

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



PARKSIDE
SCHOOL

Edition: 15 April 2020

FIRE POLICY

Incorporating the FIRE EMERGENCY PLAN and FIRE RISK (PREVENTION) PROCEDURES

**This policy is applicable to the whole school,
including the Early Years Foundation Stage (EYFS)**

References:

ISI: Commentary on the Regulatory Requirements 2019-09 (September 2019)
Keeping Children Safe in Education (September 2019) (*KCSIE*)
Working Together to Safeguard Children (August 2018) (*WT*)
Statutory Framework for the Early Years Foundation Stage (Childcare Act 2006) (revised April 2017)
Education (Independent Schools Standards) (England) Regulations 2014
Regulatory Reform (Fire Safety) Order 2005 (Children Act 1989)
Health and Safety (Safety Signs and Signals) Regulations 1996

1. Introduction

Parkside School (the School) is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people.

2. Scope of this Policy

These procedures are applicable for all at the School.

We recognise that fire presents a significant hazard to everyone at the School plus the facilities and the operation of the School. We will therefore seek to manage fire risk in accordance with best practice and the requirements of the most recent legislation. We will seek to prevent fire and will establish arrangements to ensure the consequences of fire within the premises are mitigated.

3. Aims

- To ensure compliance with all statutory requirements relating to fire safety and fire precautions in all school premises.
- To safeguard and ensure the well-being of all persons using the school premises and facilities and protect all school property and equipment against the dangers of fire and smoke.

Links to other policies/plans

- Annual Fire Risk Assessment
- Disaster Recovery Plan
- Health & Safety Policies
- Risk Assessment Policy
- Smokefree Policy
- Staff Code of Conduct
- Staff Handbook

4. Responsibilities

Chair of Governors

- Has the ultimate responsibility for ensuring the implementation of the appropriate guidance and whole school training in respect of fire precautions and fire safety at Parkside School.

Head and Bursar

- Shall ensure that the school complies with all relevant fire legislation—and fire precautions remain current and adequate.

Bursar

- Will arrange for annual professional Fire Risk Assessments to be carried out and documented and also deal with any issues raised by the Fire Risk Assessments.
- Shall ensure that the Fire Risk Assessment is available on 'Staff Share' for all staff to read.
- Shall ensure that the Fire Risk Assessment is given to the Board of Governors once the Governor with responsibility for Health and Safety has approved it.
- Will arrange for Five Year Wiring Testing to be carried out and documented and to deal with any issues relating to the Testing documentation.
- Will arrange for annual portable electrical equipment testing (PAT) to be carried out and recorded in compliance with guidance.
- Will arrange, supervise and liaise with electricians and other contractors and record the routine inspection and maintenance of firefighting equipment, fire escapes, detection systems, hydrants and emergency lighting and any new installations.
- Will complete records confirming the regular inspection of escape routes.
- Will monitor and audit records relating to fire and emergency equipment.
- Will ensure the School has adequate and appropriate fire notices and signs.
- Will liaise with the fire authority, other external inspectors and insurance assessors.
- Will ensure, in liaison with Head of Staff Training, Development and Wellbeing, that records are kept of the fire training given to selected staff on an annual basis.
- Will ensure that termly fire practices are held for every area of the School.
- Will ensure that the School's security cover is arranged and communicated for holiday periods.
- Will be contacted by the monitoring station and emergency services and will attend as first call to all emergency call outs.

5. Staff Roles and Responsibilities in the event of an Evacuation Alarm

Head and Deputy Head

- They will immediately go to the assembly point and have overall responsibility for all evacuated pupils, staff and visitors.

Bursar, Estates Manager and residential Fire Marshall

- Must immediately communicate with each other to ascertain the location and cause of the alarm activation and take the necessary action.
- Communicate with the Alarm Receiving Centre and meet the Fire Brigade if in attendance

Fire Marshalls (SLT)

- Start the evacuation procedure of your area you are in.
- Provide assistance to anyone struggling to leave the area.
- Check all areas to ensure the site is empty and everyone has left closing doors as exiting.
- Make your way to assembly point and take head count if applicable.

School Receptionist, Reception Manager and Head's PA

- They must immediately go to the assembly point, which is on the tennis courts, taking the Fire Box, daily staff signing in/out sheet, staff diary and visitors signing in book.
- At the assembly point, they are responsible for taking a roll call of all people present on site, as follows:
 - Visitors, Chelsea, support staff, all Pre Prep and Prep Forms, all teaching staff.

Teaching Staff

- Academic staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion.
- Form Teachers are responsible for conducting a head count on arrival at the assembly point, and for passing this information on to the Reception Manager who will ensure that the name of anyone who cannot be accounted for and, if possible, their likely location, is passed immediately to the Head and/or Deputy Head.
- In the event of the Form Teacher being absent, the teacher who registered the Form will then be responsible for conducting a head count on arrival at the assembly point.

Support Staff

- Bursar, Estates Manager and residential Fire Marshall should communicate with the Estates Team to ensure all are aware of the alarm activation. They should then proceed to activate the fire alarm in the Sports Hall and Steeples (if necessary) before going to the Assembly point if safe to do so.
- A member of the Estates team must go immediately to the school entrance to ensure that no one enters the building and remain in communication with the Bursar, Estates Manager and residential Fire Marshall.

Visitors and Contractors

- All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which must be worn at all times that they are on school property.
- Visitors are made aware of the emergency procedures and the assembly point.
- When large numbers of visitors are at the school for open days, plays and concerts, a brief announcement is made advising them of the emergency procedures including the fire exits and the assembly point.

6. Firefighting Equipment and Fire Training

1. A register must be kept of all firefighting equipment, recording the latest test date.
2. The Bursar must ensure equipment is tested at recommended intervals.
3. The Estates Team will test fire alarm call points, bells, and communication with the Alarm Receiving Centre weekly.
4. Full fire drills to be held a minimum of once a term.
5. The Bursar is responsible for arranging the fire alarm testing and fire evacuation drills.
6. Staff are expected to attend fire training as directed.
7. Fire training is part of the 'new staff' induction into the school and training continues annually.

7. Fire and Emergency procedures

Raising the Alarm

1. In the event of discovering a fire or smelling smoke, you must raise the alarm immediately by breaking the glass of the nearest fire alarm call point.
2. Bursar, Estates Manager and residential Fire Marshall must be informed if the alarm is sounding in the Sports Hall or Steeples.

Action on hearing the Fire Alarm Operate

(See Appendix 1 for details of assembly point)

1. You must leave the building immediately by the nearest exit route, closing all doors and windows as you go.
2. If you are the last to leave a floor close all fire doors behind you.
3. Do not stop to pick up personal belongings.
4. Pupils must walk out of the buildings and line up at the assembly point (the tennis courts) in TOTAL SILENCE.
5. The School Receptionist and the Reception Manager (or in his/her absence the PA to the Headmaster) will bring out the registration file, staff and visitors signing in book.
6. The Nursery EYFS register will be taken to the assembly point by the Deputy Head of Nursery or a member of the Nursery staff.
7. Do not leave the assembly point until the Head or Deputy Head has advised that it is safe to do so.
8. Do not attempt to fight the fire unless it is small and you have been trained to do so.

School Registration

- Morning registration is taken electronically in the classroom by Forms.
- A note of any absent pupils is recorded by the School Receptionist and a list held at Reception. A copy of this list is pinned to the notice board in the staff room. Further copies are given to the Deputy Head, the Music Department and the Sports Department. A copy is also circulated by email to all Prep school teaching staff and Pre Prep Form Teachers.
- Afternoon registration: Electronic registration is taken at the beginning of afternoon lessons. The dissemination of information is repeated as per the morning process.
- At the end of the afternoon lessons there is a 10 minute Form time for messages and an orderly dispersal of pupils.

8. Other procedures

Rubbish and Combustible Materials

- Rubbish is stored in the bin store, which is emptied every week throughout the year. The bins and bin store are deep cleaned every main and half term holiday.

Gas safety

- All gas appliances including boilers and kitchen equipment are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the Fire File in the Estate Manager's office.
- All landlords' certificates are held for all school domestic accommodation.
- All kitchen equipment is switched off at the end of service.
- All Science laboratories are checked daily to ensure that the central gas supply is turned off and signed for confirmation.

Chemicals, Solvents and Gases

- Fire precautions associated with the use and storage of chemical solvents and gases in the premises will be implemented according to the guidelines set out in legislation, approved codes of practice and manufacturer's instructions.

Letting or Hiring the School

- Our standard contractual terms that we use for letting and hiring the School covers fire safety and specifies that the hirer should certify that they have read and understood the School's Fire Policy.

9. Monitoring, Evaluation and Review

This Policy is monitored, evaluated and reviewed on an annual basis by the Senior Leadership Team.

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Reviewed: Spring Term 2020

Approved by the Health & Safety sub-committee: 6.2.20

Approved by the Board of Governors: 15.4.20

Next review: Autumn Term 2020

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



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Appendix 1: Parkside School Assembly Point

