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| Highgate Hill House School |

**Fire Risk (Prevention) and Emergency Evacuation Policy and Procedures**

**Reviewed: Feb 2021**

**To Be Reviewed: Feb 2022**

**1.0 GENERAL**

The person responsible for organising the school’s fire precautions is the Proprietor.

**1.1 RESPONSIBILITIES**

1. Ensuring that a Fire Risk Assessment is carried out regularly and reviewed regulary in light of any changes that occur in the school.

2. Ensuring that Fire Marshalls carry out a fire evacuation drill at the beginning of the school year and at least once every half-term

3. Recording the significant results of the fire evacuation drills.

4. Ensuring that the Fire Log is kept up to date (arranging for alarm tests every week, emergency lighting every month, fire extinguisher checks, etc.)

**1.2 KEY POINTS**

This HHH School Fire and Emergency Evacuation Policy and procedures complies with the Regulatory Reform (Fire Safety) Order 2005. ·

Fire Risk Assessment are regulary carried out and reviewed to reduce fire risks and ensure that the school premises meet requirements set out in regulations and any necessary actions are undertaken, relating to any changes in regulations or regulatory demands.

Fire drills are regularly (at least once per half term) carried out in ‘the school day’.

Exit routes are clearly marked in all areas of school premises.

Fire and Emergency Signs mark all emergency escape routes, exits and the identification of fire-fighting equipment and comply with the Fire Precautions (Workplace) (Amendment) Regulations 1999.

Disabled visitors are to be assisted during the evacuation, as necessary.

**2.0 PROCEDURES**

This document details the fire and emergency evacuation procedures for the

premises. Staff should ensure that they are familiar with these procedures and

act upon the requirements.

**2.1. ACTION WHEN THE FIRE ALARM SOUNDS**

• *Leave by the nearest fire exit, taking any visitors with you. Do not delay your exit to collect belongings*

• *Close windows and doors behind you*

• *Go immediately to the assembly area. This is in the top left corner of the sports field. Ensure that you are accounted for*

• *Do not re-enter the building until the all-clear is given*

**2.2 DISABLED PERSONS**

All disabled pupils and staff have a Personal Emergency Evacuation Plan (PEEP) written with them as part of the admissions/induction process. These are kept in the cupboard in the reception office.

*If the situation occurs where a member of staff, pupil or visitor with a disability needs help in leaving the premises, the teaching and support staff will ensure that they leave the building appropriately, preferably via the same exit route as the*

*rest of the school. However, if this is not possible, they will make their way from the nearest safe exit, and make their way to the refuge point in the staff car park, from where they can join the rest of the school at the assembly point if safe to do so. If they are unable to leave the building, we have two internal refuge points, one in the circular stair well in the new classroom block, the other is the hallway, at the foot of the stairs by the back door.*

**2.3 ACTION ON DISCOVERING A FIRE**

• *Raise the alarm without delay. There are emergency call points throughout the building.*

• *If trained in the safe operation of the available firefighting equipment and only if it is safe to do so, attempt to extinguish the fire*

• *Report directly to the assembly area, ensuring that you sweep any areas you move through for anyone who may still be inside.*

**2.4 SUMMONING THE FIRE & RESCUE SERVICE**

• *Your immediate priority is evacuation of the building. If safe to do so, a member of the office staff will telephone the fire and emergency services prior to evacuating the building, or the Head Teacher, Deputy or Member of Senior staff will do so or be instructed to do so from the assembly point.*

• *Upon their arrival, the Head Teacher, Deputy Head Teacher or person in charge will liaise with the fire service representative and hand over any relevant documentation, including the fire risk assessment and building risk*

*assessments, and plans of the building (in dedicated folder)*

***2.5 ROLL-CALL***

• *Each teacher will be given their register upon entering the assembly point, and they will call the register and double check numbers to ensure that no person is left inside the building. The office staff will count to make sure that all of the staff have arrived on the field.*

**2.6. FIRE DRILLS**

*Fire drills are carried out each half term and logged in the fire logbook. Staff are often warned in advance of these drills but sometimes are not to maintain authenticity and reduce complacency.*

**2.7 FIRE MARSHAL PERSONNEL (Teachers / support staff)**

• *Upon exiting the building, thoroughly check the areas you move through to ensure that all occupants have evacuated. Checks on toilet areas should include a check on individual cubicles*

• *Never open a door if you suspect that there may be a fire beyond it. If in doubt, check the door with the back of your hand.*

• *If you encounter any person/s present, they should be instructed to evacuate immediately. All visitors and members of the general public should be ushered to an exit – not just pointed in the general direction of one*

• *Do not delay your own evacuation if you encounter somebody who refuses to leave*

• *Brief the Head Teacher, and in their absence the Deputy Head Teacher upon your arrival at the assembly area.*

**2.8. STAFF ABSENCES**

*Should any member of staff be absent, their duties in evacuating the children in their care from the building will be undertaken by the teacher or adult in charge of the class. Supply staff will also be required to sweep any areas they pass through for personnel as they exit the building.*

**2.9. VISITORS AND CONTRACTORS**

All visitors and contractors should report to the appropriate member of staff, signing in the appropriate book on arrival and before leaving the premises.

In the event of a fire evacuation the person hosting the visitor is responsible for escorting him/her to the fire assembly point.

Contractors, including any contract cleaners working on the premises, should be informed of the fire and emergency procedures that apply including:

• action to be taken on hearing the fire alarm or discovering a fire

• fire evacuation procedures including means of escape, location of the fire assembly points and name of the person in charge of evacuation procedures

• the location of firefighting equipment and fire alarm call points in relation to the area of their work

Contractor’s employees working on the premises when full time staff are absent (e.g. at night or at weekends), should have adequate fire evacuation arrangements in place and know how to call the fire and rescue service.

The risk of fire arising out of the work of any contractor at the premises should be assessed (use of contractor hazard exchange form/checklist) and appropriate precautionary measures put in place. Any hot work activities should be closely monitored using the Hot Permit to Work system.

Persons who organise evening events should be informed or given written instructions as regards what action to take in the event of discovering a fire or on hearing the fire alarm sounded.

**2.10 EVACUATION ROUTES**

Evacuation routes will be kept free from obstruction and adequately and

clearly marked.

Sufficient notices are displayed at appropriate places; these will indicate the action to be taken on discovering a fire or upon hearing the fire alarm.

**2.11. FIRE ALARM TEST**

*The fire alarms and call points are tested on a weekly basis, with a*

*new fire call point tested each week. The outcomes of these tests*

*are recorded in the fire logbook.*

**2.12. FIRE FIGHTING EQUIPMENT**

Firefighting equipment will be examined and tested at least once a year by a competent service engineer.

This document should be brought to the attention of all staff and any temporary

workers at Highgate Hill House School.