



## Devonshire House School

### FIRE SAFETY POLICY

This policy is for the whole school including EYFS

#### **PROCEDURE**

Due concern is taken so that the Regulatory Reform (Fire Safety) Order 2005 is complied with.

The School has appointed Mr Vigano, the Upper School Deputy Head and Health and Safety Officer, as the School's Responsible Person for ensuring that the duties in the Fire Policy are properly discharged.

The Facilities Manager is responsible for the organisation, monitoring and recording of all areas of fire risk assessment

#### **(a) Fire Risk Assessment**

A full fire risk assessment (formally recorded and regularly reviewed) is undertaken annually and checks are made each term. This ensures that the School has a suitable system for the maintenance of clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers.

This assessment should highlight any shortcomings in the fire risk (prevention) policy which includes the elimination or reduction of risks from dangerous substances.

Regular inspection of fire-fighting equipment is also arranged.

Fire alarms and Dorguards are tested by the school keeper weekly and a record kept.

The Facilities Manager is responsible for the monitoring of all the above and that a clear record is kept.

#### **(b) Fire Procedures**

Fire procedures are covered at the start of each term. The Upper School Deputy Head, as Health and Safety Officer, arranges regular demonstrations and discussions in relation to use of firefighting appliances

Children are made aware at an appropriate level by Class and Science Teachers of the dangers of fire and the effects of smoke. This is covered in the Science syllabus.

Teachers should vacate the building according to the 'Fire Drill/Emergency Evacuation' instructions in each room. - See example on next page.

Due to the distance between the two main sites the school runs fire practices separately for these sites and has two distinct teams. These are:

Buildings 2, 4 and 6 (which include EYFS) and  
Number 69 Fitzjohns

## Fire Drill / Emergency Evacuation

Room B1

2 Arkwright Road

### ASSEMBLY POINT:

As appropriate to building  
*[or elsewhere if directed]*

**N.B.If the route / exit is blocked use the most direct alternative;**

*If not in class use the most direct route to the Assembly Point;*

**REMEMBER:**

**SPEED**  
**SILENCE**  
**STOP FOR NOTHING**  
**SINGLE FILE**

At Assembly Point you will be handed your register to call - once called, report to the Headmistress who take responsibility for the Away team.  
Practise escape routes regularly.

### (c) Safety of staff

Following any emergency evacuation the School Office staff checks that all adults that should be on the premises are present and will inform the Head of anyone who is absent.

### (d) Fire Drill;

Unannounced fire practices (emergency evacuation) shall take place every term. A record is kept in the School Office listing dates, times, times taken to clear buildings and assemble, with any problems and action taken where appropriate.

In the event of an alarm being triggered, then this automatically contacts the local Fire Station. Should other emergency services be needed then this will be the responsibility of the Head, or in her absence the Deputy Head.

Fire practices are varied. Fires may be located at different places in buildings. Some designated routes may be blocked and the teacher will need to find an alternative.

### Duties

Leader of Home team US: Mr Rob Vigano - building numbers 2, 4 and 6 incl EYFS

Leader of Home team JS: Ms Andrea Rutterford - number 69

Leader of Away team: Mrs Stephanie Piper - numbers 2, 4 and 6 - inc EYFS

Leader of Away team JS Miss Victoria Jones - building 69

On the sounding of the fire alarm the Head, as leader of the away team will make her way to the assembly point and will await confirmation that all are present. Secretaries will confirm that all admin staff, peripatetic teachers and visitors are accounted for or not as the case may be.

The leader of the Home team will wait outside the school with the emergency evacuation log and will await confirmation from the Fire marshals that their designated area is clear or conversely report any problems. They will record any information given to them i.e. the possible cause, any area where smoke has been detected.

In the event of a non-planned evacuation, no one is to re-enter any building unless instructed to do so by the emergency services. Should it be deemed unsafe to re-enter the building/s then the School's emergency evacuation procedure for this eventuality will be followed. Should the emergency services not attend because we have managed to communicate a false alarm then the appropriate Deputy Head will give the all clear to re-enter.

Should the designated leader of the home team not be available or not arrive promptly then in the Upper School the Academic Deputy will take control or the assistant deputy head in number 69.

### **Fire Marshal Duties**

Fire marshals are appointed by Health & Safety Officer. There should be sufficient numbers of Fire Marshals to cover all areas occupied by the School. On hearing the fire alarm, Fire Marshals should:

- Encourage children and staff to evacuate the building, keeping calm.
- Check all areas within their remit to ensure that children and staff have evacuated.

Fire marshals should not put themselves at personal risk when fulfilling their duties. If they can see fire or smoke or there is a strong smell of smoke then Marshals should evacuate the building by the nearest exit. Rooms which are issuing smoke should not be entered under any circumstances.

Once each area has been checked, Fire Marshals should evacuate the building by the nearest exit and report to the assembly point.

Once at the assembly point, Fire Marshals should report relevant details to the Leader of the away team regarding completeness of evacuations and any information regarding the cause of the alarm.

If for any reason a Leader of the away team is not present, Marshals should report to another member of SMT, who will take charge.

If Fire Marshals identify any issues (such as people missing, still in the building) then the Fire Marshal will bring this to the attention of the Leader of the away team or a member of SMT.

Fire Marshal high-visibility tabards are to be kept in each area and should be worn as long as gaining access to these does not represent a risk to the Fire marshal.

### **(e) Appointed Persons**

The Upper School Deputy Head, as Health and Safety officer, is the designated Home team leader

(For evacuation purposes only in Number 69 Arkwright Road the Home team leader for the Junior School is the Junior School Deputy Head)

Both have received appropriate training in order to assist in taking preventive and protective measures (including firefighting and evacuation); he regularly reviews Fire Safety and make recommendations to reduce the risk of and from fire, and the elimination or reduction of risks from dangerous substances. He provides staff and any others working on the school site with fire safety information. He appoints the Fire Marshalls. **The Facilities Manager** keeps records of the following in the School Office.

- (i) the fire risk assessment and its review;
- (ii) the fire risk (prevention) policy;
- (iii) fire procedures and arrangements;
- (iv) training records;
- (v) fire practice drills;
- (vi) certificates for the installation and maintenance of fire-fighting systems and equipment.

### **Fire Marshal Training**

Fire marshal training will take place on alternate years at the beginning of the Autumn term and will form part of the fire training given to all staff. Should it be necessary to appoint new Fire Marshalls during the course of the year the Health and Safety officer will provide this training in the interim.

### **(f) Maintenance**

The Deputy Head, as Health and Safety officer, regularly inspects emergency routes and exits and ensures they are kept clear. The Facilities Manager ensures that there are signs, notices, emergency lighting where required, and that fire detectors, alarms and extinguishers are maintained satisfactorily.

### **(g) Information**

All staff have a copy of this policy. Visitors, including supply staff, are given information on emergency evacuation.

For events where a lot of visitors are present, such as the School Play, audiences are given information about emergency evacuation before the start of the event.

### **(h) Review**

The Senior Management Team reviews and develops fire procedures and ensures staff training (repeated periodically where appropriate); carries out fire drills and contacts emergency services when necessary; reviews each emergency evacuation drill in order to ensure the safety of staff or anyone else legally on the school premises.

All staff were fire trained on 6<sup>th</sup> September 2016

### **Policy Implementation**

This Policy is the responsibility of the Headmistress in conjunction with the School Governance.	Date written: 1st September 2016
Signed:.....	Date:.....

Headmistress's Signature:.....	Date:.....
To be reviewed:	September 2017