



BUCKINGHAM PREPARATORY SCHOOL

'Together we nurture, we inspire, we achieve'

A11 – Fire Safety Policy

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This policy applies to EYFS, Infants and Juniors.

BUCKINGHAM PREPARATORY SCHOOL

This policy should be read and adhered to in conjunction with the following Buckingham Preparatory School policies:

- Accessibility Policy
- Equal Opportunities Policy
- Health and safety Policy
- Risk Assessment Policy

FIRE SAFETY AND FIRE PROCEDURES POLICY

The named person responsible for fire safety in the Early Years Foundation Stage (EYFS) & for Years Rec -6 in the school is Bryn Evans - Health and Safety Coordinator, Michael Doyle - Head and Quinton Poulton - Bursar

AIM AND INTRODUCTION

It is the aim of Buckingham Preparatory School to ensure that, as far as is reasonably practical; pupils, staff, visitors and property are safe from the risk of fire, through adhering to the Regulatory Reform (Fire Safety) Order 2005.

Ensure the maintenance of: clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where installed, fire detectors, alarms and extinguishers. This will be overseen by the Lead Fire Marshal (BE)

- Procedure and arrangements for emergency evacuation are tested twice a term and critically observed in order that improvements can be put in place (BE, KMc & AF)
- Certificates for the installation and maintenance of automatic fire detection systems and firefighting systems and equipment are kept (Bursar)
- Fire safety information is displayed throughout the school

In accordance with the requirements of article 3 of the above Order the "Responsible Person" is the Facilities Bursar, it is his responsibility to ensure the requirements are implemented.

In accordance with Article 9 of the Order the Responsible Person will ensure a "suitable and sufficient" Fire Risk Assessment has been undertaken and will be reviewed at least annually. The Fire Risk Assessment will be reviewed whenever a building is altered, extended or a new building acquired or built. The task of undertaking and reviewing the Fire Risk Assessment is carried out by the Bursar.

Responsible person – Bursar,

Incident investigation – Bursar

Reporting building clear/all clear – Fire Marshalls (BE/MD/EA/KK)

As a school, to cover the risk of an emergency, including fire, taking place there are always at least two members of the Senior Management Team (SMT) on site whilst children are present between 4-5pm and one between 5-6pm. This person(s) is responsible for dealing with any issues or emergencies which may arise. This person(s) has been trained as a fire warden.

FIRE PREVENTION AND SAFETY RULES

All members of staff are to ensure that they comply with the following basic fire safety rules:

- Classroom displays and work displayed in other areas must be set up with care and away from sources of heat. Notices must be properly fixed to boards and re-secured if they become loose.
- Rubbish must be placed in bins or areas made of non-combustible material. Rubbish must not be allowed to collect in hidden places behind cupboards etc. Particular attention should be paid to general tidiness and areas around electrical appliances.
- Stock rooms containing stationery materials should be kept tidy.
- Electrical equipment must be used properly and kept in safe working order. Electrical sockets and plugs must not be overloaded.
- Clothing and costumes are often highly flammable. They must be stored tidily and well away from any heat source.

All staff are to familiarize themselves with the nearest available route out of the building where they teach or work.

Any visitors to the school are given a copy of the Fire Procedures and evacuation procedures as they sign in.

ON DISCOVERING A FIRE

Evacuate the room by the prescribed procedure, sounding the nearest fire alarm en-route. If the alarm does not sound, blow a whistle and/or shout: 'Fire'

The Secretary will telephone the emergency services then bring the register lists and sign in tablet, visitors and leavers list if relevant, the late arrivals register and emergency contact books to the Assembly Point, ensuring that the office door and windows are closed. For this reason, all registers must be completed promptly.

EVACUATION PROCEDURE

Action Plans and assembly Points (where applicable) are listed as an appendix to this document.

The Teacher should stop all activity immediately and establish **complete silence**.

The class should be instructed to leave the room and **walk** in single file to the assembly Point.

When the Teacher is satisfied that the room is empty, the windows and door closed, the class will be instructed to proceed by the prescribed route. There must be **no running or pushing**.

The teacher must be prepared to use initiative and change direction if the prescribed route is blocked. For this reason, everyone must **walk** and **complete silence** must be maintained throughout. Where no children are present, staff should leave by the prescribed route, the last person out to close the door/s.

The middle gates between the front of the school and the playground, the glass gate by the Reception and the Pre-school gate are programmed to unlock when the fire alarm sounds. If, for whatever reason, the middle gates cannot be unlocked, pupils should be taken out of the front gates and in via the side gates. For this reason, every teacher must be thoroughly familiar with the padlock combination(s). Under no circumstances must anyone re-enter any room or the building except on the direct instructions of the Emergency Services.

The first teacher to enter the playground from the passage adjacent to the Hall should make certain that **both** external doors are open in order to avoid a bottle-neck. The School Secretary should take out the register lists

and sign in tablet, visitors and leavers list if relevant, the late arrivals register and emergency contact books and inform the Head teacher of any visitors who may still be left in the building and any boys who were collected earlier in the day. The last person to leave the building by the doors to the playground should ensure that they close these doors behind them.

ASSEMBLY

The Assembly Point is the school playground. The Fire Safety Lead will wear the Hi-Vis waistcoat and will supervise the Assembly. Classes will go to line-up with backs to the main building, Year 6 nearest the ICT Room

Form teachers will obtain the class register lists from the Secretary and go down the line checking each child.

If all are present, the form teacher should return to the front of the line and hold the register list above shoulder height.

Any child unaccounted for must be reported immediately to the secretary.

Non-teaching staff will assemble near the Art Room next to the youngest children.

The Head will check all teaching and non-teaching staff. Any absences should be reported immediately to The Fire Safety Lead. **It is therefore mandatory that all staff sign in and out when entering or leaving the building.** A staff register will also be taken at the same time by the Head Teacher or the School Secretary.

Fire wardens complete a sweep of the building, one on the ground floor and another the first floor. The first aid bags for children with medical conditions are taken to the assembly point by the person responsible for the first floor fire sweep. An emergency grab bag is also to be taken to the assembly point. This contains, amongst other things lists of all children and staff and their contact details. This will be updated termly.

The electric visitor & staff signing in/out tablet will be brought out to the playground and all visitors to the school will be checked that they are present.

FIRE RISK ASSESSMENT (APPENDIX 3)

STEP I IDENTIFY FIRE HAZARDS

(a) Identify source of ignition

- (i) There is a no smoking policy at the school so smokers' materials such as cigarettes should not be found on the premises. However, matches would be found in the kitchen. Staff wishing to smoke would need to leave the premises.
- (ii) Naked flames may be found in the kitchen. The catering staff are aware of the dangers of naked flames and have the necessary fire appliances should the needs arise.
- (iii) The school is heated with gas central heating. Although these radiators are never heated to an extent that they are too hot to touch, radiators in the Pre-school are boxed in. Staff and children have been instructed not to leave items (e.g. Art work) on them at any time. Where oil-filled heaters or electrical heating appliances (e.g. blow heaters) are used it is made clear to staff that they must **NOT be covered** over and can create a build-up of heat.
- (iv) Hot processes, such as welding or grinding work, rarely take place on the school premises. There is a Hot Works Permit policy in place to ensure that work is carried out in a controlled manner, which will minimise the risk from this type of work.

- (v) Apart from the catering staff who prepare lunches for the Preparatory School boys and hot meals throughout the day for the Preschool staff and children and, on occasion, the Reception Staff, there is no other cooking on the school premises.
- (vi) There are three gas-fired boilers on the school premises, one in the kitchen area and one in the boiler room and one in Pre School. The former is not easily accessible and the latter is in its own secure area. Both boilers are maintained regularly.
- (vii) The school caretaker/handyman uses a number of mechanical tools (e.g. sander, drill, etc.), none of which is likely to generate sparks. He has been supplied with protective clothing.
- (viii) All the staff have been instructed how to use electrical equipment. In consequence, the misuse of electrical equipment should not take place. Moreover, as all electrical equipment is PAT tested on a regular basis, faults would seldom occur. Boys use electrical appliances such as glue guns, but always after instruction has been given and under supervision at all times.
- (ix) LED lamps are in use only in the form of security lighting. In consequence, they do not constitute a fire risk.
- (x) Hot surfaces would be found in the kitchen, nowhere else. No equipment obstructs ventilation shafts.
- (xi) Friction – not applicable.
- (xii) Materials are not used in the school which would necessarily cause static electricity.
- (xiii) D.T. takes place in the Art Room, where there is the possibility of metal impact causing ignition. However, there is only a slim chance of this happening as experiments always take place under controlled conditions.
- (xiv) There is always a chance of arson taking place but sources of ignition (e.g. cigarettes) are not available to the pupils.
- (xv) A detailed full Fire Risk assessment is completed annually or upon the completion of any changes to the school building or usage. See Appendix 4

(b) Identifying sources of fuel

- (i) Flammable liquids, solvents and chemicals are kept in the caretaker's workshop and in cleaning cupboards. These are kept under lock and key at all times.
- (ii) Wood is also kept in his workshop which, again, is safe and secure.
- (iii) Paper and card is kept in the Staff Room, Resources Room and Art Department but well away from sources of ignition.
- (iv) Plastics, rubber and foam are to be found in the school but are not placed near a heat source. Foam is only found in the seating for chairs.
- (v) L.P.G. and acetylene are not found on the school premises.
- (vi) Furniture, including fixtures and fittings, are always sited well away from a source of ignition.
- (vii) Textiles are used in D.T. and Art and are displayed on display boards. Once again, these are sited well away from a heat source.

- (viii) Loose packaging material is immediately taken to the waste bins outside the building.
- (ix) Waste material, such as wood shavings and off-cuts, are to be found on a temporary basis in the caretaker's workshop but these are always immediately swept up and discarded in the outside waste bins. Paper and textiles are either kept in the Art Department or the Staff Room.
- (x) There are block board walls in the building but no synthetic ceiling or wall coverings are in evidence.
- (xi) No oxygen supplies or materials are to be found in the building.

STEP 2 DECIDE WHO COULD BE HARMED

Prep School Staff

Staff who are working in their classrooms have directions to follow in order to evacuate themselves and their children. Regular fire drills are organized so that staff are aware of their duties. On occasion, certain corridors are blocked off so that alternative escape routes are sought. Staff are sometimes teaching in the Art Room, ICT Suite, Hall, Library or Resource Room or some may even be in the Head's or Deputy Head's Office, the Staff Room or toilets. Signs are visibly displayed in all these areas so that staff are always aware of the quickest and most suitable exit.

Pre-school Staff

Pre-school staff would evacuate their children from the side door of one of the main areas which lead onto the playground. Pre-school staff and children are involved in fire drills organised by the Prep. School. Alternative escape routes are also sought, on occasion.

Kitchen Staff

The Kitchen Staff work adjacent to the playground and would be able to evacuate the kitchen easily and simply. Exit signs are on display in prominent positions.

Facilities Manager

The caretaker's workshop is adjacent to the playground and, as a result, he would be able to leave his work area quickly.

Cleaners

Cleaners could, of course, be working in any area of the school. They are also involved in fire drills and are conversant with escape procedures.

Pupils

All the pupils, both in the Preparatory School and the Pre-school, have regular fire drills, which are completed each term. Fire drills are completed at different times of the school day to ensure all staff/volunteers/peripatetic fully understand the procedures. In consequence, they are aware of the fact that they would need to leave the premises in an orderly fashion. This would entail walking, not running, and being in silence. They would then line up on the playground in registration order, facing away from the building. The roll is then taken.

Visitors

All visitors to the school are provided with Fire Instruction Safety Information and how to evacuate the building in the event of a fire/fire drill. Visitors will sign in. Visitors to the school would leave the premises in an orderly manner, being prompted by the relevant staff. They have been instructed not to leave the premises until they have all been accounted for.

The School Secretary and office staff

The School Secretary works in the office at the front of the school. She has been instructed to leave the premises via the quickest and safest route, following the exit signs. She would take register lists, electric visitor & staff signing in/out tablet, the late arrivals register and emergency contact books. Once the roll has been taken, staff would hold up their registers, stating whether all the pupils were present or calling out the names of those pupils absent. If the Secretary is not to be found in the office, the Head or Deputy Head would carry out these procedures.

STEP 3 EVALUATE THE RISKS AND DECIDE WHETHER EXISTING PRECAUTIONS ARE ADEQUATE OR IF MORE NEEDS TO BE DONE

Reducing sources of ignition

- (i) Unnecessary sources of heat have been removed from the workplace at the Prep. School.
- (ii) Machinery and equipment is checked on a regular basis (and dated).
- (iii) There is a central heating system throughout the school. There would only be naked flames in the caretaker's workshop (e.g. soldering iron) and in the kitchen. However, all staff are aware of the safety procedures and would make certain that they would be wearing suitable clothing. Moreover, staff would also ensure that all sources of ignition have been switched off at the end of each lesson and an evacuation of the premises. All combustible items would be kept at a distance.
- (iv) All electrical fuses and circuit breakers are checked regularly so that electrical overload should not take place.
- (v) Ducts and flues are always kept clean.
- (vi) There is a no smoking policy on the school campus and matches, lighters and naked flames are, wherever possible, prohibited.
- (vii) All equipment that could cause a source of ignition is left in a safe condition.
- (viii) Precautions are taken to prevent the risk of arson.

Minimising the potential fuel for a fire

- (i) Flammable materials and substances are either removed or kept to a minimum and replaced with less flammable alternatives.
- (ii) Flammable materials are kept at adequate separation distances and are always handled, transported and used properly. None are stored.
- (iii) There are no areas with flammable wall and ceiling linings.
- (iv) Furniture with damaged upholstery is not retained.

- (v) Flammable waste materials and rubbish are immediately transported by the caretaker/cleaner to the waste bins. These are kept in a secure area outside the school buildings so that they would not be vulnerable to arson or vandalism.
- (vi) If new building work was envisaged, the school would ensure that the materials used would, if at all possible, be fire resistant.
- (vii) Good housekeeping is a principal tenet of school policy.

Reducing sources of oxygen

- (i) All doors and windows are kept closed when the school day is over and during the course of fire drills.
- (ii) Oxidising materials are not kept near or with any heat source or flammable materials. No oxygen cylinders are used or stored on the school premises.

Fire Detection and Fire Warning

The School has a fire alarm and smoke detection system. Staff can hear the fire alarm at any point on the school premises and all the staff can operate the system and can respond to it appropriately. The Fire Detection and Fire Warning arrangements have been included in the School's Emergency Plan. The fire has short term battery back up which will enable us to vacate the building ensuring safety until the Fire alarm system is fixed.

Means of Escape

- (i) There are sufficient exits at the Preparatory School and Pre-school and are sited appropriately.
- (ii) The exits are wide enough for all the pupils to use efficiently. However, staff have been instructed to open the double doors onto the playground at the initial onset of the alarm. There are no wheelchair users on the premises.
- (iii) In the event of fire, all available exits could be used and are free from obstruction, being adequately illuminated.
- (iv) All staff are familiar with escape procedures.
- (v) The means of escape arrangements are included in the Emergency Plan.

Means of Fighting Fire

- (i) There are sufficient extinguishers sited throughout the work place and are suitable for the purpose of fighting fires. They are also of sufficient capacity and are of the appropriate type.
- (ii) The right type of extinguishers are located close to fire hazards and users can gain access to them without exposing themselves to risk.
- (iii) There are fluorescent signs above all extinguishers.
- (iv) The use of firefighting equipment is included in the Emergency Plan.

Maintenance and Testing

- (i) At the end of the school day, the Facilities Manager/Cleaner (or the member of staff on duty in their absence) would check to see if all the doors and windows are locked or shut and in good working order

and that corridors, staircases and passageways are free from clutter. He would also ensure that all fire-fighting equipment was positioned correctly and that the signs were in the appropriate places.

- (ii) A specialist contractor currently checks the fire equipment and smoke and fire alarm system every 4 months. They may also recommend the replacement of certain appliances.

Fire Procedure and Training

- (i) All the staff are aware of escape procedures which are outlined in this policy. Moreover, instructions are also displayed at every exit point in the event that agency (supply) staff are employed and are not immediately conversant with these procedures.
- (ii) The Action Plan is sited around the school.
- (iii) All employees are familiar with the policy, trained in its use and involved in testing it.
- (iv) All the people likely to be present in the workplace have been considered.
- (v) As part of the training procedures the electric tablet will be tested weekly.

Providing for disabled people

There are presently no people with Special Physical Needs on the school's premises. In the event that disabled employees are present on a permanent or semi-permanent basis, then a Personal Emergency Evacuation Plan (PEEP) will be implemented. In the meantime, all those with restricted mobility will not be placed in a situation which would create difficulties in the event of fire (i.e. those in wheelchairs would not be taken upstairs).

Other practical measures

The School's management is aware of the fact that good housekeeping, clutter-free escape routes, suitable security checks and regular fire drills will endeavour to ensure the quick and safe evacuation of all staff, pupils and visitors.

Housekeeping

Corridors, stairways and lobbies are always kept clear of clutter. Moreover, no flammable material would be kept in these areas.

Security: reducing the risk of arson

The School possesses a burglar alarm which is primed at the end of the school day. Flammable materials are not stored outside the building but within a secure area.

Fire Safety Checks

The caretaker/cleaner would necessarily check to see if all windows and doors are closed and locked at the end of the school day. All electrical equipment (e.g. computer) is switched off and, where appropriate, unplugged. There should not be any smoker's materials on the premises and all naked flames would have been extinguished. All flammable rubbish and waste would have been removed to a secure unit outside the building and all highly flammable materials, if any, would have been safely stored.

STEP 4 RECORD YOUR FINDINGS AND ACTIONS

All details of maintenance testing work is recorded.

Details of the instruction and training given to employees (and when) would be also recorded.

INFORMATION AND INSTRUCTION FOR EMPLOYEES

All employees are given a Fire Policy on their first day of employment which states clearly and categorically what action needs to be taken in the event of fire.

Training Employees

- (i) Training would necessarily explain the emergency procedures, taking account of the work activity and the duties and responsibilities of employees. The findings of the Risk Assessment would also be taken into account and clearly and concisely explained to the employees so that the points are assimilated.
- (ii) Employees are immediately informed of evacuation arrangements and are shown all escape routes.
- (iii) Training is repeated on an annual cycle. Each staff member is issued a copy of the Fire policy and is part of the staff induction training.
- (iv) Staff are immediately informed of any changes to procedures, with the policy being updated if necessary.

STEP 5 REVIEW AND REVISE

All the School's policies are reviewed every two years. If a major incident had occurred during that time period or new hazards had been introduced to the workplace, then an immediate revision and review would take place.

APPENDIX 1 – ESCAPE ROUTES

Art Room, ICT suite, Changing Room, Caretaker

Leave by door direct to playground

Pre-school

Leave by door opposite kitchenette, turn **left** and follow corridor to playground. Alternatively, leave by the door directly on to playground.

Downstairs Toilets

Leave by doors directly to the playground.

Kitchen

Ensure that the door to the entrance hall is closed, then leave by the **back door** into the playground.

Hall, Year 1, Reception, Resources Room

Cross Hall and leave by door opposite Year 1 classroom direct to playground.

Marker Point: Straight across from classroom door to far side of Hall.

Office, Staff-room

Leave by **front door** to the front forecourt, then through middle gates to playground.

Year 4

Turn **left**, then **keep left** down back stairs to playground.

Marker Point: Top of main straight staircase keeping to the left.

Upstairs Resources

Turn **left**, then **keep left** down back stairs to playground.

Deputy Head's Office

Turn **right**, then **keep left** down back stairs to playground.

Year 3

Turn **right**, then **keep left** down back stairs to playground.

Marker Point: Top of main straight staircase keeping to the left.

Year 2

Turn **left**, then **keep left** down back stairs to playground.

Marker Point: At first corner of corridor, keeping to the left.

Year 6

Leave **straight ahead**, then **keep left** down front stairs, out through front door to front forecourt, then through middle gates to playground.

Marker Point: Just before Library doorway, keeping to the left.

Upstairs Toilets

Turn **left** and join Year 4 (see above)

Year 5

Turn **right**, then **keep right** down front stairs, out through front door to the front forecourt, then through the middle gates to playground.

Marker Point: At corner just before library, keeping to right.

Library, Heads Office

Turn **left**, then **keep left** down front stairs, out through front door to front forecourt, then through middle gates to playground.

Marker Point: Bottom step of staircase, keeping to the left.

APPENDIX 2 – THE EMERGENCY PLAN

ACTION ON DISCOVERING A FIRE

On discovering a fire, the member of staff (or adult) would immediately break a call fire point or shout 'Fire', close any doors left open and ring the fire alarm. The evacuation procedure would then take place.

WARNING IF THERE IS A FIRE

The School has placed smoke alarms in a number of key areas. These smoke alarms would warn the school community of the presence of fire.

CALLING THE FIRE BRIGADE

Staff have been instructed to ring the Fire Brigade immediately on discovering a fire. This would entail breaking the glass at the nearest fire call point and pressing the alarm button. No permission needs to be granted beforehand.

EVACUATION OF THE WORKPLACE INCLUDING THOSE PARTICULARLY AT RISK

Staff would make certain that doors and windows are closed behind them. The children in their charge would line up and leave the premises in an orderly manner, following the prescribed route (clear instructions are placed on the wall adjacent to the main exit door). All evacuees are aware of the fact that talking and running are strictly prohibited. If an exit route is blocked, then an alternate route would need to be used. Practice drills would involve setting up barriers across certain exit routes. The School Secretary (or Head/Deputy in her absence) would take onto the Assembly Point the School Register lists, Late Arrivals register and the electric visitor & staff signing in/out tablet.

POWER/PROCESS ISOLATION

In the event of a power failure or the alarm sounding the side exit gates at the front of the school, the Reception glass gate and the Pre-school gate will automatically unlock.

If a power failure occurred after dark, then staff and pupils would follow the fluorescent signs posted in corridors and at emergency exits.

PLACES OF ASSEMBLY AND ROLL CALL

All staff and pupils would line up at their designated stations with the Pre-school nearest the ICT suite. The Year Group would line up in their normal positions for break times, with Year 6 next to the Pre-school, Reception closest to the Staff Room and the remaining classes in between. Staff and pupils are aware of the fact that, in this instance, they face **away** from the building for Health and Safety reasons.

The Register lists would be distributed by the School Secretary to the teachers in charge of the respective classes, as well as the Manager of the Pre-school, who would then take the roll call. Once a teacher/Manager has taken the roll for his/her class (or Pre-school), the Register is held aloft. The Head (or Deputy in his absence) would then make note of all the registers which had been taken. The Head would then wait for the arrival of the Fire Brigade before issuing any further instructions.

The School and Pre-school would then be dismissed line by line, again, in silence and in an orderly manner.

LIAISON WITH EMERGENCY SERVICES

It is important that the School liaises with the Emergency Services on a regular basis.

The School Fire Lead would inform fire alarm monitoring company before conducting a test of the Fire Alarm. He would make certain, of course, that all members of the school community were aware of his actions. He would also ensure that all fire call points are tested regularly.

IDENTIFICATION OF KEY ESCAPE ROUTES

Staff are aware of the most appropriate escape for each classroom. Apart from classrooms, this would necessarily include such rooms as the Library, resources room, toilets, etc. As noted earlier, it is prudent to block off certain key escape routes from time to time so that staff and pupils are accustomed to taking an alternative route in the event of, say, fire on a particular staircase.

These escape routes are checked regularly and results are recorded when weekly fire checks are done by the Fire Officers – Site Manager and Health and Safety Lead of the School.

THE FIRE FIGHTING EQUIPMENT PROVIDED

It is absolutely critical to maintain all the fire-fighting equipment so that it is functional when needed. Hewes now has the contract for maintaining the fire equipment in the school and this equipment is tested every 12 months. It is also vital to ensure that appliances are sited at the most appropriate places (e.g. CO₂ and fire blanket in the kitchen).

SPECIFIC RESPONSIBILITIES IN THE EVENT OF FIRE

In the event of a fire, staff are fully aware of the fact that their responsibilities lie with the evacuation of themselves and the children in their charge. The preservation of life is the overriding factor. Any equipment or personal effects should be left behind if their procurement delays the evacuation process. Similarly, staff or pupils should not carry items of equipment or personal effects if they are no longer able to have full use of their limbs.

The School Secretary is responsible for register lists, electric visitor & staff signing in/out tablet, the late arrivals register and emergency contact books. The Headteacher (or Deputy in his absence) would oversee the whole operation. From various vantage points, he would check to see that the evacuation process was running smoothly, that staff and children were leaving the school premises in silence and in an orderly manner. He would also ensure that the roll calls were taken quickly and efficiently and that the children were lined up in their allotted places. He would also liaise with the Secretary to see if any visitors or staff were absent. Once the fire brigade had arrived on the premises, he would abrogate responsibility to the Fire Officer in charge.

TRAINING REQUIRED

Although it is critical to have the firefighting appliances in place, it is also essential to ensure that the staff has the requisite training. This is reviewed annually. Fire training is done as part of the induction process.

BUCKINGHAM PREPARATORY SCHOOL

FIRE RISK ASSESSMENT

The *Fire Precautions Workplace Regulations* require employers to carry out a fire based risk assessment of all work-places under their control. This assessment is to determine the risk from fire to employees and others and to identify the measures that should be implemented to control those risks. The local fire service has a duty to enforce the regulations and the risk assessment provided by the school will be the basis of the inspection.

In general, the fire risk assessment includes five phases:

- Identify fire hazards
- Identify people at significant risk (for example children)
- Evaluate the risks and carry out necessary improvements
- Record the findings, and the improvements being carried out and those proposed
- Review and revise
-

Identification of fire hazards: a) Sources of ignition

Cooking (gas or electric)	
Electrical equipment	
Electrical, gas or oil fired heaters	
Hot surfaces and equipment ventilation	
Housekeeping	
Lighting equipment	

Identification of fire hazards: b) Sources of fuel

Aerosol cans	
Combustible items used for decoration	
Flammable chemicals	
Flammable internal construction (hardboard, block board)	
Flammable liquids and solvents	
Loose packaging materials	
Paper and card, including waste bins	
Plastics, rubber, foam	
Textiles	
Waste materials, wood shavings, off-cuts	
Wood	

Fire procedure and training

Does the school have an emergency plan?	Yes
Are all staff familiar with the plan?	Yes
Are all staff trained in the use of the plan?	Yes
Are you able to remove all children from the building within a reasonable amount of time, and assert that you have removed all children from the building?	Yes
Do you have a clear procedure for locating a child who is not removed from the building during an alarm?	Yes
Does the plan take account of all reasonably foreseeable circumstances?	Yes

Fire safety checks

Are all highly flammable materials safely stored?	Yes
Are all naked flames extinguished or left in a safe condition?	Yes
Has the school had a break-in in the last 3 years?	No
If yes, has the school improved its security since then?	Not Applicable
Is all electrical equipment not in use switched off and unplugged?	Yes
Is all flammable rubbish and waste, including scrap paper in waste bins, removed to a safe site at regular intervals?	Yes
Is the school secured against unauthorised entry?	Yes

Escape routes

Are additional exits required from any area?	No
Are all children aware of the meaning of the exit signs?	Yes
Are all escape routes clear?	Yes
Are all stairways clear?	Yes
Are exit doors kept unlocked and free to open?	Yes
Are exit doors unobstructed externally?	Yes
Are final exits clearly indicated?	Yes
Are handrails fitted?	Yes
Do doors on escape routes open in direction of travel?	Most- Door by heads office does not. Staff trained to work with this.
Do escape routes have sufficient "running man" exit signs?	Yes
Is the route within the stairway clearly indicated?	Yes

Fire smoke stop doors

Are enclosed corridors subdivided by FRSC doors?	Yes
Are fire doors effectively self-closing?	Yes
Are fire resisting walls and ceilings in a good state of repair with adequate fire stopping?	Yes
Are FRSC doors closed regularly to ensure that they fit snugly in their frames?	Yes
Are the storerooms that house paper and other inflammable materials fitted with FRSC doors?	Yes
In the event of fire can everyone turn their back on the fire and evacuate to a place of safety? (Are there dead ends?)	No
Is the boiler room fitted with FRSC doors?	Yes
Is the kitchen fitted with FRSC doors?	Yes

Fire alarm

Is there an electrical fire alarm?	Yes
Is the fire alarm sufficient to give warning throughout the school, including automatic fire detection?	Yes
Is there a manually operated fire alarm?	Yes - School bell
Is there an indicator panel, and if so where?	Yes- in cupboard under stairs

Does the alarm contain stand-by batteries?	Yes
Is automatic fire detection fitted?	Yes
Are there sufficient fire alarm operating points?	Yes
Is the fire alarm tested weekly?	Yes
Is a log book of testing maintained?	Yes
Are fire alarm operation points clearly indicated?	Yes
Are all teachers and admin staff trained on how to operate the fire warning system and the action they should take upon hearing it?	Yes

Fire extinguishers

Are fire safety instructions kept near alarm operation points?	Yes
Are adequate fire safety instructions and training provided for staff?	Yes
Is there a designated fire assembly point for staff, visitors and children?	Yes

Kitchen

Is there a main kitchen?	Yes
Are cooker hoods degreased regularly?	Yes
Is there adequate fire fighting equipment in place?	Yes

Certificates and approvals

Is there a valid and current fire certificate?	Yes
Is there documentary evidence of checks of the fire fighting equipment by a competent person?	Yes
Is there documentary evidence of checks to the emergency lighting by a competent person?	Yes
Is there documentary evidence of checks to the fire alarm by a competent person?	Yes

Other fire safety matters

Has all fire-fighting equipment been tested regularly?	Yes
Is the heating system installed tested & found to be safe?	Yes
Is there evidence of exposed wiring, defective plugs or broken sockets?	No
Do you use extension cables? Are they securely fixed?	Yes
Who undertakes regular electrical checks? Is the person qualified to do so?	Bursar arranges for a qualified person to undertake checks regularly
Is a record kept of all reported electrical defects and dates of repair?	Yes
Is there a written fire risk assessment?	Yes
How are safety policies enforced?	Yes

Have there been any recent fires in the school?	No
Has a union or individual member of staff made Representation about fire hazards in the school?	No
Have the fire brigade attended recently?	No
Is there a health and safety committee?	Yes
Is there adequate security in the premises?	Yes
Are the perimeter walls, fences or railings in good order?	Yes
Is there any combustible storage outside the building?	No
Are there any stairways of ladders enabling people to gain access to the building or roof?	No
Is there any specific legislation covering safety activities within the premises?	Yes
Have sufficient staff been trained in the use of fire fighting equipment?	Yes
Do you hold in-school fire safety courses?	Yes
Do you have external fire safety instructors attend to give training?	Yes
Do members of staff attend external safety courses?	Yes
Are management pro-active regarding fire safety?	Yes
Does a senior manager have responsibility for fire safety?	Yes
Is there a fire safety officer?	Yes
Are there any false ceilings within the premises?	Yes
Do you have special evacuation procedures for children with special needs that might affect their ability to leave quickly?	Not Applicable
Do all special events (such as a school disco or party) have their own fire precaution arrangements with one manager in charge of these?	Yes
Classroom doors wedged open	In conditions of extreme hot Weather classroom doors are wedged open and windows opened. Teachers have been clearly instructed that after each lesson the doors and windows are closed as a matter of importance. This decision has been made taken into account the COVID-19 guidance and regulations issued by the government.

Fire risk assessment (continued)

Have there been any fires in the past five years in the school? Yes/No

What changes have been made as a result of these fires? _____

What are the main fire hazards?

Kitchen, Outside bin storage area and electrical appliance /sockets _____

What risks exist, and at what level do these risks exist?

Outside bin storage area _____

What improvements are being carried out, and when will they be in place?

This area to be covered in order to reduce the risk of arson _____

Are any improvements being deferred for three months or more? Yes/No

What is the reason for this delay?

If the reason for the delay is lack of resources or funding, how does this balance with the level of the risk?
