



'ALIS VOLAT PROPRIIS'

SEATON HOUSE SCHOOL

FIRE EMERGENCY AND EVACUATION

POLICY & PROCEDURES

All confidential reports and minutes are stored online on a register. The file is password protected. Hard copies are stored in a locked cabinet in the Head's office.

FEEP

This Policy applies to the Early Years Foundation Stage, Key Stage 1 and Key Stage 2

It is the Policy of Seaton House School that all reasonable precautions should be followed at all times so as to minimise the risk of fire breaking out. Such precautions are detailed below.

Detailed Fire Risk Assessments are carried out annually. At other times in the year, should a member of staff feel that a situation poses a hitherto unidentified risk, then s/he should complete a Fire Risk Assessment Form, found in the Common Area – Templates – Risk Assessment Form, as soon as possible and liaise with the Health & Safety Supervisor, the Headmistress.

The Headmistress will ensure that staff and pupils are aware of evacuation procedures and that such procedures are practised regularly. The FEEP is part of the Induction procedures for new members of staff.

The Governors will ensure that appropriate contracts are in force to ensure the regular maintenance of all fire prevention and control equipment and systems.

Fire Precautions

Basic Fire Safety Rules

- ❖ Combustible materials, such as cardboard boxes and packaging materials, should not be kept about the school unless they are required (for example: for making scenery in school plays or for art and craft purposes). When such materials are not in use, they should be kept in a designated storage area.
- ❖ Corridors, stairways, entrances and exits should be kept clear and, in particular, kept free of combustible materials. Stairways and corridors which form part of escape routes should ***always*** be kept clear.
- ❖ Fire doors should not be wedged open.
- ❖ Classroom displays and work displayed in corridors should be set up with care.
- ❖ Decorations etc can be a fire risk if they are hung near sources of heat or from light fittings.
- ❖ The waste-paper bins should be used and waste paper should not be left lying around.

Rubbish should not be allowed to collect in hidden places and particular attention should be paid to general tidiness and cleanliness, especially around electrical appliances.

- ❖ Boiler rooms must be kept clean, clear and locked.
- ❖ Electrical equipment must be used properly and kept in a safe working order.
- ❖ Electrical points should never be overloaded and wiring must be checked regularly.
- ❖ Some clothing and costumes which are used for school plays and shows are highly inflammable. If these must be used, they should never be placed close to any heat source, e.g. floodlights or other stage lighting.
- ❖ The signal for the fire procedure is fire bells which are rung continuously. In the event of a power cut, and the fire bell fails to ring, a bell should be rung continuously during evacuation by the Deputy Head, or Form VI teacher, in Senior House and the Office Manager or School Administrator in Junior House. They should also arrange for an individual to be sent to the other buildings not directly affected by the fire to inform appropriate staff (in Senior House, the last adult to leave the building is responsible for this, assisted by any member of staff who maybe on noncontact in the building). Every effort is made to carry out the recommendations of the Fire Brigade. All Staff and children should know the location of Normal and Emergency Exits
- ❖ All staff should know the location and correct usage of nearest extinguisher and fire fighting appliances and the location of nearest alarm point and telephone.

Good Practice

- ❖ At the end of the day the last member of staff to leave the premises will close all doors and ensure that outside doors are locked, the windows closed and the building alarmed.
- ❖ Fire alarm points and smoke alarms are tested weekly by the member of staff responsible for supervising health and safety. S/he will also monitor the condition of hazard and evacuation notices.
- ❖ In accordance with the schedules detailed in their contract(s), the appointed contractor(s) will inspect, at least annually, the school's:
 - Fire alarm systems
 - Fire extinguishers and blankets
 - Smoke detection points

- Emergency lighting system
 - Portable electrical appliances
- ❖ Records of emergency evacuations and testing of emergency systems are kept in the School Office.

Fire Drill

Fire Practices are held once a term. The first practice in the Autumn Term will be made known to staff in advance so that new staff and new pupils can have the procedures explained to them. Thereafter, fire practices will be at random; different days of the week, different times of day, various weather conditions to ensure maximum coverage of all possible scenarios. Occasionally, a practice may involve an exit being deemed “out of use” or other hazards may be created to simulate possible emergency situations.

Attendance Registers, Staff Signing In/Out Sheet will be taken out on to the playground by:

Senior House: by the Deputy Head teacher

Junior House: the Office Manager or in her absence the School Administrator.

Nursery: the teacher in charge of Nursery.

and distributed to staff. Once the register has been checked, the senior member of staff present will be informed that all pupils are accounted for.

Peripatetic staff are to sign ‘in’ or ‘out’ of the premises in the Visitors’ Book. They should be made aware of the routine in case of fire.

Visitors (including Students on placement or work experience)

- ❖ All Visitors are to report to the Office on arrival and departure and are to be signed “in” and “out” of the premises in the Visitors' Book.
- ❖ Unaccompanied visitors are to wear a lanyard saying, *Seaton House School Visitor* or *Name* if a student, so that everyone knows that a visitor is not an intruder.
- ❖ On arrival, all Visitors are to be made aware of the routine in case of fire.
- ❖ The Office Manager or in her absence the School Administrator is to monitor the safe evacuation of visitors if there is a need to vacate the building.

Evacuation Procedures are displayed in all areas of the school and staff must familiarise themselves with the exit from the building nearest to any room in which they might be working.

In all cases, pupils are expected to evacuate the building quickly, in silence, moving in single file. They should not stop to gather belongings nor to put on shoes or clothing if partially dressed.

The Deputy Head or the teacher in Form III classroom will check and do a sweep to make sure that Senior House is empty whilst the Headmistress, or in her absence the Office Manager, will check to make sure Junior House is empty.

Mrs S Saunders, the School Bursar, will evacuate through the front door of Junior House. If a child is on crutches in Junior House, they should evacuate through the front door of Junior House with an assistant. A child on crutches in Senior House should evacuate through the Library doors with an assistant/teacher. If a fire occurs in the Form I playground, pupils and staff will exit through the front door and assemble in the driveway to Senior House. Should a fire prevent exit via the stairs in Junior House, pupils are to evacuate the building via the window in the group room (old staff room), over the flat roof of the Headmistresses' office and then down the side of the building, onto the front drive.

It is vitally important that all designated fire exits are kept clear of obstructions; furniture should NEVER be positioned in front of a fire exit.

FIRE EXITS SHOULD NEVER REMAIN LOCKED DURING THE SCHOOL DAY.

Assembly Points

Nursery	Back Garden, facing away from the building
Junior House	From ground floor rooms: Playground, facing towards Pond
above	From first floor rooms: Exit via rear of building; then as
Senior House	From LRC Room: Exit via Hall; then as below
	From other rooms: Playground, facing Pond

Upon arrival at the Assembly Point, pupils should line up in Register Order; the member of staff teaching the class should check immediately for "missing persons" and report to the most senior member of staff present.

Fire Control Equipment is located at strategic points in each building. Staff must familiarise themselves with the location of fire extinguishers, fire blankets and alarm points.

Staff and Pupil Training

During the first day of each term, all Form Teachers should explain to children what the procedure is should the fire bell sound. This should include information about:

- Fire exit to be used
- Evacuation procedure if an exit cannot be used
- Assembly point
- Action on discovering a fire
- Keeping gangways clear

Newly appointed members of staff should be fully briefed on all aspects of fire prevention, evacuation procedures and procedures to be followed should they discover a fire, as part of their initial induction. Fire training and the use of fire hydrants will be given online and practically to all staff every 3 years. The provision of fire safety and maintenance is the responsibility of the Headmistress and the Bursar. They organise for a competent person (ISO9001 certified) to keep smoke alarms, fire bells, emergency lighting, alarms and extinguishers in working order.

Records are kept by the Headmistress (FEPP, Training records, fire drills,) and the Busar (Fire risk assessment, records of inspection of fire escape routes, certificates for the installation and records of maintenance of alarms, detectors, emergency lighting and firefighting equipment and systems).

Fire Fighting

It is essential that all staff and pupils should be evacuated as quickly as possible. No attempt should be made to extinguish a fire, unless it is a small fire (no bigger than an adult) and unless there is an exit behind the person extinguishing the fire. ie an escape route.

REVIEW

This policy will be reviewed every two years.

Reviewed May 2018

Judy Evans
Chair of Governors

Debbie Morrison
Headmistress

FOR THE ATTENTION OF ALL VISITORS

In the event of a fire, the fire bell will sound – a loud, continuous ringing.

Should you hear the fire bell sound whilst you are on school premises, please follow the instructions of any member of staff and evacuate the building. All fire exits and evacuation routes are clearly signed.

All buildings should be evacuated towards the rear of the premises.

Assembly Points

Early Year Centre Back Garden, facing away from the building

Junior House From ground floor rooms: Playground, facing
towards the Pond
From first floor rooms: Exit via rear of building;
then as above

Senior House From LRC : Exit via Hall; then as below

From other rooms : Playground, facing the pond

Upon arrival at the Assembly Point, please report to the Office Manager, or other member of the school staff.

Do not re-enter the building or leave the school premises until advised that it is safe to do so.