



Glendower Preparatory School

# Fire Safety Policy and Procedures

2024

Reviewed: SP Feb 2024  
Next Review: Feb 2025

**This policy also provides for those children in the EYFS.**

**This policy should be read in conjunction with the school's following policies:**

**Staff Handbook**

**Staff Induction Policy**

**Prep School Fire Emergency Plan**

**Nursery Fire Emergency Plan**

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## **PART 1: FIRE SAFETY**

### **INTRODUCTION**

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at Glendower Preparatory School ('Glendower') are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

### **ROLE OF THE SCHOOL FIRE SAFETY MANAGER**

The Governors are responsible for Fire Safety at Glendower and delegate implementation of the policy to the Bursar who is the designated School Fire Safety Manager and who is responsible for ensuring that:

- The fire safety policy is kept under regular review by Governors (through the Health and Safety committee) and the SLT.
- The fire safety policy is promulgated to the entire school community.
- Everyone in the school (including visitors and contractors) is given clear written instructions on where they should go in the event of fire.
- Records are kept of the fire training (including staff induction training) given to all staff.
- Procedures for emergency evacuation are regularly tested and lessons absorbed.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are meticulously followed including the elimination or reduction of risks from dangerous substances.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.
- One or more competent persons is appointed and trained to assist in taking preventative and protective measures including firefighting and evacuation.

- Emergency routes and exits are clearly marked and suitable emergency lights, fire detectors, alarms and extinguishers are provided.

### EMERGENCY EVACUATION NOTICE

All contractors and visitors receive a lanyard when signing in which has an evacuation notice on the reverse

### ACTION TO BE TAKEN BY STAFF ON THE DISCOVERY OF A FIRE

**If you discover a fire or one is reported to you:**

**SOUND THE ALARM IMMEDIATELY**

**On hearing the alarm:**

Ensure all windows (if possible) and doors in the room are closed.

Switch off lights and electrical appliances (if time permits).

Evacuate the building according to practised procedures.

Escort all pupils in your charge from the building.

Ensure no pupils remain in the room you are evacuating.

**On arrival in the assembly area: (Queen's Gate)**

Continue to control pupils.

Call the roll as necessary, as per school registers & visitors' records.  
(These will be taken out of the school by the office personnel.)

Report to the incident controller. (Headmistress or SLT)

Indicate to the incident controller any rooms that you can confirm are empty of pupils and staff.

Do not leave the assembly area until detailed to do so. Only re-enter the building when the incident controller has confirmed that it is safe to do so.

In the event that you cannot re-enter the school building, Queens Gate Hall on Cromwell Road has been designated as a waiting area.

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## PART 2: FIRE SAFETY PROCEDURES

### BRIEFING NEW STAFF AND PUPILS

All our new staff (teaching and non-teaching alike) are given a briefing on the school's emergency evacuation procedures on their first day at Glendower. We show them where the emergency exits and escape routes are located and point out the outside assembly point. Fire action notices are displayed on the walls of all rooms and in all corridors, and we make certain that everyone knows what they look like, and where they should go on hearing the fire alarm. All new staff are shown how to activate the fire alarms if they see or smell a fire.

The safe evacuation of everyone - staff and pupils alike - is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's, safety. We offer fire awareness INSET training on a regular basis to all staff, and some staff are also trained in the basic use of fire extinguishers. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

### SUMMONING THE FIRE BRIGADE

The School Office is manned between 8.00am and 5.00pm during weekdays. (The Site Manager and/or cleaners are on site until 7:00pm) during the school term. The master panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is physically located at the main school entrance. The School Office is always given advance warning of fire *practices*. If the alarm goes off for any other reason, the Fire service should automatically be summoned, **however in order to ensure that the emergency services have been alerted a member of staff must also dial 999 and give details of the school's location and the nature of the emergency.**

### VISITORS AND CONTRACTORS

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which should be worn at all times that they are on school property. They are made aware of the emergency evacuation notice (see above), and the reverse of the visitor badges gives details of the fire assembly point.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc a brief announcement is made advising them of the location of the emergency exits they should use in the event of the alarms sounding.

### DISABLED STAFF, PUPILS OR VISITORS

When the fire alarm is sounded, it is the responsibility of the carer of a disabled person to take him or her to the refuge point and to wait for rescue by the Fire and Emergency Service. The teacher will ensure that the name of the disabled person and his or her carer, together with the location of their safe refuge point, are passed to the Headmistress or a member of the SLT as soon as she reaches the assembly point. It is the responsibility of a member of the SLT to ensure that this information is passed as soon as possible to the Fire and Emergency Service.

### RESPONSIBILITIES OF TEACHING STAFF

Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They should check toilets on their floor before leaving. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to Headmistress or a member of the SLT, who will make sure this information is passed to the Fire and Emergency service as soon as they arrive.

***On no account should anyone return to the building until they have been told that it is safe to do so***

### RESPONSIBILITIES OF FIRE MARSHALS

We have at least three trained Fire Marshals in the building. Fire Marshals are generally members of staff, who, in the event of fire or other emergency, are responsible for looking after pupils. All Fire Marshals are “competent persons” who have been trained to provide “safety assistance” in the event of a fire. Fire Marshals receive regular refresher training.

### FIRE PRACTICES

We hold one fire practice every term at Glendower. This, combined with regular staff training and a programme of inducting new staff and pupils with emergency escape procedures, helps to ensure that the school can be safely evacuated in the event of a fire.

### FIRE PREVENTION MEASURES

We have the following fire prevention measures in place at Glendower:

#### Escape Routes and Emergency Exits

- There are at least two escape routes from every part of both buildings
- Fire notices and evacuation signs are displayed in every room, corridor and stairwell.
- Fire extinguishers (of the appropriate type) and smoke/heat detectors, are located in accordance with the recommendations of our professional advisors. They can be manually activated by breaking a glass panel, and are automatically activated when smoke/heat builds up. All stairs, passages and emergency exits are illuminated by emergency lighting.

- The master panel for the alarm system is located in the main school reception area (Whitehouse) and shows the location of a fire. It is fitted with an uninterrupted power supply (UPS)
- Alarms sound in all parts of the building.
- Fire exit routes and exits are kept clear at all times. The first member of staff to arrive at school every morning is responsible for unlocking the buildings. Staff must ensure that escape routes are not obstructed and that the emergency lighting works, and report defects to the Bursar.
- All fire alarms are tested weekly (and all tests and defects are recorded). This is the responsibility of the Bursar/Site Manager, who also arranges for an ISO9001 certified/BAFE approved contractor to carry out:
  - Regular checks of fire doors, automatic door closures and emergency lights,
  - Six-monthly professional checks on fire detection and warning equipment,
  - An annual service of alarms, smoke detectors, emergency lights, smoke-control systems and fire extinguishers.
- Records of all tests are kept in the School/Bursar's office.
- Plans showing exit routes are displayed next to the call points on each floor.

#### Electrical Safety

- The School has current electrical test certificates for all its buildings. It uses NICEIC qualified electrical engineers to inspect and maintain its electrical installations [all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations].
- Regular portable appliance testing (PAT) takes place .
- Records of all tests are kept in the Site Manager's office.
- The Site Manager checks that all equipment is switched off at the end of the school day.
- The kitchen staff check that all appliances are turned off at the end of each working day; most appliances are unplugged.
- All computers, projectors, printers and electronic whiteboards have been set to switch off automatically every evening and during holidays and weekends.

#### Gas Safety

- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered engineers. Kitchen appliances are serviced and inspected twice yearly by qualified contractors. SHS Cleaning deep cleans the kitchen annually and all vents are cleaned.
- All kitchen equipment is switched off at the end of service.
- The laboratory is checked at the end of each day to ensure that gas instruments are turned off.

#### Safe Storage

- We ensure that flammable materials used in cleaning or maintenance are locked.

#### LETTING OR HIRING THE SCHOOL

We do not regularly let out school buildings unless a responsible member of staff is also present. The only exception is MPW, a neighbouring school, which has operated revision classes at the School during the Easter holidays for GCSE and A Level pupils. In this case the Bursar and Site Manager fully brief their opposite numbers about all aspects of site security and fire safety including the working of the fire alarm. MPW staff have contact details for the Bursar, Site Manager and the nearest member of Glendower staff.

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