

LION HOUSE SCHOOL

FIRE SAFETY, EVACUATION PROCEDURES

AND RISK ASSESSMENT

GENERAL STATEMENT

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety of the school and ensuring that all pupils, staff and visitors do not add to the risk of fire. This policy is designed to help all members of the school respond calmly in the event of an evacuation.

Chief Fire Marshals: Mrs Chappell / Mrs Szarlej

The Marshals will ensure that:

- ◆ The fire safety policy is reviewed annually
- ◆ Staff are familiar with the fire policy and school procedures
- ◆ All staff and visitors know that the fire assembly point is the Church car park
- ◆ Records are kept of all training
- ◆ Fire Evacuation practice takes place twice a term and records are kept of said drills
- ◆ Fire prevention measures are followed
- ◆ Fire assessments are regularly reviewed and updated
- ◆ Fire procedures and risk assessments are reviewed on the occasion of the building being altered or extended in anyway

GENERAL FIRE SAFETY

Alarm

The school is fitted with a fire alarm maintained by CHUBB. There are 4 manual call points (break glass) positioned by the four main exits.

Emergency lighting is located in the upper hall, stairs, corridors and at the exits.

Fire Fighting Equipment

Fire extinguishers, fire blankets and signs are checked /serviced or replaced annually by the maintenance contractor (CHUBB).

Fire Extinguisher Training

All staff attend fire extinguisher training every two years.

Fire Escapes

There are three main exits from the main school building. The front door, the side alley door and the back door (near the kitchen). There are three exits from the church. The front door, side alley and vestry door.

FIRE SAFETY PROCEDURES

Staff Training

All staff (teaching and non-teaching) are given instruction on the following:

- ◆ The location of the alarm points
- ◆ The location of all exits
- ◆ The location of and how to use the fire fighting equipment
- ◆ General fire prevention
- ◆ Action to be taken on discovering a fire
- ◆ Location of the assembly point
- ◆ How to raise the alarm and call the Fire Services
- ◆ Evacuation and role call

Fire action / emergency evacuation notices are displayed in all classrooms and beside all extinguishers.

Summoning the Fire Services

The school office is open between 8.00am- 5.00pm Monday to Friday. The school office is always aware when a fire drill takes place. If the alarm goes off for any other reason outside of the known fire drill practice times, the office has standing instructions to call the Fire Services.

The school Principal or if abroad a nominated senior member of staff is on call 24 hours a day, 7 days a week, 365 days a year. They have standing instructions to summon the Fire Services if the alarm goes off outside the school hours.

Visitors and Contractors

All visitors and contractors are required to sign in when they arrive. They will be issued with a visitor's badge. They should be made aware of the Evacuation Procedure as displayed.

Disabled staff, pupils and visitors

We have a special one to one induction on fire safety for disabled pupils and their carers and staff. These are designed according to the disability.

Responsibilities of teaching staff

Teaching staff are responsible for escorting their pupils and any visitors in their classroom in an orderly manner to the nearest, safest exit and then to the assembly point. They are responsible for checking the names of their pupils against the register and undertaking a head count on arrival at the assembly point.

Should anyone be missing the name and possible location of the missing person must be given to the Chief Fire Marshal who will pass the information onto the Fire and Emergency Services.

ON NO ACCOUNT SHOULD ANYONE RE-ENTER THE BUILDING

Responsibilities of Fire Marshals

Mrs Susan Chappell
Mrs Anna Szarlej

Fire Marshals are members of staff who are unlikely to be in charge of a class and can therefore make sure that the rooms including the toilets have been evacuated and doors closed prior to leaving the building themselves. They have been given designated areas.

Fire Prevention

Escape routes and Emergency exits

- ◆ There are two exits from the classrooms, the upper hall, kitchen and the church
- ◆ There are three main exits from the school building and three from the church
- ◆ Evacuation Procedures are posted in all classrooms and by the exits
- ◆ Fire extinguishers are posted throughout the building plus Fire blankets in the kitchen
- ◆ All stairs, corridors and exits are illuminated by emergency lighting and fluorescent signage
- ◆ Alarms sound in all parts of the building
- ◆ Fire doors are located at strategic points
- ◆ Fire exit routes are kept clear at all times
- ◆ Fire alarm points are checked on a regular basis and results recorded
- ◆ An annual service of the whole alarm system is undertaken by CHUBB FIRE SERVICES (BAFE approved)
- ◆ Certificates of Conformity are kept in the school office
- ◆ LFEPA inspections are undertaken bi-annually
- ◆ A full Fire risk assessment is undertaken annually

Electrical Safety

- ◆ The school has electrical test certificates and certificates of compliance for all electrical work within the building
- ◆ Portable appliance testing is undertaken annually
- ◆ All computers, whiteboards, printers and other electronic equipment is turned off every night and at weekends

Rubbish and combustible materials

- ◆ All rubbish is stored outside the building in large Eurobin containers
- ◆ Combustible materials such as paint is stored off site

This Statement will be reviewed annually

Reviewed Spring Term 2014	Jane Luard	Changes made
Reviewed Spring Term 2015	Jane Luard	No changes
Reviewed Spring Term 2016	Jane Luard	No changes
Reviewed Spring Term 2017	Susan Chappell	Changes made
Next review Spring Term 2018		

EMERGENCY EVACUATION PROCEDURE

PRIMARY CONCERN IS THE CHILDREN'S WELFARE

IF YOU DISCOVER A FIRE, BREAK THE GLASS OF THE NEAREST ALARM POINT TO SET OFF THE ALARM.

ON HEARING THE BELL FOR EVACUATION THE FOLLOWING PROCEDURES MUST TAKE PLACE

EXIT FROM YOUR NEAREST, SAFEST FIRE EXIT – USE COMMON SENSE.

If you are responsible for a class make them leave in an orderly, quiet manner. Make your way via the nearest, safest exit to the assembly point. Take allergy bags and registers on leaving

DUTIES:

Fire Marshal Leads: Miss Luard or Mrs Chappell:

Collect the following from front hall – all items kept in cupboard A

School keys

Full detail file

Loud hailer

Collect first aid bag from cupboard A in the front hall on exit. Nursery to take first aid bag from upstairs

GROUND FLOOR

Sweepers:

Tracey / Marion - if others not present i.e Fridays **Mrs Szarlej**

'Sweepers' check all rooms and toilets evacuated and close all doors

FIRST FLOOR

Gavin Field: Collect medical box with epi pens on leaving

Holly/ Agnieszka / Penelope / Gavin: take registers (+ any allergy bags kept in class)

Fire Marshals: Mrs Chappell / Mrs Szarlej: sweep – check all rooms are empty and close all doors

Visitors: To follow any class to nearest exit

ASSEMBLY POINT

In front of the church unless directed elsewhere

TEACHING STAFF: First conduct swift head count followed by register check

Nursery supervisor: Miss Holly to check all upstairs staff are present

Downstairs: Mrs Yates to check all upstairs staff are present

On no account should anyone re-enter the building until given permission by the Fire and Emergency Services or the most senior Fire Officer in case of a drill.

AFTER FIRE / DAMAGE TO BUILDING

If the school building is out of action the children will be taken to the church.