

Fire Prevention Policy

Effective from: September 2025

Authorised by: Mary Fysh; Principal, Sarah Tapp; Head and Martin Ayres; Chair of Advisory Body

1. Policy Statement

The Avenue Nursery & Pre-Preparatory School (the “School”) is committed to providing a safe environment for pupils, staff, visitors, and contractors. We recognise our legal and moral responsibilities to prevent fire, minimise risks, and respond effectively in the event of a fire emergency.

This policy ensures compliance with all current UK fire safety legislation, specifically:

- **Regulatory Reform (Fire Safety) Order 2005 and 2022 amendments**
- **Health and Safety at Work Act 1974**
- **Education (School Premises) Regulations 2012**
- **Independent School Standards (2014), Part 3**
- **Keeping Children Safe in Education (2023)**

2. Roles and Responsibilities

A. Principal & Head of School

- Overall responsibility for fire safety compliance
- Ensure regular fire risk assessments and implementation of recommendations
- Delegate specific fire safety duties to the Designated Fire Officer

B. Designated Fire Officer

- Maintain the Fire Safety Folder
- Oversee fire drills and training
- Conduct weekly checks of alarm points, extinguishers, fire doors, and emergency lighting
- Liaise with contractors (GFA Premier, TSF, Clark Electrical) to maintain systems

C. Fire Marshals

Appointed staff: *Mary and Rebecca*

Duties:

- Lead evacuations and roll calls
- Support staff during drills and actual evacuations
- Ensure exits are clear and secure
- Attend annual fire marshal training

D. All Staff

Each staff member is personally responsible for:

- Knowing escape routes and fire procedures
- Reporting damaged equipment, blocked exits, or fire hazards immediately
- Closing classroom doors at day's end
- Not storing combustible materials near heat sources
- Using electrical equipment safely

3. Preventive Measures

A. Routine Checks

Performed by Fire Officer or Fire Marshals:

- **Weekly:** Fire exits, alarm call points, fire doors, extinguishers, emergency lighting
- **Termly:** Fire drills
- **Annually:** External servicing of all fire equipment

B. Maintenance Contracts

- **Fire Extinguishers & Fire Doors:** GFA Premier
 - Agreements: SV 02 – 210529 / SV 02 – 78644
 - Contact: 01422 314 375
- **Fire Alarms & Emergency Lighting:** TSF
 - Agreement: 400 12512
 - Biannual visits & testing
 - Contact: 01302 303 332
- **Electrical Installations & PAT Testing:** Clark Electrical
 - Agreement: SC8110
 - Annual PAT / Fixed Wire Testing every 5 years
 - Contact: 0207 474 7404

4. Training & Induction

- All staff receive Fire Safety Training INSET every 2 years and online Educare annually.
- INSET Training includes:
 - Raising the alarm
 - Using extinguishers and blankets
 - Evacuation routes and assembly points
 - Shutdown procedures (electrical/gas)
- New staff and temporary staff receive induction on their first day.

5. Fire Fighting Equipment

- Strategically placed extinguishers are:
 - Wall-mounted
 - Clearly signed
 - Never obstructed or hidden
- Fire blankets are provided in kitchens
- Annual professional servicing, with inspection labels visible

6. Fire Alarm System

- Call points are located throughout the building (see Appendix 1)
- **Weekly testing:** One point tested in rotation
- **Contractor Maintenance:** TSF every 6 months

7. Emergency Lighting

- Monthly in-house checks (simulate power cut)
- Biannual contractor test simulating 1-hour power failure
- Checks ensure compliance with BS 5266-1

8. Electrical Safety

- Annual PAT testing of all portable appliances
- Inspection of fixed wiring - every 5 years
- Faulty or frayed equipment must be reported immediately

9. Evacuation Procedures

A. On Discovering a Fire

1. Activate the nearest break-glass call point
2. Call 999 immediately
3. Attempt to extinguish fire only if safe to do so

B. Evacuation Routine

- Staff calmly direct pupils: **“Stop what you are doing, listen to your teacher.”**
- Evacuate via the nearest fire exit
- Close doors behind you
- Assemble at designated points:
 - **Back Garden – By Sandpit**
 - **Front of School – Ramp/Pavement**

C. Registers & Roles

- **Registers:**
 - Taken via HUBmis on WiFi-enabled device at front door
- **Staff Responsibilities:**
 - **Principal/Head:** Staff register & Visitors
 - **Nursery/Reception/KS1 Teachers:** Pupils
 - **Admin Staff:** Final building check & door closure
 - **Principal/Head:** Call 999 if not already done

10. Fire Drills & Log Book

- **Frequency:** Once per term
- All drills, training, tests, and maintenance logged in the **Fire Safety Folder** in the School Office and stored in google drive folder
- Any issues identified during drills are followed up with corrective action

11. Fire Risk Assessment

- Conducted by the Designated Fire Officer at least annually
- Reviewed following significant changes or incidents
- Summary submitted to the School Advisory Board every annually

12. Visitors

- All visitors must sign in and wear a badge
- Receive verbal instructions relating to fire procedures on arrival
- Staff are responsible for guiding visitors in an evacuation

13. Lockdown & Other Emergencies

The School has a separate **Lockdown Policy**, reviewed and tested regularly. Staff will follow management directions in events such as bomb threats or power failure.

This policy forms part of our broader Health and Safety Policy and is reviewed annually by the Principal and Governing Body or when significant changes occur in regulation or school operations.

Appendix 1 – Regular inspection routine

The following tests are to be carried out by the School's Fire Marshall and are in addition to the regular schedule maintenance carried out by approved contractors. See the relevant section in the Policy document for details.

FIRE ALARM SYSTEM

Weekly tests

The Fire Alarm break-glass call points, sounders and the automatic closing doors should be tested monthly, using a different call-point in rotation. The call points are located as follows:

Call point 1 – By front door

Call point 2 – By the side door at the front of the building

Call point 3 – By the sliding doors to the rear of the building

Call point 4 – By the main side door out of the hall area

Call point 5 – At the top of the stairs to the first floor

Call point 6 – At the top of the stairs by the photocopying room

Call point 7 – By the entrance door to the nursery in MFW

Call point 8 – By the fire exit door in the nursery in MFW

EMERGENCY LIGHTING

The emergency lighting should be regularly checked to ensure cleanliness, correct operation and that any previous faults have been rectified.

Monthly tests (Checks Each Half Term)

Simulate failure of the power supply to lighting circuits in turn to check emergency lighting operates. **6 monthly tests**

Test of self contained and central battery systems by simulating a failure of the normal lighting supply for at least a continuous period of 1 hour. During the test, check all emergency lights for proper function. These tests are carried out by the School's maintenance team during School holidays

PORTABLE FIRE EQUIPMENT

Checks Each Half Term

Check all fire extinguishers to ensure that they are –

- Easily accessible
- In their proper position.
- Not discharged
- Not lost pressure and not damaged