



Devonshire House Preparatory School

Fire Safety Policy

This policy is for the whole school including EYFS

Written by: Mr Henry Keighley Elstub	September 2022
This Policy is the responsibility of the Head in conjunction with the School Governance.	
Reviewed:	July 2024
Next review:	July 2025

Procedure

Due concern is taken so that the Regulatory Reform (Fire Safety) Order 2005 is complied with.

The School has appointed Mr Hardwick the Upper School Deputy Head and Health and Safety Officer, as the School's Responsible Person for ensuring that the duties in the Fire Policy are properly discharged.

The Director of Estate is responsible for the organisation, monitoring and recording of all areas of fire risk assessment

a. Fire Risk Assessment

A full fire risk assessment by outside specialists (formally recorded and regularly reviewed) is undertaken annually and checks are made each term. This ensures that the School has a suitable system for the maintenance of clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers.

This assessment should highlight any shortcomings in the fire risk (prevention) policy which includes the elimination or reduction of risks from dangerous substances.

Regular inspection of fire-fighting equipment is also arranged.

Fire alarms and Door guards are tested by the school keeper fortnightly and a record kept.

Direct Dialler System

In the event that the fire alarms are activated, an alert is automatically sent to the schools alarm monitoring service held with Custodian via Ambush security. Custodian call the fire brigade on a dedicated line. Regular testing is not required for the service as Custodian have a built in automatic monitoring service set up and the school key holders would be alerted immediately if there was a fault on the connection.

Custodian are called every Friday for Fitzjohn's Avenue, Arkwright Road and Lyndhurst Gardens for the system to be put on "test" whilst the school carry out weekly fire alarm testing

The Director of Estate and Facilities Manager are responsible for the monitoring of all the above and that a clear record is kept.

a. Fire Procedures

Fire procedures are covered at the start of each term. The Deputy Head Operations, as Health and Safety Officer, arranges regular demonstrations and discussions in relation to use of firefighting appliances

Children are made aware at an appropriate level by Class and Science Teachers of the dangers of fire and the effects of smoke. This is covered in the Science syllabus.

Teachers should vacate the building according to the 'Fire Drill/Emergency Evacuation' instructions in each room. – See example on next page.

Due to the distance between the three sites the school runs fire practices separately for these sites and has two distinct teams. These are:

- Buildings 2, 4 and 6 (which include EYFS) and
- Number 69 Fitzjohn's
- 24 Lyndhurst Gardens

Fire Drill / Emergency Evacuation

Room B1

2 Arkwright Road

ASSEMBLY POINT:

As appropriate to building
[or elsewhere if directed]

N.B. If the route / exit is blocked use the most direct alternative;

If not in class use the most direct route to the Assembly Point;

REMEMBER:

**SPEED
SILENCE
STOP FOR NOTHING
SINGLE FILE**

At the Assembly Point you will be handed your register to call – once called, report to the Deputy Head who takes responsibility for the Away team.
Practise escape routes regularly.

b. Safety of staff

Following any emergency evacuation the School Office staff checks that all adults that should be on the premises are present and will inform the Deputy Head of anyone who is absent.

c. Fire Drill:

Unannounced fire practices (emergency evacuation) shall take place every term. These take place at different times and on different days and under different circumstances. A record is kept with the Deputy Head and the Director of Estates in the School Office listing dates, times, times taken to clear buildings and assemble, with any problems and action taken where appropriate.

In the event of an alarm being triggered, then this automatically contacts the local Fire Station. Should other emergency services be needed then this will be the responsibility of the Head, or in his absence the Deputy Head.

Fire practices are varied. Fires may be located at different places in buildings. Some designated routes may be blocked and the teacher will need to find an alternative.

Duties

Leader of Home team AR: Mr David Winn - building numbers 2, 4 and 6 inc EYFS

Leader of Home team 6g F: Mrs Claire El-Arife - number 6g

Leader of Home team 24 LG: Mr Paul Hardwick

Leader of Away team AR: Mrs Louise Reen – numbers 2, 4 and 6 – inc EYFS

Leader of Away team 6g F: Miss A Rayhaman / Miss L Calder

Leader of Away team 24 LG: Miss J Swailes / Ms A Dibra

The Home team check the buildings are clear and remain at the site until the all clear.

The Away team go to the fire assembly point and await the all clear there.

On the sounding of the fire alarm the leader of the away team will make their way to the assembly point and will await confirmation that all are present. Secretaries will confirm that all admin staff, peripatetic teachers and visitors are accounted for or not as the case may be.

The leader of the Home team will wait outside the school with the emergency evacuation log and will await confirmation from the Fire marshals that their designated area is clear or conversely report any problems. They will record any information given to them i.e. the possible cause, any area where smoke has been detected.

In the event of a non-planned evacuation, no one is to re-enter any building unless instructed to do so by the emergency services. Should it be deemed unsafe to re-enter the building/s then the School's emergency evacuation procedure for this eventuality will be followed. Should the emergency services not attend because we have managed to communicate a false alarm then the appropriate Deputy Head will give the all clear to re-enter.

Should the designated leader of the home team not be available or not arrive promptly, an available Deputy Head will take control.

Fire Marshal Duties

Fire marshals are appointed by Health & Safety Officer. There should be sufficient numbers of Fire Marshals to cover all areas occupied by the School. On hearing the fire alarm, Fire Marshals should:

- Encourage children and staff to evacuate the building, keeping calm.
- Check all areas within their remit to ensure that children and staff have evacuated.

Fire marshals should not put themselves at personal risk when fulfilling their duties. If they can see fire or smoke or there is a strong smell of smoke then Marshals should evacuate the building by the nearest exit. Rooms which are issuing smoke should not be entered under any circumstances.

Once each area has been checked, Fire Marshals should evacuate the building by the nearest exit and report to the assembly point.

Once at the assembly point, Fire Marshals should report relevant details to the Leader of the away team regarding completeness of evacuations and any information regarding the cause of the alarm.

If for any reason a Leader of the away team is not present, Marshals should report to another member of SLT, who will take charge.

If Fire Marshals identify any issues (such as people missing, still in the building) then the Fire Marshal will bring this to the attention of the Leader of the away team or a member of SLT.

Fire Marshal high-visibility tabards are to be kept in each area and should be worn as long as gaining access to these does not represent a risk to the Fire marshal.

a. Appointed Persons

The Deputy Head Operations, as Health and Safety officer, is the designated Home team leader.

(For evacuation purposes only in Number 69 Fitzjohn's Avenue, the Deputy Head on site is the Home team leader)

Both have received appropriate training in order to assist in taking preventive and protective measures (including firefighting and evacuation); he regularly reviews Fire Safety and make recommendations to reduce the risk of and from fire, and the elimination or reduction of risks from dangerous substances. He provides staff and any others working on the school site with fire safety information. He appoints the Fire Marshalls. The Director of Estate keeps records of the following in the School Office.

- i. the fire risk assessment and its review;
- ii. the fire risk (prevention) policy;
- iii. fire procedures and arrangements;
- iv. training records;
- v. fire practice drills;
- vi. certificates for the installation and maintenance of fire-fighting systems and equipment.

Fire Marshal Training

Fire marshal training will take place on alternate years at the beginning of the Autumn term and will form part of the fire training given to all staff. Should it be necessary to appoint new Fire Marshals during the course of the year the Health and Safety officer will provide this training in the interim.

a. Maintenance

The Deputy Head, as Health and Safety officer, regularly inspects emergency routes and exits and ensures they are kept clear. The Director of Estate ensures that there are signs, notices, emergency lighting where required, and that fire detectors, alarms and extinguishers are maintained satisfactorily.

b. Information

All staff have a copy of this policy. Visitors, including supply staff, are given information on emergency evacuation.

For events where a lot of visitors are present, such as the School Play, audiences are given information about emergency evacuation before the start of the event.

c. Review

The Senior Leadership Team reviews and develops fire procedures and ensures staff training (repeated periodically where appropriate); carries out fire drills and contacts emergency services when necessary; reviews each emergency evacuation drill in order to ensure the safety of staff or anyone else legally on the school premises.

All staff were fire trained on 6th September 2016, 4th September 2018, September 2021 (online training) and September 2023 (online training).