

Avenue Pre-Preparatory School and Nursery

Fire Procedure Policy

Date of policy: September 2021

Date of policy review: September 2022

Authorised by Mary Fysh, Principal and Martin Ayres, Chair of Advisory Board

Rationale

It is the policy of The Avenue Nursery & Pre-Preparatory School (the School) to comply with the law as set out in the Regulatory Reform (Fire Safety) Order 2005 and the Education (School Premises) Regulations 2012. The persons with responsibility for compliance with fire safety legislation and for the maintenance and testing of equipment are the Principal and Head of the School and the Designated Fire Officer as indicated at the front of this document.

Fire Precautions Legislation

Fire precautions are governed by the The Regulatory Reform (**Fire Safety**) Order 2005, and The Education (**School Premises**) **Regulations** 2012 and the Health and Safety at Work etc. Act 1974.

The school also monitors compliance with regard to Part 3 (Education) Independent Schools Regulations 2014 regarding the general health, welfare and safety of all pupils in the school. In this context, high priority is given to maintaining high standards for fire safety and the responsibilities of everyone in the school to act in accordance with this policy.

Duties and Responsibilities

Under the Health and Safety at Work etc. Act, it is not only the School but also all staff members who have a duty to ensure the safety of themselves and others at work. It therefore follows that anyone working in the schools' premises has a duty to be aware of the dangers of fire, fire precautions and the procedures in the event of fire.

Fire Marshall

One member of staff will be appointed as Fire Marshall, Mary Fysh and is assisted by the Head, Sarah Tapp. Fire Marshall duties will include keeping the Fire Safety Folder, recording all fire drills and performing the fire extinguisher, fire alarm call points and emergency lighting tests as specified in the Fire Safety folder. The appointed Fire Marshall will undertake regular appropriate training to ensure that he/she is aware of all aspects of Fire Safety, in addition to organizing the annual fire safety training for all members of staff, which takes place at the beginning of the academic year.

Staff Responsibilities

Each member of staff has a personal responsibility to be aware of all basic fire precautions and procedures to ensure that risk of fire within the school is kept to a minimum. In particular:

- Keep wifi enabled device at front door to enable access to fire lists/registers.

- Close all classroom doors at the end of the School day
- Prevent fire occurring by being careful with all sources of heat
- That frayed leads or faulty equipment are reported immediately
- All combustible materials are kept away from heaters
- Know the means of escape in case of fire
- Be familiar with the fire routine and obey notices
- Keep all fire exits, corridors and staircases unobstructed

The School's Responsibilities

The School has a legal responsibility to ensure that the following duties are undertaken:

- Undertake regular fire prevention checks and report problems.
- Carry out weekly checks of locking mechanisms on fire exit doors and ensure that exits are accessible at all times.
- Ensure that all fire exit doors and routes are clearly marked and free from obstruction at all times.
- Carry out weekly checks of all internal fire doors to ensure they self-close effectively, swing freely and are close fitting to frame.
- Ensure that all fire extinguishers and blankets are checked at least every 12 months and the maintenance card is completed.
- Ensure that all fire extinguishers are labelled appropriately.
- Carry out weekly checks that Fire Regulations and Fire safety plans are displayed clearly and not obscured by other notices.
- Ensure that all requirements of the recommendations from the Fire Officer are met.
- Ensure that all employees, including new staff members, whether full, part time or temporary, are made aware of the procedure to be adopted in the event of fire, in particular:
 - ★ How to raise the alarm
 - ★ Escape routes from the building
 - ★ Fire assembly point
 - ★ Location and use of fire extinguishers
 - ★ Location of mains gas and electricity controls
- Use of fire fighting equipment to secure an escape route.
- Arrange a fire evacuation drill termly. Ensure that weekly testing of a fire alarm call points is carried out. These drills and tests are to be recorded in the Fire Safety Folder which is kept in the School Office.
- Carry out evacuation procedures as may be required including preventing re-entry to the building until it is declared safe to do so by the fire officer attending the incident.
- At close of School:
 - ★ All non-essential equipment must be switched off
 - ★ Photocopying machines and other equipment, with possible exception of computers, with flexible cables must be disconnected
 - ★ All fire doors, other doors and windows must be closed

Training

All members of staff shall receive annual training to ensure that they are competent to use the fire extinguishers and are fully aware of all the procedures to be undertaken in the event of a fire.

Visitors to the School

All visitors to the School must be signed in and give a visitors badge. On the reverse side of the badge are Fire Precautions which must be brought to the attention of the visitor.

Fire Fighting Equipment

Fire fighting equipment is provided on the school premises and all staff will receive training in its correct use. Further information concerning the types of extinguisher and their use is given below. Fire extinguishers are positioned in a conspicuous place and fixed to the wall on brackets. Each extinguisher location is clearly identified by a sign in accordance with current regulations. They are placed underneath counters or furniture and must never be hidden by packages or stored items.

Fire extinguishers must only be used for extinguishing fires and not for other purposes. Fire blankets are provided in the kitchen and positioned near the cooker. Fire blankets are inspected at least annually and the date on the inspection clearly marked on the casing.

All fire extinguishers are inspected, tested and serviced at least annually. The date of testing is marked clearly on the appliance.

Staff will be trained in the use of Fire Extinguishers once a year usually at the start of the Autumn term.

Maintenance of the Fire Fighting Equipment

The School has a maintenance contract with GFA Premier for the regular inspection of the fire extinguishers in the School and this is done on an annual basis. GFA also service the fire doors annually.

The advice of the GFA Representative is always followed with regard to the number and type of fire extinguishers which are recommended for the school buildings, fire notices, emergency exit signage, fire doors etc. to ensure that the School is compliant with current Health and Safety legislation.

Maintenance Year:	Year end February
Service Agreement:	SV 02 – 210529 for the fire extinguishers
Service Agreement:	SV 02 – 78644 for the fire doors
Contact number:	01422 314 375

Fire Alarm Systems

The School has been fitted with a fire alarm with call points on every floor. The location of the call points and all the fire extinguishers in the School is given in appendix 1. The fire alarm must be tested monthly and the bells, sounded as part of this test.

Maintenance of the Fire Alarm System

The fire alarm system is maintained by Cooper Safety Fire Systems who visit 6 monthly to test the system and make any adjustments/repairs required to ensure that the fire alarm satisfies current legislation.

Maintenance Year:	Year to 22 November
Annual Service Reminder:	Sent out in September each year.
Service Agreement:	400 12512

Contact number: 01302 303 332

Emergency Lighting System

The emergency lighting system should be tested regularly to ensure its correct operation. Monthly tests are carried out by simulating a temporary power cut and ensuring the lights are working. 6 monthly tests involve a longer power cut lasting 1 hour to test the emergency lighting battery system.

The 6 monthly tests are carried out by the School's maintenance contractor during the holidays, as part of their regular scheduled holiday maintenance programme.

Electrical Installation and Equipment

The fixed electrical installation and portable electrical appliances must be regularly inspected and checked. This is done under an annual maintenance contract by Clark Electrical Contractors, who undertake a portable appliance test (PAT) throughout the School annually, usually in July. Fixed wiring testing is carried out every 3 years.

Maintenance Year:	Ongoing
Service Agreement:	SC8110
Contact number:	0207 474 7404

Fire Precautions

All staff must be familiar with and have a duty to ensure that the following general precautions are taken to prevent fires:

- Ensure all equipment that can cause a fire is handled with the utmost care
- Do not leave any naked flames unattended
- Ensure all electrical machinery and equipment is switched off after use
- Substances that have the potential for causing a fire must be used and stored correctly

Means of Escape

The fire exit route from all areas of work must be kept clear of all obstruction at all times. This includes keeping areas free of furniture, packages (whether temporarily stored or not), cleaning equipment and waste materials.

When any employees are present in the premises all fire exit doors must have the facility of being unlocked by any member of staff upon his arrival at the door. Where security locks are fitted this will mean that they are overridden by a simple thumb turn from the inside of the premises.

All fire doors within the premises must be kept clear of obstruction at all times and allowed to close correctly after use.

On Discovering a Fire

- Sound the alarm by breaking the glass in the nearest available fire alarm break glass call point.
- Call the Fire Brigade by dialling 999

If it is safe to do so, try to extinguish the fire by using the nearest fire fighting equipment available but without taking any personal risks

Fire Alarm Drills

A fire drill takes place every term to ensure that children and staff are kept fully aware of the drill procedures and how to act should a fire occur.. If an employee cannot hear the fire alarm during this test they should report it immediately to their line manager.

The Fire Drills are written up by the Designated Fire Officer and any problems noted, together with the proposed changes to the procedure designed to overcome any such problems.

Fire Log Book

All training, testing and inspection of fire alarm, fire fighting equipment, and emergency lighting and incident of fire is recorded in a Fire Safety Folder for the School. This is located in the School Office.

Risk Assessments

A written Risk Assessment for Fire was undertaken for the School by the National Fire Risk Assessment Centre in January 2017 and all of its recommendations have been followed or actioned. A Fire Risk assessment will be carried out annually or when situations change, by the Principal.

Emergency Evacuation Procedures

In the event of a fire alarm being raised all employees must leave the building by the nearest available exit and assemble at the designated assembly point.

Responsibilities on evacuating the Premises

Registers:

All Class Registers must be completed online and a wifi enabled device kept at the front door for use during an evacuation. Responsibility for calling the registers is as follows:

- Principal/Head – Staff
- Nursery Teacher - Nursery
- Reception Teacher - Reception
- Class Teachers – Year 1 and 2

Checking the building, closing doors:

School Office Staff/Administrator/Company Secretary

Phoning the fire brigade:

Principal (or the Head in her absence)

Evacuating the children:

All members of staff

On hearing the alarm staff must do the following:

Children told:

“Stop what you are doing, listen to your teacher”

Leave the building by the nearest available fire exit route. All doors must be closed on leaving. Staff must not stop to collect belongings.

Staff should proceed to the designated Assembly Points in the back garden by the Shed or on the ramp in front of the school

Wifi enabled device with access to ScholarPack with All Registers to be taken outside the School building on evacuation.

Assembly:

At the back of the school – in the garden by the shed

At the front of the School – on the pavement or on the ramp

After evacuation of the School a member of staff will use the phone by the side door to contact the staff in the garden to ascertain which children they have in their care.

All departments:

Practice fire drills will be conducted every term to ensure employee familiarity with procedures. In any other emergency situation, such as bomb threat, all employees will follow emergency direction given as the circumstances direct. The school has a ‘lock-down’ procedure known to all staff which is also tested on a regular basis.

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

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

Appendix 2 - Location of fuses/lights for the Emergency Lighting

To test the emergency lighting system, certain fuses must be turned off to simulate a power failure to the emergency lights and then the relevant lights must be seen to be working. The fuses and their associated lights are located as follows: **(one light in all cases unless otherwise stated)**

Fuse location	Fuses	Lights associated with these fuses
Main fuse box down cellar steps	4 fuses marked with a *	Top floor landing 1 st Floor landing Ground floor hall Basement
Key switches opposite children's toilets off the main hall	Key switch 1 Key switch 2 Key switch 3 Key switch 4	Toilets off main hall Main cloakroom Pm cloakroom and Home Corner Big hall, light above dividing doors
Key switch by disabled toilets		Disabled toilet
Key switch by door to the garden		2 outside wall lights by steps to garden Fire exit sign above the door to garden
Large Room top fuse board	Two fuses marked with a *	2 outside lights by side door. Light by the front door
Large room bottom fuse board	One fuse marked with a *	2 brick lights, at bottom of steps and ramp
Key switch at the top of the stairs		Light outside library/Year 1 classroom
Key switch outside Girls toilets		Toilet light (do not open the door!)
Key switch outside Boys toilets		Toilet light (do not open the door!)

Appendix 3 - Classes of Fire and Fire Extinguisher Identification

Some extinguishers are better than others in specific fire situations. It is important to know the capabilities and limitations of extinguishers.

The table below shows body colours for extinguishers that are in common use. New extinguishers now have body colouring that is red with the label showing the contents being colour coded in accordance with the table.

Classification Of Fire Risk	Water Red	Foam Cream	Carbon Dioxide Black	Powder Blue
A Solids Paper, wood, cardboard, textiles, coal, coke	√			√
B Flammable Liquids Petrol, oil, paint, spirits, liquids, sugar			√	√
C Flammable Gases Gas, methane, propane, acetylene				√
D Combustible Metals Metals including magnesium, sodium, potassium				Specialist Powders
E Electrical Fires Not considered a class of fire. Any fire started by or involving electrical equipment must be a fire of class A, B or C			√	√