

Pownall Hall School

'Pownall Hall School is committed to co-education and aims to provide a caring, disciplined, safe and secure family environment, where all pupils are enabled and encouraged to maximise their academic, sporting, musical and creative potential. The School aims to instil traditional values of courtesy, good manners, mutual respect, tolerance and compassion in its pupils and help them develop self discipline and good working habits for the future. The all round personal development of each and every pupil lies at its heart.'

7a Fire Safety and Procedures Policy

This is a whole school policy: it applies to EYFS, after school care and holiday clubs held on our premises.

Introduction

We are a responsible employer and take our fire safety duties seriously. For this reason we have formulated this policy to help us comply with our legal obligations to staff and visitors under the **Regulatory Reform (Fire Safety) Order 2005**, which came into force on April 1, 2006. As well as consolidating numerous pieces of fire safety legislation, this Order has abolished the need for us to hold a fire certificate. Instead, our approach to fire safety will rely on the carrying out of risk assessments. Due to its importance, this fire safety policy also forms part of the school's overall Welfare, Health and Safety Policy.

Employees' duties

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to cooperate fully with us in complying with any procedures that we may introduce as a measure to protect the safety and well being of our staff and visitors.

Communication

We will keep staff informed of any changes that are made to our fire safety procedures and fire risk assessment. We will also ensure that all visitors to our premises are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

Procedures

We have introduced the following procedures in order to maintain high standards of fire safety.

- a fire risk assessment has been undertaken which will be reviewed annually. However, more frequent reviews will occur if there are changes that will impact on its effectiveness. These may include alterations to the premises or new work processes.
- the fire evacuation procedures is practiced each term and records are kept. Fire notices are displayed in all classrooms.
- training will be provided as necessary to those staff who are given extra fire safety responsibilities or required to handle flammable substances or equipment.

- it is our policy that all staff will be trained in the use of fire extinguishers at regular intervals.
- all new members of staff and temporary employees are provided with induction training on how to raise the alarm and the available escape routes.
- all escape routes are clearly signposted and kept free of obstructions at all times.
- all fire related equipment is regularly serviced and maintained. If any employee notices defective or missing equipment, they must report it to the bursar.
- alarm systems are tested regularly.
- any other safety systems will be checked regularly to ensure correct operation, where necessary, e.g. emergency lighting, extinguishers.
- this policy forms part of employees' conditions of employment. Failure to comply may be treated as a disciplinary matter.

PROCEDURES IN THE EVENT OF A FIRE

On discovering a fire

- **If you discover a fire, raise the alarm by smashing the glass on the fire alarm call point immediately (red box), then ring the fire service directly if you are able to do so. Alert the office as soon as you are out of the building.**
- **If you have been unable to phone the fire service directly then ensure the office has been informed to do so. If there is no answer from the office you must go to the office to call yourself. It is your responsibility to ensure the fire brigade has been called.**
- **Ensure that the children's safety is your paramount duty and evacuate the area as soon as possible.**
- If you have been trained and feel that it is safe to do so, attempt to fight the fire using the equipment provided. If this fails, evacuate immediately using nearest available fire exit.
- Ensure that no-one is left in the room and close the door behind you. If you have time, switch off power to any electrical appliances.
- Ensure that you or the Headmaster or member of SLT has called the fire brigade.

If you hear the fire alarm

- Immediately leave using the nearest available fire exit.
- Take the class you are teaching quietly and quickly to the Assembly Point, which is the Front Lawn for everyone.
- If you are with a visitor, ensure they accompany you.
- Your class should move quietly so that the children may hear any instructions that you give them.
- Follow the roll call procedure. The class should be lined up so that a head count/register may be taken.
- If the headcount/register is incorrect, names are to be checked with the Office Manager's absentee lists taken from School Manager.
- Any absentees should be reported immediately to the Headmaster or Deputy Head.

Staff responsibilities

- Encourage staff and pupils around you to evacuate and proceed calmly to the assembly point.
- Report to the person in charge, the Headmaster or Deputy Head, noting any absentees of children, staff or visitors.
- Office Manager to take absentee list, and class list to Front Lawn

Headmaster, Bursar or Deputy Head

- Collect signing in book
- gather all information regarding the evacuation
- establish if it is a genuine fire or false alarm
- ensure that the fire brigade has been called
- liaise with the fire brigade on its arrival

Monitoring and Review

This policy is monitored by the Welfare, Health and Safety Committee, which includes a representative from the governing body, and will be reviewed annually.

Approved by governors

Date: May 2018

Signed: Mrs. Eileen MacAulay, Chair of Governors *May 2018*

Review date: May 2019

References:

A: Reference Guide to the key standards in each type of social care service inspected by Ofsted (Reference 080117) www.ofsted.gov.uk

B. The Revised Handbook for the Inspection of Independent Schools: Part 3: The Regulatory Requirements of Independent Schools, September 2017 version. (www.isi.net).

C. Part II of the Regulatory Reform (Fire Safety Order) 2005, (www.opsi.gov.uk)

D. "Fire Risk Assessment," Ecclesiastical Risk Services Ltd guidance note (www.ecclesiastical.com)

October 2008, October 2009, January 2010, December 2010/May 2012/May 2013/June 2014/May 2015/May 2016/May 2017/May 2018

E. "Fire Safety" Chapter O of the Bursars' Guide by Owen David Risk Management Ltd (www.owendavidsafety.net)

F. "Fire Safety: Managing School Facilities" DCSF Guidance, (www.teachernet.gov.uk)

G. "Fire Safety Risk Assessment for Educational Premises" and "Fire Safety Risk Assessment: Sleeping Accommodation," DCLG publications (www.communities.gov.uk)

Appendix A

FIRE PROCEDURES

Teaching Staff

DO

- Stay Calm
- Sound the alarm
- Leave the building by walking to the nearest exit taking the children with you
- If you are the last person out, close doors and windows
- Walk to the front lawn and register your form
- Report to Headmaster

DO NOT

- Collect belongings
- Re-enter the buildings
- Run

Other Staff and visitors

DO

- Stay Calm
- Sound the alarm
- Leave the building by walking to the nearest exit taking any children with you
- If you are the last person out and in no danger, close doors and windows
- Switch off and unplug electrical appliances
- Walk to the front lawn and register with Bursar
- Report to Headmaster

DO NOT

- Collect belongings
- Re-enter the buildings
- Run