



## **Annemount School Fire Safety Policy**

This Policy is for the whole school including the EYFS

### **Procedures**

- Due concern is taken that the Regulatory Reform (Fire Safety) Order 2005 is complied with.
- The School has appointed Aiden Griffin as the School's Responsible Person (referred to in the policy as the Fire Safety Officer) for ensuring that the duties in the Fire Safety Policy are properly discharged. Aiden Griffin is also responsible for the organisation, monitoring and recording in all areas of fire risk assessment.

### **Fire Risk Assessment**

- A Fire Risk Assessment Report was undertaken by Chubb Fire on 2<sup>nd</sup> July 2018. The outcome concluded that the premises risk level is NORMAL. The next review date is July 2019.
- A Fire Risk Assessment is undertaken termly. This ensures that the school has a suitable system for the maintenance of clear emergency routes and exits as well as signs, and that fire detectors, alarms and extinguishers are maintained satisfactorily.
- This assessment should highlight any shortcomings in regards to preventing the risk of fire, which includes the elimination or reduction of risks from dangerous substances.
- All staff will be provided with clear and relevant information on risks identified in the fire risk assessment.
- Regular inspection of the fire equipment is also arranged with an external contractor.
- Fire alarms are tested by the Responsible Person weekly and a record is kept. The Responsible Person is also accountable for monitoring of all the above and ensuring that a clear record is kept.
- Volunteers and visitors sign-in upon arrival to the school. They are informed of the fire procedures verbally. Emergency Procedures are also indicated on visitor's badges. Fire Procedures are also located next to the visitors signing in book.

### **Fire Prevention Policy**

#### ***Escape Routes and Emergency Exits***

- There are escape routes from every part of the building on the ground floor.
- Fire notices and evacuation signs are displayed in every room and corridor.
- Fire extinguishers (of the appropriate type) and smoke/heat detectors are located in accordance with the recommendations of our professional advisors.

#### ***Alarms***

- The school is equipped with a heat and smoke detection alarm system. It can be manually activated by breaking a glass panel and is automatically activated when smoke and/or heat builds up.
- The system is tested weekly by the Responsible Person and annually by external contractors.

### ***Routine Protective Checks***

- The Fire Safety Officer is responsible for ensuring that the following measures remain effective:
  - escape routes and exits are kept free of obstructions;
  - appropriate signage is in place;
  - notices are displayed to assist with evacuation;
  - fire extinguishers are appropriately placed and not tampered with; and
  - all staff and pupils (age appropriate) are familiar with escape routes and the location of Fire Alarm Call Point (staff)
- In addition, the Fire Safety Officer is responsible for maintaining a record of the following:
  - annual portable appliance testing; and
  - the safe storage of all flammable and toxic materials in a secure cabinet.

### **Elimination and Reduction of Risks from Dangerous Substances**

Hazardous substances are kept in containers in secure, designated cupboards outside of the school building.

Teachers and employees are reminded to read care labels on substances used for teaching and are to report any concerns to the Head Teacher immediately.

### **Fire Drill/Emergency Evacuation Procedures**

Our emergency evacuation procedures are approved by the Fire Safety Officer and are:

- clearly displayed in the premise;
- explained to new members of staff and
- practised regularly.

In the event of a fire the following procedures **must** be adhered to:

#### **1. *On discovering a fire:***

- The first consideration is to evacuate the children safely.
- Raise the alarm immediately by ringing the nearest glass encased fire alarm (Call Point) which is clearly marked on the way out.
- Tackle a fire, only if you have been trained in the use of fire extinguishers and the fire is of a minor nature, but DO NOT take personal risks.

#### **2. *On hearing the fire alarm***

- Evacuate children by nearest safe exit (closing doors on leaving and shutting windows only if safe to do so). If the fire is blocking your way out, take the alternative route.
- The Responsible Person will check that all children are evacuated, including in toilets and walk-in cupboards, and all doors (windows, if safe to do so) are closed.

### 3. *Main ways out*

#### Ground floor

Hall Exit by Front Door or Pre-Reception Classroom garden door, whichever is nearest

Classrooms Exit by garden doors

Music Room Exit by Music Room door

Cloakroom Exit by Nursery Room garden door

#### First floor

Classrooms - Exit down stairs and out through Pre-Reception or Front Door

Office and Meeting Room

#### Top Floor

Exit down stairs and out through Pre-Reception or Front Door

- Class teachers and peripatetic staffs will take the register with them
- If smoke/ fire is blocking the exits from the classroom, close the doors and remain in the classroom until the Fire Brigade arrives.

### 4. *Informing the Fire Brigade*

- The Head Teacher, or in her absence, the Responsible Person, will call the Fire Brigade
  - Dial 999
  - Ask for FIRE
  - When the Brigade replies give the following information distinctly:  
**'Fire at 18 Holne Chase, London N2 0QN' 0208 455 2132**
  - Do not replace the receiver until address has been repeated by Fire Brigade

### 5. *At the Assembly Point*

- Lead the children to the designated Assembly Point (**under the oak tree in the garden**)
- Check the register against the children present
- Report to the Head Teacher that everyone is present or that someone is missing
- The Head Teacher will inform the Fire Brigade of any missing person
- Parents, visitors and contractors will report their presence to the Head Teacher
- No one is permitted to re-enter the building until the 'All Clear' is given by the Fire Brigade.
- If the Head Teacher feels that the children should be moved to a safer location, or the Fire Brigade insists on this, the children will be led to the alternative assembly point: identified as the green located at the junction of Kingsley Way and Neville Drive. Parents will be contacted to collect their children at this point.
- In the event of the absence of the Head Teacher, the Responsible Person, will act in her place.

## **GENERIC EMERGENCY EVACUATION PROCEDURES/ PLANS FOR PERSONS WITH SPECIAL NEEDS**

The Plan will be developed when any individual is identified as having needs which require special action to ensure they can evacuate the School safely in an emergency

### **Aim**

The Plan is designed to manage the safe egress of individual staff or children who cannot get themselves out of a building unaided in an emergency. It is appropriate for people with various disabilities and those with temporary health problems such as a broken leg.

### **Responsibilities**

It is the responsibility of:

1. The parent of a child to inform the Head Teacher of a specific need and the Head Teacher will allocate a member of staff (**Nominated Person**) to give assistance to evacuate safely in an emergency
2. A member of staff to inform the Head Teacher of a specific need, who will allocate a member of staff (**Nominated Person**) to give assistance to evacuate safely in an emergency
3. The **Nominated Person** to make the necessary arrangements to assist or enable a person with special needs or a disability to evacuate safely in an emergency
4. The **Nominated Person** to meet with the member of staff or child and parent and any other relevant person (e.g. support assistant), to discuss the needs of the individual and agree a specific action plan
5. The **Nominated Person** to record the Personal Emergency Evacuation Plan
6. The **Nominated Person** to conduct a termly review of the Plan or more frequently, if necessary

### **Roles**

1. The **Responsible Person** will ensure
  - the provision of identified equipment needed to ensure safe evacuation (e.g. evacuation chairs and wheel chairs)
  - where it will be kept and its availability at all times
  - routes are kept unobstructed
  - routes are clearly signed
  - the **Nominated Persons** and back-ups are competent to do what is required of them
  - they receive appropriate training, if necessary
  - the procedures are reviewed after any Emergency Action taken and each drill
2. The **Nominated Person** will
  - make him/herself familiar with the existing fire arrangements and routes out of the building
  - inform him/herself of the nature of the disability of the person in his/her charge
  - attend appropriate training (e.g. manual handling, use of evacuation chair)

- keep all relevant documentation at hand for speed of reference (e.g. timetable)
- report immediately if unable, whilst at work, to carry out the defined duties
- provide a report back to the **Responsible Person** following an emergency evacuation or drill
- identify other staff to assist in any evacuation and back up staff
- ensure other relevant staff are provided with a copy of the Plan
- ensure the needs of ambulant disabled persons (e.g. hearing and sight impaired)

### **Procedure for the Responsible Person in an Evacuation**

#### **In the event of an evacuation and the fire alarm sounds;**

- In the first instance assist in evacuating children, staff and visitors from the school to the fire assembly point (*garden*)
- Take **mobile phones tray** , **staff register** and **set of school keys** if possible
- Collect the **visitors book** from the music room if possible
- Take a roll call at the evacuation point. Ensure everyone is present. In the event of someone missing following the procedure below\*.
- If safe to do so, check the fire alarm system and explore the cause of the alarm.
- Call 999/112 in the event of a fire or emergency
- Only when deemed safe and where necessary advice from the emergency services has been given, the school can be re-opened.

#### **\*In the event someone is missing during a role call**

- Ensure all other people have been accounted for
- Gain information from the team when and where the missing person was last seen
- Inform the emergency services
- If safe to do so, re-enter the building to look for the missing person
- If not found, seek further advice from the emergency services.

#### **In the event the school site needs evacuating**

In the event that it becomes necessary for the school premises to be vacated, the alternative assembly point will be the green located at the junction of Kingsley Way and Neville Drive. Parents will be contacted to collect their children at this point.

- An Emergency Contact List can be found in each class register. A copy is also kept at the back doors from Reception to the garden.
- Leave the school site via the garden gate, keys to unlock the gate can easily be located from the Pre-Reception doors\*\*.

#### **\*\*Contingency Plan**

- Should access through the garden gate be inaccessible leave through the Nursery side gate. This gate has a padlock with a code for security which the senior team knows.
- In the event neither gates are accessible, seek further advice from the emergency services.

## **FIRE FIGHTING EQUIPMENT & TRAINING**

### **Alarms are provided and maintained by:**

Chubb Fire Limited  
400 Dallow Road  
Luton  
Bedfordshire  
LU1 1UR  
Tel: 0870 240 1666

### **Fire Extinguishers** are provided by:

Chubb Fire Limited  
400 Dallow Road  
Luton  
Bedfordshire  
LU1 1UR  
Tel: 0870 240 1666

### **Training**

- All staff receive Fire Safety awareness by the Fire Safety Officer (Responsible Person) as part of their induction at Annemount School
- Fire drills take place termly, arranged by the Responsible Person, with details reported back to the Head Teacher and recorded in the Fire Safety Log.
- The staff will be provided with clear and relevant information on risks identified in the fire risk assessment at the beginning of each term and necessary training, if needed, will be identified.

### **Checks**

#### ***Daily***

- All fire exit doors must be unlocked but bolted from the inside so that a quick exit may be effective
- Check fire panel working
- General Health and Safety checks

#### ***Weekly***

- Fire panel test (*Recorded in Fire Log Book*)

#### ***Termly***

- Health and Safety Fire Risk Assessments
- Fire drills carried out and recorded termly (*Recorded in Fire Log Book*)
- Emergency lighting checks

#### ***Annually***

- Fire panel checked and tested by sub-contractor (Chubb)
- Fire extinguishers audited by sub-contractor (Chubb)
- Emergency Lighting by sub-contractor

Date: July 2018

Review Date: July 2019