

Broomfield House School
FIRE SAFETY POLICY AND EMERGENCY EVACUATION PROCEDURES

This Policy, which applies to the whole school including the Early Years Foundation Stage (EYFS), is publicly available on the School website and upon request a copy, (which can be made available in large print or other accessible format if required), may be obtained from the School Office.

This document sets the policy on how the regulations are interpreted at our School.

Legal Status:

- Complies with the Education (Independent School Standards) (England) (Amendment) Regulations currently in force
- Regulatory Reform (Fire Safety) Order 2005
- The Management of Health and Safety at Work Regulations 1999
- The Fire Precautions (Workplace) Regulations 1997 (as amended 1999)
- The Health and Safety at Work Act 1974
- The Fire Precautions Act 1971

Applies to:

- the whole school including the Early Years Foundation Stage (EYFS), the out of school care and extra-curricular activities inclusive of those outside of the normal school hours;
- all staff (teaching and support staff), the proprietors and volunteers working in the school

Related Documents:

- Appendix 'A' - Fire Risk Prevention Statement, Assessment and Audit
- Appendix 'B' - Fire and Emergency Evacuation Plan
- Health and Safety Policy
- Accessibility Plan
- Fire Safety Documents

Availability

This policy is made available to parents, staff and pupils in the following ways: via the School website www.broomfieldhouse.com, and on request, a copy may be obtained from the Office.

- The Fire Safety Policy and Emergency Evacuation Procedures (available to staff on the school intranet) along with relevant procedural documents, are provided either in hard copy or electronically to all new employees and volunteers before commencing work at Broomfield House. They are required to state that they have read and understood such documents and confirm this by signing as part of their new staff induction procedure.

Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Headmaster.
- The Headmaster will undertake a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed:



Mr Norton York
Headteacher and Proprietor

Elaine York
Proprietor

Last reviewed: Dec 2018
Next review: Dec 2019

Regulations:

All workplaces are required by the Fire Precautions (Workplace) Regulations 1997 to have an emergency plan. The plan should include the actions to be taken by staff in the event of a fire, evacuation procedures and arrangements for calling the fire brigade. It is recommended every occupied room has a fire action notice. The Proprietor, who is the employer manages fire safety in the same way they manage other health and safety issues - by implementing the policies agreed and ensuring they are monitored.

Purpose

Our purpose is to:

ensure that suitable arrangements are in place to minimise fires and protect lives;

ensure that all staff are aware of their roles and responsibilities in relation to fire safety and our specific requirements in relation to fire evacuation.

The Proprietor of Broomfield House School, has completed a British Council (BritSafe) fire safety and fire risk assessment course and therefore undertakes the fire risk assessment on an annual basis ensuring that any additional risk controls identified have been actioned. The Proprietor undertakes and implements the outcome of the Fire risk Assessment with particular reference to:

- potential sources of ignition;
- combustible materials and structured features;
- people at risk;
- fire detection and warning;
- means of escape;
- provision of fire-fighting equipment;
- evaluation of fire detection, warning, escape and fire-fighting equipment;
- fire emergency plan and training;

The Proprietor ensures that:

- adequate resources are available for the implementation of this policy;
- arrangements are made for the effective communication of this policy;
- suitable and sufficient assessments are made of the risk posed from fire;
- measures are taken to minimise the risk of fire;
- suitable emergency evacuation procedures are developed and implemented;
- adequate information, instruction and training is provided;
- arrangements are made for the inspection, testing and maintenance of the fire detection system, extinguishers and emergency lighting;
- sources of fuel, oxygen and ignition held on site are minimised and adequate protection is made (including personnel training given) for those that are;
- fire escape routes and fire exits are operating, unlocked and free from combustible materials and obstructions.
- fire safety records are in place to record maintenance of the fire safety system;
- systematically file the fire risk assessment, maintenance records, and records for training and drills, including remedial action are systematically filed for a minimum of three years.

Responsibilities:

Responsibility for fire safety in Broomfield House School is that of the Proprietor who is also the Headmaster and who ensures that fire precautions at the school comply with all relevant health and safety legislation. As

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Proprietor he has, and must use, the necessary authority and powers of sanction to ensure standards of fire safety are maintained.

The main aims of fire safety management are to:

- minimise the risk of fire
- protect the means of escape
- limit the spread of fire.

The main duties regarding fire safety management are to

- make hazard and risk assessments;
- be responsible for fire safety training;
- produce an emergency plan and put up fire notices;
- conduct fire drills;
- check the adequacy and maintenance of firefighting apparatus;
- consult and implement any recommendations of the local fire brigade;
- conduct fire safety inspections, preferably every term;
- make frequent informal checks to confirm fire safety rules are being followed;
- ensure fire escape routes and fire exit doors and passageways are unobstructed, and that doors open correctly;
- check that fire detection and protection systems are maintained and tested, and records kept;
- ensure close-down procedures are followed and
- include fire safety in the regular health and safety reports

Fire Safety

Our Fire Safety Policy and Procedures are based on risk assessment, a duty to maintain fire precautions which are for the use of fire fighters and new duties on fire authorities for fire safety, investigation and testing. The fire safety arrangements in Broomfield House School have been dictated by the provisions of the Fire Safety Acts, where, in such premises, there are at any one time either:

- a) more than twenty people at work; or
 - b) more than ten people at work elsewhere than on the ground floor,
- then the owner or occupier of the premises is required to apply for a fire certificate.

The Proprietors have undertaken a fire risk assessment in accordance with the Fire Precautions Workplace Regulations. The Headmaster ensures compliance and this is viewed as a minimum standard to be achieved. The Headmaster will ensure any further modifications required as a result in changes in legislation or established best practice are approved by the local fire authority.

In accordance with legislation, there is an annual Health and Safety Fire Risk Assessment. In compliance with both regulations and best practice, the Proprietors have ensured that:

- a risk assessment of Fire Safety is undertaken annually by the Headmaster;
- all staff receive a copy of the Fire Safety Policy, including a copy of the directional map for emergency exits;
- members of staff are aware of disability escape etiquette and prepared to act as a “fire buddy” for disabled pupils or any disabled visitor on the premises in the event of a fire;
- all full time, & a range of part time, staff and all pupils participate at least once per term in a fire drill to check on the speed of exit and the results recorded;
- all equipment is checked at least once per year by authorised specialist contractors;
- periodic advice is sought and taken from the Fire brigade & other relevant authorities as appropriate;
- the playgrounds and buildings of the school are NO SMOKING areas;
- a written record of all Fire Safety Action and issues is kept for reference and audit purposes;
- all portable electrical equipment is regularly PAT tested;
- the school caretaker tests the fire alarm (incl presence of glass breakers) regularly in accordance with best practice recommendations from our fire alarm suppliers, ADT;
- any doors left open during working time are fitted with sound sensitive door closers that are maintained by the manufacturer

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- adequate and suitable fire extinguishing appliances are provided and maintained;
- suitable means of fire detection and signalling of the presence of fire is provided and maintained;
- adequate means of escape are provided and maintained;
- suitable signs designating fire fighting equipment and means of escape are provided and maintained;
- a fire logbook is provided and maintained;
- fire training is provided to employees;
- suitable fire procedures are published in respect of:
 - Action to be taken on discovering a fire.
 - Action to be taken on hearing the alarm.
 - Responsibility of key personnel in the event of a fire.

Close-down procedure checklist

The most important steps in fire prevention are good housekeeping and proper close-down procedures. The following close-down actions are recommended:

- Lock all flammable materials away.
- Secure all valuable equipment.
- Do not leave any cash unsecured overnight.
- Remove all rubbish or waste from the building and place it in secure storage.
- Make sure everyone has vacated the premises and that all rooms, especially toilets and showers, have been checked for anyone hiding.
- Make sure external lighting is working correctly.
- Ensure all windows are shut and locked.
- Ensure all internal doors are closed to prevent the spread of fire.

Maintenance of fire detection and fire protection systems

Ensure that fire detection and fire protection systems are regularly maintained by competent contractors. Here are the recommended intervals:

- Fire alarms are tested as specified in the fire certificate or recommended by the manufacturer. See BS 5839-1 2002
- Emergency lighting is tested every six months (in accordance with BS EN 50172:2004)
- Smoke/heat detector heads are tested not less than six monthly, unless otherwise specified (see BS specified(see BS 5839-1 2002)
- Fire fighting equipment, eg extinguishers, detectors and generators, is tested annually.

Hazardous work by employees and contractors

Ensure that work by employees and contractors does not add to the fire load. In particular:

- escape routes and fire exit doors are not obstructed.
- fire fighting equipment is not removed or relocated.
- materials, equipment or substances which are a fire hazard are not brought onto the site without prior approval.
- hot works are subject to a Permit to Work.
- combustible waste does not accumulate and is removed from site at the end of each day.

Emergency Contact

Emergency contact telephone numbers of parents are kept on file at the school office and parents are expected to update these regularly if there are changes. Every employee at the School has been asked to complete a form giving details of next of kin, emergency contact numbers, and relevant details about medication. If they do not wish to do this, a "disclaimer" must be signed.

Were there ever to be a disaster or crisis affecting the staff and/or pupils of the School, there would be need for easy access to certain data. It would also be essential for considered procedures to be pre-determined to avoid the risk of ill-considered action being taken during a time of stress.

- The primary aim of our Fire Policy is to safeguard life and to this end the Headmaster and the Proprietors will assume this responsibility. Policies and procedures are available for all staff who are required to be familiar with and apply them.
- Regular health and safety inspections are carried out by the Headmaster, as the HSM.
- Advice is taken from the Fire Brigade inspector and appropriate specialist advisors.

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- Problems will be noted, prioritised and acted upon appropriately.
- Outside teachers, visitors and contractors will be required to take note of and follow our emergency procedures.
- Public events are assessed for all risks including fire.
- Fire Drills are held regularly, at least once a term and timed. Records of fire drills are kept in the Log Book in the School Office.
- Escape routes are clearly labelled and lead to a safe assembly point.
- All staff and pupils are instructed on action to be taken in the event of an emergency.
- Every room has prominently displayed clear notices describing the action to be taken.
- Fire doors are clearly labelled and unlocked.
- Clear and prominent signage directs visitors to the nearest evacuation route.
- The fire warden for each floor checks that areas are evacuated and is on hand to assist those with a disability.
- Arrangements are in place for summoning the Fire Brigade.
- The designated assembly points are at a safe distance from the buildings and not on a route which may be used by the emergency services.
- A roll call is taken using class registers.
- The alarm system is distinguishable from the lesson bell and is audible in every part of the premises.
- The alarm is never switched off and is routinely serviced.
- All the fire fighting equipment is recommended by the Fire services and checked on a regular basis.
- Electrical equipment is regularly checked and maintained by our caretaker and approved electrical contractors as necessary.
- Regulations concerning the control and storage of flammable liquids are followed.
- All appropriate risk assessments are in place and checked by the Health and Safety Manager (HSM).

Fire-fighting equipment will be regularly serviced and clearly labelled. Signage is regularly checked and updated in line with current legal requirements.

The School has the following fire safety equipment:

- a fully functional fire alarm system in each of our buildings, compliant with current legal requirements, and serviced annually;
- a set of fire fighting equipment (13 water /foam extinguishers, 5 CO2 extinguishers, 1 fire blanket) serviced once a year by a specialist contractor;
- signs, which are designed to aid the visually impaired, in prominent positions describing the location of fire exits and the requirements of people movement in the event of a fire.

There is a fire drill/emergency evacuation procedure every term. Children are not warned of an impending practice. It is essential therefore, that each member of staff is aware of what the evacuation arrangements are for each area of the School. These are detailed in to this document. In case of a fire or bomb threat, evacuation procedures will be tested each term. The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for.

The School has:

- Fire Safety Policy and Procedures
- Fire Safety Audit
- Fire and Emergency Evacuation Procedures

In accordance with statutory requirements there is an annual fire safety audit which includes checking all fire fighting equipment by an approved contractor and records maintained. All emergency lighting is tested weekly and records maintained.

Fire Drill

Staff are also informed of the location of the fire extinguishers. All employees and voluntary helpers are instructed regarding the fire drill procedures including:

- evacuation from the premises;
- exit routes;

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- checking the children are present;
- their responsibilities regarding the children they are supervising.

Execution

Our fire safety policy regime mirrors closely the Broomfield House School health and safety (H&S) systems and procedures. Fire safety is by definition a subset of the current H&S systems and procedures. Our School’s H&S Policy starts with a statement that the Proprietors of the School have a duty to take reasonable precautions to safeguard the lives of employees and other visitors. In this case pupils at our School are included as employees rather than visitors to the site.

Allocation of Responsibilities

Responsibilities are as follows:

	Tasks	Comments
Proprietors (of which one is the Headmaster)	Responsible in law for what happens on the premises	Mr York
Health and Safety Manager (HSM)	Plans, implements, monitors and reviews the policy	Mr York
Fire Marshalls	Assist the Responsible Person in the Management of H&S including fire precautions	Members of staff appointed by the Headmaster
Employees	Comply with H&S policy and take reasonable steps to protect themselves and colleagues at work.	See H& S organisation chart
Visitors	Should be briefed on any H&S issues that will effect them, as required, when they are on site	See briefing sheet at school office

Risk Assessment. The Responsible Person (Headmaster) produces the risk assessment for the purpose of identifying the general fire precautions that he needs to take. The Risk Assessment is based on an understanding of the relevant legislation, guidance and good practice in the fire prevention field.

Fire Precautions Maintenance

The following arrangements have been made for maintenance:

	Item	By whom
Ongoing	Check signage, safety clips on fire extinguishers, ensure that fire doors are not wedged open	Headmaster
Termly	Test fire panels and emergency lighting	External Contractor
Annually	Test all fire extinguishers, check all fire blankets. Replace any missing fire evacuation signs.	External Contractor

Smoking

Smoking can be a major source of fires. Smoking on the School's premises is prohibited.

Practice Evacuation

There will be a number of practice evacuations each term. The aim of the practices is to familiarise children and staff with evacuation procedures, a full evacuation is considered successful when a building is evacuated within 4 minutes. The practice supervisor will set off the fire panel and monitor the time it takes to evacuate the buildings, these details are to be passed to the Responsible Person for record keeping purposes. The following practices should occur every term:

	Detail	By whom
Whole School	One daytime evacuation practice	Headmaster

Action on Hearing a Fire Evacuation Bell. The following actions should occur when anyone hears a fire evacuation bell:

- **Evacuate** all buildings and carry out roll call
- **Confirm** what has happened; decide whether to call the fire brigade
- **Control** re-entering to buildings. The Headmaster should investigate all false alarms, recording all details for record keeping purposes.
- **Fire fighting:** The aim is to evacuate the buildings as quickly as possible. Staff are prohibited from fighting fire unless all available exits are blocked.

Annual Review

This document will be reviewed annually as part of the H&S Annual Report.

Overview of hazards, people at risk, level of risk, records and review

1. Identification of hazards.

- a. **General introduction.** With only a small numbers of people likely to be effected it is relatively easy to keep risk management under continual review.
- b. **Sources of ignition.** The number of sources of ignition are relatively few. There are no hot surfaces, electrical sockets etc are constantly kept under review to minimise risk, there are few chances of mechanically generated sparks – contractors are supervised by School staff
- c. **Sources of fuel.** The School is on both mains gas and electric supply.
- d. **Sources of oxygen.** Doors are kept shut to reduce the levels of draft (an accelerant) and slow the spread of fire; there are no stored oxygen containers on site. All doors are fire doors and must not be wedged open.

2. People at risk.

- a. **By day.** By day the numbers fluctuate and although at this stage we are a very small School with a high staff ratio there are often external people using the premises.
- b. **By night.** At night there is normally nobody in the School.
- c. **During holidays.** During the holiday periods there could again be occasions when the School is used for activities and continuing professional development but these numbers are low.
- d. **People especially at risk.** At this stage, there are no people with a registered disability in this category. However, some of our pupils require English as an additional language, therefore there is a need for great clarity in giving instructions.

Evaluation of risk.

- e. **Overall evaluation of risk.** The overall evaluation of the risk of a fire starting is assessed as **LOW** because there are no ignition sources and combustible materials are kept away from them. Smoking is not permitted anywhere on the School premises or the entrance area. electrical equipment is inspected

regularly and tested, and the chance of arson is assessed as low due to the security arrangements of the School.

- f. **Evaluation of risk to people from fire.** Risk to people from fire is low.
 - g. **Reduction of fire hazards.** All adults are briefed on induction and annually on the importance of good housekeeping to prevent the build-up of combustible material.
 - h. **Reduction of risk to people.**
 - i. **Detection and warning.** The premises are well protected with fire detection equipment, emergency lighting, warning bells and a sprinkler system.
 - j. **Fire fighting.** All staff are trained in using fire extinguishers. Although the School policy is not to fight fire unless it is to ensure a safe evacuation.
 - k. **Escape routes.** The School follows the Headmaster that main escape routes are all signed.
 - l. **Signs and notices.** Signs and notices comply with H&S (Safety Signs and Signals) Regulations 1996.
3. **Records and Review.** The Headmaster as the Responsible Person plans, implements, monitors and reviews the fire safety policy. She is responsible for record keeping and maintaining the emergency evacuation and liaison with other interested parties.

Fire Prevention and Control

Fire checks

Ensure that the following checks are carried out. Mark the weekly and monthly items on the fire log. Most of these issues are included within the daily and monthly monitoring checks:

Daily:

- Fire escape routes are operating and are free from obstructions before opening.
- Goods and equipment, especially combustible items, are not stored in fire escape routes.
- Final exit doors are operating and are not obstructed on either side.
- Fire doors are kept closed and are not held open by artificial means (eg; a fire extinguisher, wedges etc)
- Smoke detectors, heat sensors are not covered
- Emergency lighting LCD's are operating.
- Firefighting equipment is in place.
- Call points are not obstructed.
- Sources of combustion and ignition are identified and removed.

Weekly:

- Test the fire alarms by activating different call points in rotation so that all call points are operate and checked over a period of twelve months.
- Check that Fire Action Notices and fire directional signs are present and not obstructed.
- Test the sprinkler alarm gong (where fitted).

Every 6 months:

- Test the emergency lighting. (In accordance with BS EN 50172:2004).

Fire Marshals

Introduction

The Headmaster is appointed as the Fire Safety Coordinator at our School. He is responsible for ensuring that all procedures, precautionary measures and safety standards are clearly understood and complied with. To assist the Headmaster staff have been appointed Fire Marshals.

Appointments

The following personnel are appointed as Fire Marshals:

Broomfield House:	Ground Floor: Mrs Zammit (or Mr Kennedy)
	First floor: Ms Cash (or Mrs Woodley)
	Second Floor: Mr York (including the girls' loos) (or Ms Cash/Mrs Woodley if needed)
	Third Floor: Mr York (or Ms Cash/Mrs Woodley if needed)
Broomfield House Annexe:	Ground Floor: Mr Montague (or Miss Rowley-Jones)

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First Floor: Mr Hepper (or Mrs Munasinghe)
Second Floor: Mrs Ravenscroft (or Mrs Ketel)
Harrow House: Lower Ground Floor: Mrs Boyle (including boys' loos) (or Mrs Cunningham)
First Floor (by gym): Mrs Hill (including EYs' loos) (or Miss Baird)
First Floor (by library): Mrs Pache (or Mrs Byers)
Second Floor: Mrs Pache (or Mrs Byers)

Tasks

Fire marshals have the following tasks (in priority order):

1. To ensure that all occupants of a building evacuate the building in an orderly manner using the recognised evacuation routes.
2. To assist with the control of pupils, staff and visitors in the fire assembly area
3. If there has been a false alarm the Headmaster will decide when to silence all fire panels and re-enter the building.
4. To assist the fire safety co-ordinator (Headmaster) by reporting faulty fire fighting and fire detection equipment.
5. To make recommendations to improve fire safety.

Appropriate procedures are in place for ensuring that safety precautions are properly managed, formulated and disseminated to all staff. These procedures include Fire Drills and the use of Fire Extinguishers. A copy of the School evacuation procedure is available in all key areas. There is at least one exit door from each room and on leaving the room the exit routes are clearly displayed. All staff, visitors and volunteers should be fully conversant with the evacuation procedures in the case of a fire/bomb threat. The procedure for this purpose at Broomfield House School is in full at the bottom of this document.

Bomb Threats

The aim is to prevent bomb or incendiary attacks, or when this is not possible, to minimise their effects in buildings to which members of the public must have access. This must be done without imposing unacceptable restrictions on them and the Proprietors must weigh the seriousness of the threat against the need to maintain business as usual and decide the extent to which counter measures should be adopted.

Public Access

Consideration should be given to dividing the areas to which the public usually require access from the rest of the building. The rest of the building can then be made a secure area.

Package Bombs and Hoaxes

Postal bombs are unlikely to be in large parcels, rather in flat packages. Staff should be on their guard for:

- The post mark – especially foreign, and any name/address of sender.
- The writing – especially of foreign style.
- Stains – these could be sweating explosives.
- The smell – usually an aroma of marzipan or almonds indicate an explosive.
- The sound – if the parcel rattles, ticks, etc.

Telephone Calls

These are more of a common occurrence than parcels. All members of staff should be aware of the necessary procedures should they receive such a call:

- Alert security/police immediately.
- Above all, be calm, listen carefully, and report exactly what is said.

Fire and Bomb Alerts

In the event of a fire or bomb alert the Headmaster or designated person must:

- Ring the fire alarm to activate the evacuation of the premises of all adults and children (see fire drill procedure).
- Phone 999 for the fire brigade and police.
- Check that the evacuation procedure has been followed.

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- Remain at the front of the school to meet the fire brigade/police and direct them to the incident.
- All children and adults must remain outside.
- Only when the all clear has been given will registers be sent back to classes enabling children and adults to re-enter the premises.

If an alert is a practice, then the fire brigade must be informed before the evacuation of the premises takes place.

For full details of our emergency evacuation procedures, please see Appendix A – Emergency Evacuation Plan

Prevention of Arson

Arsonists in schools often start their first fires by chance. Perhaps they break into the school just for the hell of it. (“Let’s break into the school,” “yeah” – and the bravado and adrenaline take over).

There is no planning, no organization. Having got inside, they can’t find too much to steal, they have matches in their pocket, they see the waste paper bin and they start a fire. It all happens by chance. This chance element in arson makes some people believe that arson is the hardest of all the security risks control.

With the number attacks on schools rising rapidly and the number of large fires also rising fast, some credence is given to this view. But the fact that the action of most arsonists is either unplanned or badly planned does give the school a good chance of preventing the fires.

Because it seems to be easy, because they don’t get caught, because of the thrill they get from the adrenaline rush, because the school seems powerless to do anything about the problem, the arsonists do it again – which is why school fires come in cycles.

Larger scale attacks – a serious attempt to burn the whole school down – normally come after the smaller-scale events. Some arson is aimed at hiding the details of another crime – although this is rare in schools.

Arsonists do not normally bring the method of starting the fire into the school – they are reliant on finding scrap paper, etc., in the school to start the fire. There are few instances of arsonists seemingly tearing up books etc. in order to create the blaze – they look for loose paper on desks, in waste bins, etc.

The school policy on arson prevention is therefore:

- As far as is practicable inflammable materials are out of sight.
- The Headmaster and HSM make occasional unannounced checks that the procedure is being adhered to.

Fire Drills

- Evacuation drills are carried out once a term.
- The first drill should be carried out as soon as the new year begins so that all new pupils and staff are aware of the procedures.

Fire Alarm Test

The fire alarms are tested regularly by the school groundsman and records are kept in the School office. The Headmaster is responsible for reporting any defect and ensuring that they are repaired.

Fire Fighting Equipment

Fire fighting equipment will be examined and tested at least once a year by a competent service engineer.

Emergency Evacuation Procedures

A separate chart states and clarifies these procedures, and is to be found in all main rooms.

The Headmaster will ensure that the emergency plan is reviewed on an annual basis, or sooner if changes occur that affect this plan.