



'ALIS VOLAT PROPRIIS'

SEATON HOUSE SCHOOL

Fire Emergency and Evacuation
Policy

Date Reviewed: October 2020
Next Review Date: Autumn 2022
Reviewed by: Head and Bursar

Fire and Emergency Evacuation Policy

This Policy applies to the whole school including Early Years Foundation Stage

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 the beginning of the Autumn Term. 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 Bursar.

The Bursar will ensure that staff and pupils are aware of evacuation procedures and that such procedures are practised regularly. The FEPP 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

The School has appointed the Bursar as the competent person (with sufficient training, experience and knowledge) to assist in taking preventative and protective measures (including firefighting and evacuation). Further staff will undertake training in order to act as Fire Marshalls to aid smooth evacuation of the building.

Basic Fire Safety Rules

- Corridors, stairways, entrances and exits should be kept clear and, in particular, kept free from combustible materials.
- Stairways and corridors, which form part of escape routes, should **always** be kept clear.
- Classroom displays and work displayed in corridors should be set up with care.
- Decorations can be a fire risk if they are hung near sources of heat or from light fittings.
- Metal 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, labelled 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. PAT testing is carried out annually, organised by the Bursar.

- Some clothing and costumes, which are used for school plays and shows, are highly flammable these should not be used.

The signal for the fire procedure is fire bells, which ring continuously.

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.
- At the end of the day the last member of staff to leave the premises will close all doors, (including releasing Dorgard mechanisms) and ensure that outside doors are locked, the windows closed and the building alarmed.
- The condition of hazard notices is monitored by the Caretaker.
- Fire alarm systems are to be tested weekly by the Caretaker and smoke alarms termly.
- The appointed contractor will inspect the school's fire extinguishers annually.
- Records of emergency evacuations and testing of emergency systems are kept by the Bursar in the Shared Drive in the H&S Control Book file.

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 are tested weekly by the Caretaker. 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
 - Fire Doors
 - Emergency lighting system
 - Portable electrical appliances

Fire and Emergency Evacuation 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.

Class laminated Registers, Staff Signing In/Out Sheet (this includes Peripatetic staff) will be taken out on to the playground by:

Laminated Registers by **Class Teachers**
Staff signing in/Out sheets & Visitor book by **Office Staff**
(or Head of Early Years on EY site)

Once the register has been checked, staff will raise their hand to indicate that all pupils are accounted for. In the event not all present the Head or Bursar will be informed.

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.
- ❖ All 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 Staff are 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.

Note: for pupils working in upstairs classrooms, their primary escape route will be as follows:

Reception Classroom, Early Years – via external, Emergency Staircase
Year 6 Senior House, via External Staircase leading to Senior House Lawn
Year 2, Junior House, via Main Internal Staircase

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.

Fire Marshalls will ensure that rooms and local toilets they are exiting from are empty and Caretaking, Admin and SLT staff will ensure buildings are empty.

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.

The Bursar, SLT or most Senior person present will assess the situation and call the Emergency Services without delay if deemed appropriate.

Assembly Points

Early Years Back Garden, facing away from the building

Forms I – VI Netball Courts

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.

Off Site Assembly Point

Harris Academy School, 2 Chiltern Road, Sutton, SM2 5RD

If the incident is sufficiently dangerous that the on-site assembly points cannot be used, then the Bursar SLT or most senior person present will declare that the Off-Site Assembly point will be used. The Bursar/SLT or Most Senior Person Present will alert Harris Academy that the school is evacuating and is on its way to the agreed Assembly Point. The Teaching staff will lead the pupils to the designated off-site assembly point. Report to the Car Park entrance on Chiltern Road.

Harris Academy Estates Manager : Martin Palmer
Telephone: 0203 962 4500

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 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, i.e. an escape route.

REVIEW

This policy will be reviewed every two years.

Reviewed October 2020

Ruth Darvill

Headteacher

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 unless the Offsite Assembly point has been designated.

Assembly Points

Early Years Back Garden, facing away from the building

**Junior House &
Senior House** Netball Courts

Off-Site Harris Academy School, 2 Chiltern Road, Sutton

Upon arrival at the Assembly Point, please report to the Office Staff, 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.