placed adjacent to some specific risks, such as computer servers, electrical transformers etc. The extinguishers are provided for use by trained competent persons but should only be used when it is safe to do so and the escape route from the site of fire is not compromised. Under no circumstances should a fire be confronted without first raising the alarm. All employees are required to familiarise themselves with the extinguishers provided within the relevant premise and the fire classification that may influence their limitations of use.

The following fire fighting equipment is provided in the buildings:

- Water/hydrospray fire extinguishers for use on fires containing wood, paper, fabrics etc. These must not be used on electrical fires or on burning flammable liquids.
- CO2 extinguishers are provided for electrical fires. They may also be used to extinguish burning flammable liquids.
- A fire blanket and powder extinguisher is provided in the kitchen for smothering pan fires.

Specific Responsibilities

The Head and/or the School Secretary, is responsible for:

- Alerting the Fire Brigade;
- Carrying out a final check of the building, to ensure evacuation is complete;
- Verifying that the roll calls have been made and are correct;
- Liaising with the emergency services;
- Switching off the Alarm.

The Head is also the School's responsible person (Fire Marshal), responsible for:

- Fire risk assessment and its review
- Fire risk prevention policy
- Fire procedures and arrangements
- Training records
- Fire practise drills
- Certificates for the installation and maintenance of fire fighting systems and equipment.

All members of staff are responsible for

- The safe evacuation of the children in their charge at the time of the fire.

Visitors and temporary staff

All visitors and temporary staff should be made aware by the school secretary of the school's evacuation point at the rear playground.

Training Required

All staff should be familiar with fire procedures, including distinguishing the fire alarm from any other bells. They should also be aware of the position of Fire Call Points and fire extinguishers.

New staff should be provided with the following training when they start work, as part of their induction:

- The emergency action plan as specified here.
- How to operate the fire alarm and what the warning signal is.
- The location of all fire safety equipment.
- The location of all Fire Call Points.
- The location of all fire exits for both primary and secondary escape routes.

Fire drills will take place regularly so that all staff have practice in following the correct emergency procedure. The Head will record details of the date, time and time taken to perform the fire drills in the Fire Safety Logbook, which is located in the Head's Office.

Emergency Evacuation Procedure to Kingston Lodge Hotel

In the event of a serious emergency, with the likelihood for serious risk from remaining in the initial evacuation point, staff will assess the severity of the risk to children and may need to evacuate all pupils and staff to the nearest premise to contain the school – Kingston Lodge Hotel

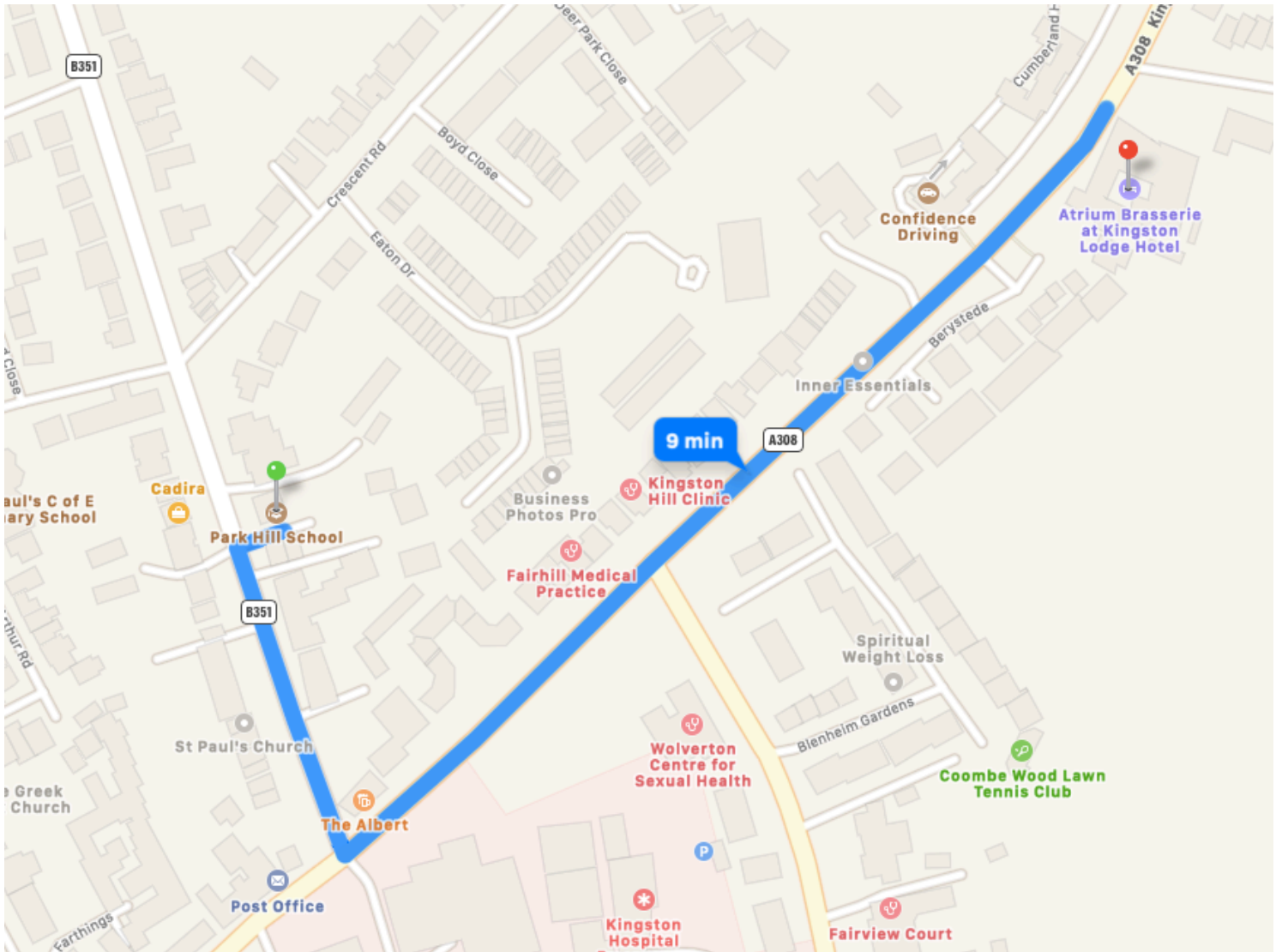
Following on from a fire alarm, evacuation and assembly and register checks, if deemed necessary by the Head, Assistant Head, or Nursery Manager, pupils may be escorted to Kingston Lodge Hotel. Pupils will be led by a staff member. If possible, staff should wear a high-visibility vest.

Kingston Lodge staff will be notified of the evacuation as soon as possible. Park Hill parents will be informed using a mobile device and SMS of the preceding events and the new pick up point. Nursery – Year 2 pupils should walk hand-in-hand in pairs (if an odd number the pupil should hold a staff member's hand), and Year 3 – 6 in single file. Pupils should keep in from the curb whilst walking and should remain calm in order to hear any instructions from staff.

To cross the busy crossing of Kingston Hill, it might be necessary to move across the road in two or three different groups. Two teachers leading the front of the evacuation group should stop at the pedestrian refuge island (PRI) 'crossing' point and a teacher must stand on the road between waiting traffic and children filing onto the PRI. A teacher must remain on the curb to stop the crossing children at the point at which either the signal starts to flash or the PRI appears full. The teacher on the road should move to the PRI so that there are three staff in place on the PRI to repeat the procedure for the final part of the transfer. Staff should not attempt to hurry children across the entire crossing to .

Pupils should be led into front reception area of the hotel where they should wait in class groups until entering the premises is possible / necessary (e.g. in the event of inclement weather).

No attempt should be made to return the evacuation group to the school until the emergency services notify the Head, Assistant Head or Nursery Manager that it is safe to do so.



Signed:

A Mehta Proprietor

Date: 6.6.19

Park Hill School

Fire Instructions

If you discover a Fire:

1. Alarm *easily* - Break plastic with thumb *(breaks easily)*
2. Ring the Fire Brigade - 999 / 112
3. Ensure everyone evacuated - *taken out – Secretary/Head (First Aid kit and registers Teacher) to be*

Extinguisher Use:

- Water = Wood, Paper, Furniture, Cloth
- C02 = Electrical Items
- Dry Powder = Must use whole extinguisher for cooking fat

Testing:

- Complete Systems Check = Twice a year
- Fire Alarm = Once a week

