



*inspirans flammam
posteritatis*

**ROSEMEAD
PREPARATORY
SCHOOL & NURSERY**
DULWICH

**P12.3 - FIRE PREVENTION POLICY
(INCLUDING EYFS)**

INTRODUCTION

The school has a legal and moral duty to ensure that the safety of its children, staff and visitors is maintained and that fire prevention and fire detection are embedded within all of its activities and that staff are equipped to identify and respond to potential fire risk situations.

For this reason this policy has been formulated to help compliance with legal obligations to children, staff and visitors under the Regulatory Reform Order 2005. These include the provision of a safe place of work where fire safety risks are minimised. Due to its importance, this fire safety policy also forms part of the overall health and safety requirement.

This policy describes the roles and responsibilities of all children, staff and visitors in relation to maintaining fire safety. Whilst the Head has overall responsibility, these responsibilities are delegated, commensurate with individual authority to ensure that fire emergency plans, fire detection system and fire exit routes are maintained and tested.

Fire safety is everyone's responsibility

DUTIES

We accept that the Employer retains overall responsibility for health, safety and welfare. In the case of Rosemead School 'the Employer' refers to the Governing body.

The Head has overall responsibility, these responsibilities are delegated, commensurate with individual authority to ensure that fire emergency plans, fire detection system and fire exit routes are maintained and tested.

The Head is:

- a) Required to take all necessary and appropriate action to ensure that all the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.
- b) Responsible for providing staff with suitable and sufficient training and information to enable them to undertake their activities.

The Bursar has day-to-day responsibilities for ensuring that systems provided for fire safety are maintained and available, including:

- a) undertaking fire safety checks and testing of systems
- b) ensuring all 'fire exits' are unlocked during occupancy
- c) Safety signage
- d) Fire alarm
- e) Fire extinguishers and other fire equipment
- f) Fire signs and notices
- g) Escape routes and fire doors
- h) Ensuring a regular Fire Risk Assessment is carried out on the premises

The School Office has day-to-day responsibility for:

- a) Retaining the class registers
- b) Children's personal details & emergency contacts
- c) First Aid records

The Catering Manager has day-to-day responsibility for:

- a) Kitchen safety
- b) Isolating any sources of ignition

Responsibilities for short-term hiring or leasing and for shared use:

- a) All hirers/users who have temporary responsibility must understand their duties for fire safety for the duration of the event or function and prepare and implement plans accordingly.
- b) All fire exits must be unlocked during occupancy

Duties of employees:

- a) Employees have a duty to take reasonable care for their own safety and that of other people who may be affected by their activities. This includes the need for them to inform their employer of any activity that they consider would present a serious and immediate danger to their own safety and that of others.
- b) Employees have a duty to report any potential fire safety issues.
- c) Employees have a duty to maintain systems implemented for fire detection and prevention; including:
 - Ensuring all Fire Doors (marked 'Fire Keep Closed') are not wedged open
 - All fire exit routes are clear from obstructions
 - Understand what to do in the event of a fire.

Fire Wardens:

As detailed in the Fire Procedures (see Annex 1 and 2), all staff are expected to undertake the role of fire wardens to provide additional oversight during an evacuation.

This role includes:

- helping those on the premises to leave;
- checking the premises to ensure everyone has left;
- using fire fighting equipment if safe to do so;
- shutting down vital or dangerous equipment; and
- performing a supervisory/managing role in any fire situation.

FIRE DRILLS

Please refer to the above Fire Procedures (Annex 1 and 2).

A fire drill enables the school Fire Procedure to be periodically tested to ensure that all staff, including new members, are able to implement the plan. It also enables the school to evaluate its plan and make revisions as required.

The School will undertake a fire drill in each term.

The roll call/checking the premises have been evacuated:

Where possible, the roll call will be carried out as soon as possible at the designated assembly point(s). Note any people who are unaccounted for and this information should be passed to the fire and rescue service on arrival.

Once the roll call is complete or all reports have been received, hold the children until the Fire Officer in Charge gives permission to allow people to return to the building.

Maintenance of fire protection equipment and installations

Fire protection equipment and related services should be fit for their purpose and properly installed. This must not be misused and should be maintained in accordance with the manufacturer's instructions or a relevant standard.

Regular maintenance and testing of fire safety equipment is essential and when undertaken all safety records and service reports should be maintained in the school finance office.

FIRE PROCEDURES AT THE PREP (Please display on notice boards) ANNEX 1

When the school needs to be evacuated for a bomb alert etc, fire drill rules apply.

General statements:

- A Fire Drill will take place every Term. Alternate evacuation routes might be tested. Staff must be familiar with all possible routes.
- The safety of children and staff is priority. Do not take personal belongings.
- On hearing the alarm, children must line up ready for evacuation.
- Staff must immediately lead their children away from the area using the identified fire routes.
- Staff not directly responsible for a class/group should undertake a sweep of Toilets, Music rooms, Staffroom, etc to ensure they are clear and take any children to their teacher.
- Teachers, Assistants, Peripatetic and PE are equally responsible for evacuating children in their care and returning them to their class teacher for registration.
- If children are missing from the class report this immediately to the Head or designated deputy.
- On leaving a room, close all fire doors and if possible windows.
- Assemble in the playground. If the playground is not available arrangements will be made to assemble at the Pre Prep.

Specific Responsibilities (or nominated deputy)

The Head	Is responsible for leading the playground assembly and checking that all children staff and visitors are accounted for. Consult with the Emergency Services about any missing children and/or personnel/visitors.
Senior Deputy Head	Contact the Fire Brigade/Emergency Services. A chromebook or ipad, will be made available for accessing emergency contact details in the event of a missing child. Check all enrichment staff, catering staff, support staff and visitors and report any missing persons to the Head
Admin Team	Will bring the Registers to the playground and distribute the class registers to the teachers. Take the signing in/out sheets and visitors book to the playground to check presence. Notify Head of any missing staff/visitors. If it is safe to do so ensure that all office windows and doors are closed before vacating. Ensure that any sick children are taken out of the building and are then registered with their form teachers.
The Catering Manager	To ensure that all sources of ignition are shut and catering staff leave the building and to report to the School Administrator.
Yr 6 /PE Staff	Check all Toilets and Stockroom
Enrichment Staff	Check Enrichment rooms and The Study
Year 4 and 5 staff	Check all toilets on own floors
Yr 3 staff	Check 1 st floor (West Wing) toilets
Bursar/Caretaker	Will meet the fire brigade in the foyer, check the panel and if it is safe to do so, investigate the origin of the alarm bell. He will remain in contact with the Head at all times and will leave the building by the nearest available fire exit in the event of a fire (or potential bomb) being suspected.

**FIRE PROCEDURES AT THE PRE PREP (Please display on notice boards) ANNEX 2:
When the school needs to be evacuated for a bomb alert, etc, fire drill rules apply.**

General statements:

- A Fire Drill will take place every Term. Alternate evacuation routes might be tested. Staff must be familiar with all possible routes.
- The safety of children and staff is priority. Do not take personal belongings.
- On hearing the alarm, children must line up ready for evacuation.
- Staff must immediately lead their children away from the area using the identified fire routes.
- Staff not directly responsible for a class/group should undertake a sweep of Toilets/Music rooms, staff rooms, etc, to ensure they are clear and take any children to their teacher.
- Teachers, Assistants, Peripatetic and PE are equally responsible for evacuating children in their care and returning them to their class teacher for registration.
- Children will line up in class lines on the path to the outer gate, with Reception children lining up close to the fence on the grassed area.
- If children are missing from the class - report this immediately to the Head or designated deputy.
- On leaving a room, close all fire doors and if possible windows.
- Assemble in the playground. If the playground is not available arrangements will be made to assemble at Elmgreen School

Specific Responsibilities

Head of Pre-Prep	Will bring the Registers, Staff Signing-in book and the Visitors Book to the playground and distribute the class registers to the teachers. Consult with the Emergency Services about any missing children and/or personnel/visitors.
The Secretary	Contact the Fire Brigade/Emergency Services. Take the Emergency Contact Folder containing the emergency numbers. Will check all teachers, support staff and visitors and report any missing persons to the Head of the Pre-Prep or in her absence her deputy. If it is safe to do so ensure that all office windows and doors are closed before vacating
Year 2 teachers	Check Year 2 class rooms and lead evacuation.
Year 2 teaching Assistants	Check Library and toilets.
Year 1 teachers	Check Floor 1 rooms and toilets and lead evacuation.
Year 1 teaching assistants	Check Staff Room, Enrichment Room and floor 2 toilets.
Reception Staff	Check Reception classrooms, the Hall and Library and toilets and lead evacuation.
Nursery staff	Check Nursery and Chalet and the toilets and lead evacuation.

Bursar/Caretaker

Will meet the fire brigade in the foyer, check the panel and if it is safe to do so, investigate the origin of the alarm bell. He will remain in contact with the Head of Pre-Prep at all times and will leave the building by the nearest available fire exit in the event of a fire (or potential bomb) being suspected.