

LION HOUSE — A HURLINGHAM SCHOOL

Fire Safety, Evacuation Procedures and Risk Assessment Policies

This policy is made available to all parents, prospective parents, staff and prospective employees of *Lion House – a Hurlingham School* on our website, and a hard copy can also be viewed at our School Office.

This policy applies to all activities of *Lion House – a Hurlingham School*, including the Early Years Foundation Stage.

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 Jane Appleby

The Marshal, in conjunction with the School Principal, 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 termly 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

Fire Safety and Evacuation Policy

- ◆ 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 on the reverse of which it states the procedure to follow in case of evacuation They should also 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 and 'sweepers'

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

Date of last review: November 2017

Date for next review: June 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 on leaving

DUTIES:

Fire Marshal Lead: Jane Appleby

Ilona Czajczynska (deputy Iggy Findolova)

To collect the following from front hall:

- Registers
- Emergency contact information sheets
- Signing-in sheets
- Loud hailer
- First aid bag.

Sweepers:

GROUND FLOOR

Anna Szarlej (deputy the Reception Teacher if Anna not present)

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

FIRST FLOOR

Gavin Field (deputy Suzanna)

check all rooms and toilets evacuated and close all doors

Class teachers / Key workers: Collect medical bags with epi pens on leaving

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: to check all upstairs staff are present

Downstairs: Mrs Appleby to check all staff and visitors 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

children will be taken to the church