



Buxlow Preparatory School

Fire Safety Policy

Reviewed: November 2021 by D May - Headteacher

Review date: November 2022

Buxlow Preparatory School is committed to equal treatment for all regardless of sex, disability, religion or belief, sexual orientation, gender reassignment, age, race, ethnic origin, marital status, pregnancy or maternity. We aim to create a friendly, caring and perceptive environment in which every individual is valued. We endeavor to contribute positively towards the growing autonomy, self-esteem and safety of each pupil.

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1. INTRODUCTION

- 1.1. Buxlow School is committed to providing a safe environment for its staff, students and visitors. Part of this safety responsibility is in the provision and management of fire safety systems and procedures. All members of the school, their visitors and contractors, have a statutory responsibility in ensuring compliance with the law and complying with the fire safety provisions defined within this policy.
- 1.2. Fire is recognised as a major threat to the activities of the school. An outbreak of even a small fire creates risk to both life and property, damage to the environment and may compromise our normal business activities.
- 1.3. The school will ensure, so far as is reasonably practicable, that the risk associated with fire will be managed in compliance with the Regulatory Reform (Fire Safety) Order 2005 and any other relevant legislation that may impact upon it.

2. POLICY AIMS

- 2.1. The aims of this policy are, therefore, to provide a robust Fire Safety framework, which will be implemented to secure the safety and wellbeing of everyone within the school and to protect the school's assets.

3. PROCEDURES TO BE FOLLOWED:

3.1. Action on discovering a fire:

- 3.1.1. Any child discovering a fire in the school buildings should immediately tell the nearest adult.
- 3.1.2. Any adult discovering a fire in the school buildings should operate the nearest Fire Alarm point. The Fire Alarm points are operated by lifting the plastic cover and pressing the button.
- 3.1.3. These are situated as follows:

- i. Behind main reception desk
- ii. Exit by Year 2 classroom
- iii. First floor landing by Year 1/4 classrooms
- iv. First floor Landing by Year 1 classroom
- v. Outside Year3 classroom
- vi. Year 6/Reception corridor

- 3.1.4. The Fire extinguishers are located as follows:

- i. Main reception (H₂O, CO₂)
- ii. Student Entrance/Year 2 classroom (Foam, CO₂)
- iii. Nursery (Foam, CO₂)
- iv. First floor landing by Year 1/4 classrooms (H₂O, CO₂)
- v. First floor landing by Year 1 classroom (Foam, CO₂)
- vi. Year 3 toilets (Foam, CO₂)
- vii. Year 6/Reception corridor (CO₂, H₂O)

- 3.1.5. These may be used to tackle a fire if it is of a minor nature, **but the primary responsibility of staff is to ensure that the building is evacuated and the children are led to safety.**

3.2. Fire Warning

- 3.2.1. The fire alarm bell will sound throughout the building once the glass panel has been broken or triggered. All children and staff should be thoroughly familiar with the bell, so that they can respond immediately.

3.3. Evacuation

- 3.3.1. The procedure is set out in more detail in the Fire Emergency Evacuation Procedures attached below.
- 3.3.2. On hearing the fire alarm, teachers should swiftly but calmly assemble the class of children they are with and marshal them out of the building to the main assembly point in the front garden.
- 3.3.3. The primary escape routes from the classrooms are as follows:

- | | | |
|------|----------------|--|
| i. | Nursery/Year 2 | Through student entrance fire exit door to front playground |
| ii. | Year 1 | Down main stairs to student entrance fire exit door to front playground |
| iii. | Year 5 | Down stairs to Year 6/Reception door exit, through large playground to front |
| iv. | Year 6 | Exit via patio doors and through large playground to front |
| v. | Reception | To Year 6/Reception door exit, through large playground to front |
| vi. | ICT room | Down stairs to student entrance fire exit door to front playground |
| vii. | Year 4/5 | Down stairs to reception entrance fire exit door to front playground |

3.3.4. The secondary escape routes if the primary escape route is blocked, is as follows:

- | | | |
|------|----------------|--|
| i. | Nursery/Year 2 | Exit via main reception fire door to the front playground |
| ii. | Year 1 | Exit via ICT suite, down stairs to Year 6/Reception door exit, through large playground to front |
| iii. | Reception | Exit via door to EYFS playground, into nursery and exit via main reception fire door into front playground |
| iv. | Year 3 | Through ICT, down stairs to student entrance fire exit door to front playground |
| v. | Year 6 | To Year 6/Reception door exit, through large playground to front |
| vi. | Year 4/5 | Exit via Year 5 door to reprographics room, down stairs to student entrance and front playground. |

3.3.5. Within the building single file should be observed as far as possible for smooth evacuation.

3.3.6. No one should stop to collect any items of personal value.

3.4. Procedure for registers

- 3.4.1. The school secretary should bring outside all the registers which are stored in the Reception Area.
- 3.4.2. Registers to be printed by 9.00am and 2.00pm and manually adjusted (as well as electronically for lates/early leavers).
- 3.4.3. The school secretary will also bring outside the staff signing in sheet, staff off site during day log and visitors log to check that all adults are accounted for.

3.5. Assembly Points

- 3.5.1. The main assembly point is in the front of no.7 Castleton Avenue (turn right out of the school gate and 4 houses along on the school side of the road)
- 3.5.2. The last staff member out of each room is responsible for checking that no children have been left behind in the class. If time permits, teachers should close windows and doors as they leave the classroom.
- 3.5.3. The Head Teacher/Fire Marshal and Deputy Fire Marshal and/or the School Secretary, will make a final check of the building, to ensure no person has been overlooked (if it is safe for her to do so) this will include checking the children's downstairs toilets.

3.6. Specific Responsibilities for an Evacuation Procedure

- 3.6.1. Specific responsibilities are assigned as follows.
- 3.6.2. In event of absence responsibilities are devolved in following order: Head, Deputy Head, School Secretary

Open Double Gates to front of school	School Fire Warden (Head)
On discovery of fire, trigger nearest call point alarm	Any adult
Alert Fire Brigade	School Secretary
Collect Fire, Visitor, Late, Off-Site Registers, Mobile, Keys & Evacuate	School Secretary
Check Areas to ensure evacuation complete, take Area Tag	Area Wardens

Close doors and windows	Area Wardens
If safe to do so collect Classroom First Aid Bag	Teachers/Supervisors
Accompany/Meet supervised children at Evacuation Point	Teachers/Supervisors
Present Area Tags to Head to indicate Areas clear of people	Area Wardens
Provide Fire Registers, Late student information to Class teachers	School Secretary
Provide Visitor and Off-Site Register to Head	School Secretary
Take Register: Raise hand/keep raised to indicate all present and correct	Teachers/Supervisors
Final Verification all present and correct / report to Head	School Secretary
Final Evacuation Check	School Fire Warden (Head)
Liaise with Emergency Services, Assess Situation, Determine Next Steps	School Fire Warden (Head)
If necessary to relocate off site: Call and warn St Christopher's	School Fire Warden (Head)
If necessary to relocate off site: Organise walk to St Christopher's	Deputy Head/Head
If necessary to relocate off site: Parent SMS to reassure and advise pick up	School Secretary
Switching off Alarm	School Fire Warden (Head)

All members of staff are responsible for safe evacuation of children in their charge at the time of fire. Single file should be observed as far as possible for smooth evacuation. DO NOT stop to collect any items of personal value

3.7. Power Isolation

- 3.7.1. If the fire stems from an electrical fault the power supply should be turned off if it is safe to do so.
- 3.7.2. Power to electrical items not in use should be turned off and the electrical item unplugged from socket.

3.8. Roll Call

- 3.8.1. Both the Class Registers and the Staff Register(s) should be collected from the Office and by the front door respectively by the School Secretary or in his/her absence the designated Fire Marshal (Head Teacher) and taken to the assembly point. As soon as the children are assembled, the individual teachers should take roll call to ensure all the pupils are safe. The school secretary or the designated Fire Marshal (Head Teacher) should then take roll call for all staff.
- 3.8.2. All staff and visitors must sign in, in the Staff Sign in Book or the Visitors' Book.
- 3.8.3. Log-in/Log-out times must be recorded.

3.9. Call the Fire Brigade

- 3.9.1. Upon hearing the fire alarm, the Head Teacher (as Fire Marshall) and the School Secretary is responsible for calling the fire brigade using the school telephone. In their absence there is an allocated B 'Fire Marshall' Team. If this is not possible a mobile phone may be used, or alternatively the telephone of a neighbour.
- 3.9.2. The fire brigade is called:

- i. by dialling 999 and asking for the Fire Brigade;
- ii. giving the School's address as 5/6 Castleton Gardens, Wembley, HA9 7QJ
- iii. giving details as to the position and strength of the fire as known.

3.10. Liaison

- 3.10.1. The Head Teacher or in his/her absence the school secretary, should liaise with the emergency services when they arrive.

4. Fire Fighting Equipment

- 4.1. Firefighting equipment is provided within fire exit routes and may be placed adjacent to some specific risks, such as computer servers, electrical transformers etc. The extinguishers are provided for use by trained competent persons but should only be used when it is safe to do so and the escape route from the site of fire is not compromised. Under no circumstances should a fire be confronted without first raising the alarm. All employees are required to familiarise themselves with the extinguishers provided within the relevant premise and the fire classification that may influence their limitations of use.

4.2. The following fire fighting equipment is provided in the buildings:

- i. Water/hydrospray fire extinguishers for use on fires containing wood, paper, fabrics etc. These must not be used on electrical fires or on burning flammable liquids.
- ii. CO2 extinguishers are provided for electrical fires. They may also be used to extinguish burning flammable liquids.
- iii. A fire blanket and powder extinguisher is provided in the kitchen for smothering pan fires.

5. Specific Responsibilities

5.1. The Head Teacher and/or the School Secretary, is responsible for:

- i. Alerting the Fire Brigade;
- ii. Carrying out a final check of the building, to ensure evacuation is complete;
- iii. Verifying that the roll calls have been made and are correct;
- iv. Liaising with the emergency services;
- v. Switching off the Alarm.

5.2. The Headteacher is also the School's responsible person (Fire Marshal), responsible for:

- i. Fire risk assessment and its review
- ii. Fire risk prevention policy
- iii. Fire procedures and arrangements
- iv. Training records
- v. Fire practise drills
- vi. Certificates for the installation and maintenance of fire fighting systems and equipment.

5.3. All members of staff are responsible for

- i. The safe evacuation of the children in their charge at the time of the fire.

6. Visitors and temporary staff

6.1. All visitors and temporary staff should be made aware by the school secretary of the school's evacuation point at 7 Castleton Avenue.

7. Training Required

7.1. All staff should be familiar with fire procedures, including distinguishing the fire alarm from any other bells. They should also be aware of the position of Fire Call Points and fire extinguishers.

7.2. New staff should be provided with the following training when they start work, as part of their induction:

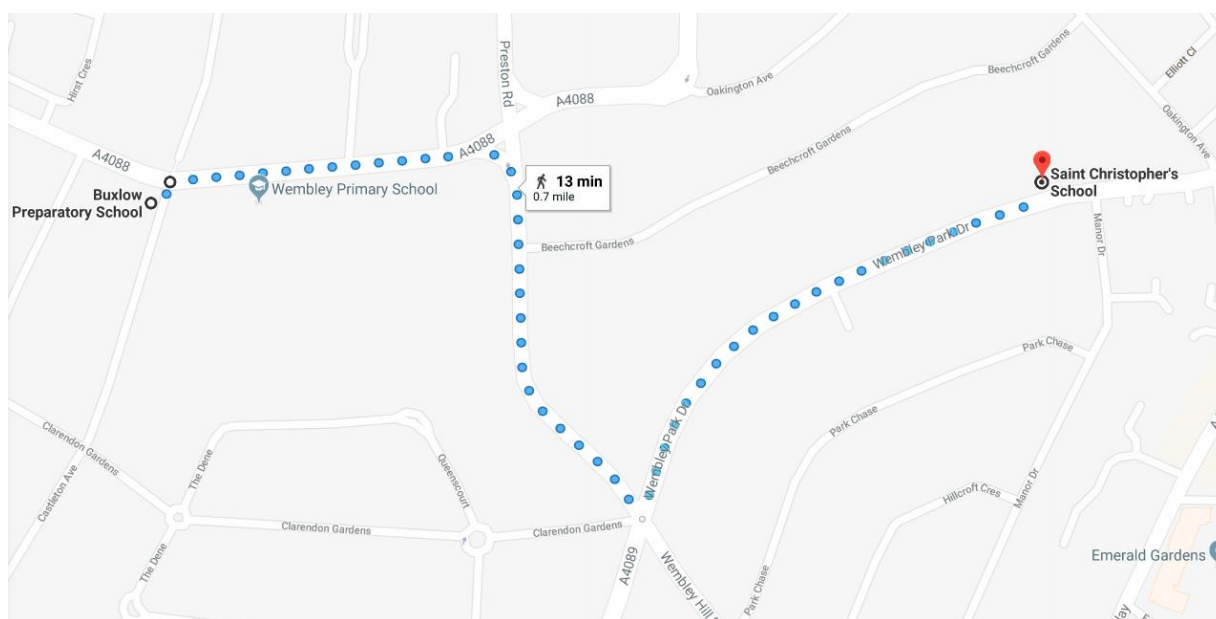
- i. The emergency action plan as specified here.
- ii. How to operate the fire alarm and what the warning signal is.
- iii. The location of all fire safety equipment.
- iv. The location of all Fire Call Points.
- v. The location of all fire exits for both primary and secondary escape routes.

7.3. Fire drills will take place regularly so that all staff have practice in following the correct emergency procedure. The Head Teacher will record details of the date, time and time taken to perform the fire drills in the Fire Safety Logbook, which is located in the Head's Office.

8. Emergency Evacuation Procedure to St. Christopher's Preparatory School

8.1. In the event of a serious emergency, with the likelihood for serious risk from remaining in the initial evacuation point, staff will assess the severity of the risk to children and may need to evacuate all pupils and staff to the nearest sister school: St. Christopher's Preparatory School, as per the procedure below.

- 8.2. Following on from a fire alarm, evacuation and assembly and register checks, if deemed necessary by the Head, Deputy, or Nursery Manager, pupils may be escorted to St Christopher's Preparatory. Pupils will be led by a staff member. If possible, staff should wear a high-visibility vest.
- 8.3. St Christopher's staff will be notified of the evacuation as soon as possible. Buxlow parents will be informed using a mobile device and SIMS of the preceding events and the new pick-up point. Nursery – Year 2 pupils should walk hand-in-hand in pairs (if an odd number the pupil should hold a staff member's hand), and Year 3 – 6 in single file. Pupils should keep in from the curb whilst walking and should remain calm in order to hear any instructions from staff.
- 8.4. To cross the busy crossing of East Lane, Preston Road and Wembley Hill Road, it might be necessary to move across the road in two or three different groups. Two teachers leading the front of the evacuation group should stop at the pedestrian refuge island (PRI) 'crossing' point and a teacher must stand on the road between waiting traffic and children filing onto the PRI. A teacher must remain on the curb to stop the crossing children at the point at which either the signal starts to flash or the PRI appears full. The teacher on the road should move to the PRI so that there are three staff in place on the PRI to repeat the procedure for the final part of the transfer. Staff should not attempt to hurry children across the entire crossing to the St Augustine's Church side of Wembley Hill Road from the East Lane approach. The PRI should be used as a waiting place.
- 8.5. Pupils should be led into front yard of St Christopher's Preparatory where they should wait in class groups until entering the school is possible / necessary (e.g. in the event of inclement weather).
- 8.6. No attempt should be made to return the evacuation group to the school until the emergency services notify the Head, Deputy or Nursery Manager that it is safe to do so.



Signed:

A Mehta Proprietor

Appendix 1 – Fire Instructions

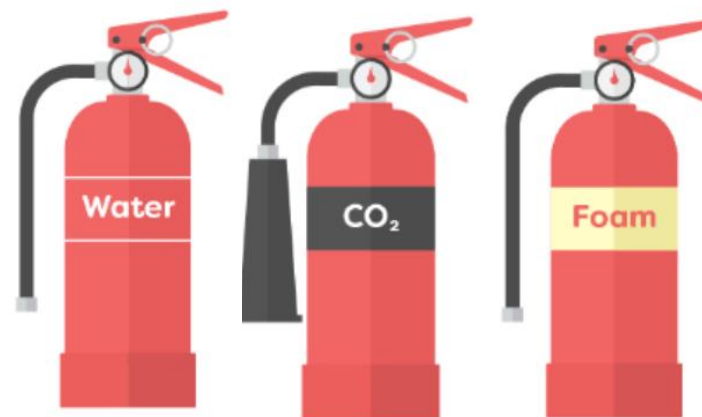
Buxlow School

If you discover a Fire

Step	Task	Notes
1.	Raise the Alarm – use the Alarm call points throughout the school	Push on the button firmly to ensure the alarm goes off
2.	Ring Fire Brigade	Call 999 or 112
3.	Ensure everyone is evacuated	First Aid kit and Registers to be taken out by the Secretary or Head Teacher

Fire Extinguisher Use

Type	Use
Water (Red)	Wood, Paper, Furniture, Cloth
CO2 (Black)	Electrical Items
Dry Powder (Cream)	Must use whole extinguisher for cooking fat



Testing

Type	Frequency
Complete Systems Check	Twice a year
Fire Alarm	Once a week
Extinguishers	Once a year

Appendix 2 – Primary Escape Routes and Persons Responsible

Primary escape routes, and persons responsible:

1. **School Fire Warden:** D May **Deputy Fire Warden:** N Zaman
2. **School Information Warden:** D. Hutchinson

Office and Reception, Stairs & Head's Office	
Area Warden: D. Hutchinson	Call Point 1
<ul style="list-style-type: none">• Office Reception• Stairs• Head's Office	<ul style="list-style-type: none">• Exit via Main Entrance Door, Main Front Gate• Exit via Main Entrance Door, Main Front Gate• Exit via Main Entrance Door, Main Front Gate

Year 2 and Nursery	
Area Warden: N. Kiely	Call Point 2
<ul style="list-style-type: none">• Nursery• Year 2	<ul style="list-style-type: none">• Exit via Front Pupil Entrance, Year 2 classroom, Main front gate• Exit via Front Pupil Entrance, Main front gate

Year 4, Year 5, Staffroom & Toilets	
Area Warden: N. Zaman	Call Point 3
<ul style="list-style-type: none">• Year 4• Staffroom• Year 5	<ul style="list-style-type: none">• Exit via adjacent stairwell, Main Entrance Door, Main Front Gate• Exit via adjacent stairwell, Main Entrance Door, Main Front Gate• Exit via adjacent stairwell, Main Entrance Door, Main Front Gate

Year 1, SENDCo Room & Toilets	
Area Warden: J. Mohan	Call Point 4
<ul style="list-style-type: none">• Year 1• SENDCo Room	<ul style="list-style-type: none">• Exit via adjacent stairwell, Front Pupil Entrance, Main Front Gate• Exit via adjacent stairwell, Front Pupil Entrance, Main Front Gate

Year 3, Computing and Library, & Toilets	
Area Warden: H. Stanton	Call Point 5
<ul style="list-style-type: none">• Year 3• Computing and Library	<ul style="list-style-type: none">• Exit via Back stairwell, Back door, Playground, Main Front Gate• Exit via Back stairwell, Back door, Playground, Main Front Gate

Reception Class & Year 6	
Area Warden: M. Jobe	Call Point 6
<ul style="list-style-type: none">• Reception Class• Computing and Library	<ul style="list-style-type: none">• Exit via Stairwell Door, Playground, Main Front Gate• Exit via Y6 Door, Playground, Main Front Gate