

## MANOR HOUSE SCHOOL FIRE SAFETY POLICY INCL EYFS

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Responsibility: **Health & Safety Lead**

### **References:**

Children Act (1989);  
Health & Safety at Work Act 1974  
Health and safety Executive [www.hse.gov.uk](http://www.hse.gov.uk)

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### **Aims**

It is the overall aim of Manor House School to minimise the risks to staff, pupils, members of the public and employees which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place.

### **Overall Responsibility for Fire Safety Matters**

The Deputy Head and the Director of Finance & Operations are appointed as the fire safety managers for the school and will have overall responsibility for fire safety matters at the school. They will co-ordinate the implementation of fire safety measures, ensure that staff and pupil training takes place and monitor the standard of fire precautions maintained. They will also ensure that a fire evacuation drill is undertaken early in each term, that fire action notices are kept up to date and that fire safety equipment is being maintained. Results of the drills will be reported at the Health & Safety Committee meeting.

### **The School Fire Procedure**

Notices displaying the school fire procedure will be displayed at each fire alarm call point and will be of the standard form.

### **Responsibility of all School Staff**

All school staff are responsible for maintaining a high standard of fire precautions in areas under their control or influence. In particular, staff should

ensure that they are fully aware of the fire procedure. They should ensure that door vision panels and fire exits are kept clear and fire doors are kept shut. They should also ensure that pupils for whom they are responsible are informed of the fire procedure.

### **Fire Training and Evacuation Drills**

Training will be provided at least every two years for all permanent full time school staff in fire safety and the school fire procedure, including training in the practical use of fire extinguishers.

Specific training will be organised for fire safety managers, both on appointment and at least every two years by appropriate training companies.

All staff, whether temporary or permanent, will have the fire procedure explained to them, together with information on the location of the fire alarm call points, the sound of the fire alarm and the location of the escape routes, exits and assembly points. It is the responsibility of the fire safety manager to ensure this instruction is given in accordance with the Checklist in appendix B. The fire safety manager will also ensure that all fire safety records are maintained and are available for inspection by any enforcement authority.

The fire safety manager will provide a written report to the Headteacher each term, which will include in her termly report to the Governing Body.

### **Maintenance of Fire Doors, Fire Exit Doors, Fire Equipment and Systems**

Fire extinguishers, fire alarm systems and emergency lighting are maintained under a central contract administered by professional consultants. However, the school will carry out the following tests on the systems and precautions between maintenance visits:

<b>System</b>	<b>Frequency</b>	<b>Method of Test</b>
Fire Alarm	Weekly	Test key operation of different call point each week in rotation.
Fire Alarm	Daily	Visual check of panel for fault indications
Automatic door holders and closers connected to fire alarm	Weekly with the fire alarm	Confirmation that doors release and close with the operation of the fire alarm.
Emergency Lighting	Monthly	Operation of test switch or circuit breaker and check that light illuminates.
Fire extinguishers, hose reels, fire blankets etc.	Weekly	Check that seals are intact, equipment has not been removed or tampered with and annual inspection and maintenance is in date.
Fire Doors	Weekly	Check that doors are closing fully and,

		where fitted, latches are operating.
Stairwells and Stairwell Enclosures	Daily	Check that combustible material and storage has not been placed inside protected stairwell enclosures.
Corridors, Escape Routes and Fire Exit Doors	Daily	Check exit doors are unlocked and that escape routes are free of obstruction.
Fire Exit Doors	Weekly	Check that doors are opening freely and that emergency exit fittings are operating correctly.

### Appointment and Duties of Fire Marshals

The school will appoint a number of teaching or administrative staff as fire marshals one of which will be appointed as senior fire marshal. These staff will have responsibility for ensuring that all areas of the school have been evacuated and that this is reported to the senior fire marshal in charge of the evacuation (see appendix a).

### Fire Drill

The Fire Alarm consists of a siren and a continuous bell. Fire notices are posted in each form room and staff should draw the attention of pupils to them. The evacuation procedure to the hockey pitches should take place in silence. Leave by the nearest safe exit. Practices occur at least termly. Further details are given in the Staff Handbook

### IN THE EVENT OF FIRE:

- Sound the fire alarm
- Contact the main office or Headteacher who will call the Fire Brigade
- Evacuate the buildings as for a practice
- Do not put yourself or any pupils at risk

The Headteacher and Deputy Head should be informed about any comments.

### WHEN FIRE ALARM SOUNDS

1. Pupils stand quietly; close all windows.
2. Without stopping to collect any possessions, lead out in single file in silence. Last person closes the door.
3. **Exits and Routes to be used:**

Use the nearest safe exit.

**Top floor of house** has an external fire exit.

**First floor** should normally come down the front stairs. There is also an exit near the J4 classrooms leading to the kitchen exit.

**Ground floor** exits are front doors, side door and back door, Arcot and the Conservatory.

**Main Block** has stairs and exits at both ends from the top floor and exits either side on the ground floor.

**Mason** has exits front and back on the ground floor. Windows on the first floor can be used in an emergency. Pupils will be shown the drill.

**EGH** has exits at either end and two at the sides. There is a fire escape at the far end of the balcony.

**Garden Block** has doors on either side.

**The Arts Block** has separate exits to each room.

4. Assemble on front lawn in form lines, in register order, facing away from the school with the youngest children nearest to the drive.

**Staff** Close doors after children and check any nearby toilets.  
Follow class to front lawn.

**Nurse** Check sick room and first floor toilets

**Teacher, Top Floor** Check top floor toilets.

**Registers** Office staff bring register, staff signing in book and visitors book. Admin staff brings staff registers.

**Form Tutor** Checks register and reports to office staff if anyone is missing.

4. Once all of the school is assembled on the front lawn in form groups the form tutors are to take a register. The fire registers are to be collected from the Office Assistants (seniors and juniors). Once the register is complete it is returned to the Office Assistants advising the Fire Safety Manager. The HR Officer will liaise with Receptionist to check who has signed out. Details of any member of a form, who is unaccounted for, and who should have been in school, should be passed on immediately to the Office Assistants
5. **Senior Staff** are to report to Linda McCartney, you need to say your name as he will be looking down at the register, please wait to see your name is checked on the list.
6. **Prep (Upper) staff** are to report to Sarah Chambers, please ensure you have been checked off the list and aide the person checking for staff by looking for them in their form tutor groups..
7. **Prep (Lower) and Nursery Staff** to report to Caroline Roberts.
8. **Catering staff** are to report to the Catering Manager who will then let the HR Officer know that they are all accounted for.
9. **Maintenance and Admin staff** are to report directly to Mary Fowell.
10. **Peripatetic music staff** will be checked via the visitors book..
11. **Cleaning staff** are to report to Terri Gamble who will then report back to HR Officer that all are accounted for.
12. The school will be dismissed one form at a time by the Headteacher once the fire marshal has reported that the building is safe.

## **RAISING THE ALARM**

In the event of alarm failure, a hand bell will be rung in order to raise the alarm.

### **Calling the Fire Brigade**

It is the school policy that the fire brigade will be called on any confirmed outbreak of fire. The Office Assistant in the office is responsible for calling the fire brigade. Where the alarm is raised by the school's automatic smoke detection system the school office secretary will call the fire brigade if a fire is confirmed, or within 3 minutes of the alarm being raised if a false alarm is not confirmed.

### **Meeting the Fire Brigade**

The fire safety manager is responsible for ensuring that one member of staff is available to meet the fire brigade on arrival and in their absence there is a member of staff to deputise for them.

### **Events Taking Place Out of School Hours Such as School Plays or External Lettings**

Where events are organised outside normal school hours, or by outside organisations, it is the responsibility of the member of staff organising the event or arranging the letting to ensure that the Fire Safety Manager is consulted and appropriate precautions including arrangements for evacuation and calling the fire brigade are put in place. The fire safety manager may impose specific restrictions on the type of letting or activity the number of persons involved and the number and layout of any seating. It is particularly important to consider whether a public entertainment licence will be needed for the events being organised. Where a licence is required, the licensing officer may specify particular requirements as a condition of the licence and these conditions will have to be met (appendix C).

### **Notices**

All fire exit routes will be signed by clear signs with directional arrows.

### **Records**

The following records will be kept by the Facilities Manager:

<b>Record Type</b>	<b>Information To Be Recorded</b>
Fire Alarm Test	Date of test, number of call points tested and whether test was satisfactory, including whether automatic door releases operated.
Emergency Lights	Date of test, numbers or locations of lights tested and whether test was satisfactory.
Free operation of fire exit doors	List of all exit doors checked, date of check and results.
Correct operation of self closing fire	List of all doors checked, date of check

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doors	and results.
Practice fire evacuation drill	Date of drill, details of exits obstructed and time taken to evacuate.
Fire safety training	Nature of training, names of those who attended, name of instructor and duration of training.

## **Appendix A**

### **Roles and Responsibilities**

<b>Role</b>	<b>Person Responsible</b>	<b>In case of absence</b>
Fire Safety Manager	Bursar	Deputy Head
Fire Marshals	Indicated on posters	
Calling the fire brigade	Office Assistants / Headteacher	Office Assistants / Headteacher
Meeting the fire brigade	Bursar	Deputy Head
Absence Awareness	Office Assistants	School Nurse

## **Appendix B**

### **Checklist for First Day Fire Safety Instruction**

Take the new starter through the fire safety procedure as displayed at the fire alarm call points, in particular:

- Show them the location of the fire alarm call point and describe the way it operates. Emphasise that the first action on discovering a fire is to raise the alarm even if the fire is small.
- Describe the sound of the fire alarm and the action to be taken in when it sounds, in particular leaving the building with any pupils for which the staff member is responsible and going to the assembly point.
- Describe and walk the escape routes and alternative escape routes that the member of staff is likely to need to use and show the operation of any push bars or exit fittings.
- Show the new member of staff the location of the fire extinguishers, but emphasise they should only be used if the staff member has been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started.



## **Appendix C**

### **Checklist for persons hiring the school premises**

Take the new hirer through the fire safety procedure as displayed at the fire alarm call points, in particular:

- Show them the location of the fire alarm call point and describe the way it operates. Emphasise that the first action on discovering a fire is to raise the alarm even if the fire is small.
- Describe the sound of the fire alarm and the action to be taken in when it sounds, in particular leaving the building with any persons for whom the hirer is responsible and going to the assembly point.
- Describe and walk the escape routes and alternative escape routes that the hirer is likely to need to use and show the operation of any push bars or exit fittings.
- Show the new hirer the location of the fire extinguishers, but emphasise they should only be used if he/she has been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started.
- Explain how to contact the fire brigade (whether or not an automatic call is made) and where the nearest telephone point can be found. Give clear instructions of location of school.

### **Application**

The Governing body of Manor House School has adopted this fire safety policy on February 2009

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