

PLYMOUTH COLLEGE PREPARATORY SCHOOL



FIRE SAFETY POLICY **Including Early Years Foundation Stage**

Plymouth College Preparatory School's fire safety policy and procedures take account of special fire hazards in specific areas of the workplace and, where appropriate, have been compiled with the assistance of the local fire service.

The local fire service inspection staff are responsible for ensuring compliance with fire safety and prevention codes, for reviewing the school's practices and procedures, inspecting and testing fire fighting, prevention and protection equipment and for advising on safe practices and procedures. Please see the full 'Fire Risk Assessment' for more details.

The person with responsibility for the maintenance and testing of fire alarms is the Site Manager, Mr M Packham.

All employees within the school have a duty to report immediately any fire, smoke or potential fire hazards to the School Office (201368) or if they are unable to contact the School Office direct to the Fire Service (999).

All employees have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves taking care when smoking in designated areas, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

The Operations Director is responsible for the provision and maintenance of fire prevention, firefighting and detection equipment.

Teaching staff are responsible for keeping their operating areas safe from fire and ensuring that their pupils are trained in proper fire prevention practices and emergency procedures. All supervisory staff (Headmaster, Deputy Head and Administrative Supervisors) are responsible for ensuring that their staff are trained in proper fire prevention practices and emergency procedures. From Spring 2012 we have a rolling programme for EYFS staff to attend Fire Safety Awareness courses provided by Plymouth City EYFS Service. All other staff get Fire Safety training every three years.

Fire Detection Equipment

Smoke detectors and automatic and manually operated fire alarms are located at strategic points throughout the workplace. If a smoke detector sounds it is the responsibility of any employee present to activate the alarm and evacuate the building. The risk assessment checklists include staff and pupils ensuring that fire detection equipment is in place.

Fire Fighting Equipment

Fire extinguishers are located at strategic points throughout the workplace. Employees are expected to tackle a fire themselves **only** if it would pose no threat to their personal safety

to do so. When the situation is dangerous or potentially dangerous the employee should activate the alarm and evacuate the building immediately.

Fire Doors

Fire doors designed to slow the spread of fire and smoke throughout the workplace have been installed at strategic points. Fire doors are designed to close automatically after opening **and must never be blocked, jammed or tied open.**

Fire Exits

Fire exits are located at strategic points throughout the workplace. Exit doors and corridors must never be blocked or used as storage space. Emergency lighting has been installed in exit corridors, above emergency exit doors and throughout the workplace in case of power failure. Again, the risk assessment checklists provide for regular monitoring of access to fire exits.

Smoking

Smoking is prohibited in all areas of the Prep school apart from the one designated area which is out of the sight of the children.

System for the Prevention and Control of Fire

Fire prevention and fire control where preventative measures have failed is aided by the following:

Clear allocation of responsibilities to members of staff: The Operations Director is the School's Fire Officer. In his absence the Headmaster acts as Fire Officer in the event of an emergency. The Operations Director is responsible for providing technical advice on fire precautions and prevention. Fire evacuation procedures across the school are controlled and monitored by the Operations Director and Headteacher. Individual teachers are responsible for fire drills within the room in which they are teaching at the time. In case of evacuation they are responsible for:

- Ensuring that the pupils in their classroom leave in an orderly manner and move to the designated place of assembly.
- For shutting doors and windows
- For alerting others as necessary en route to assembly area

Emergency Evacuation Procedure

In the event of the fire alarm being activated, or in any other emergency situation (such as a bomb scare), all employees and pupils must leave the building by the nearest available exit and assemble at the designated assembly point which is the play area in front of Ascot Building. The Junior playground has now been designated as a secondary assembly point if the Infant playground is inaccessible. Pupils and staff in the Sports Hall, Food technology centre, outdoor classroom, Chapel, playgrounds or the field should remain where they are awaiting instructions from a member of the Senior Management Team.

Full instructions for evacuation are posted in each classroom and office, and in the staff room. Evacuation for the Sports Hall would be to assemble on the playground.

Action to be taken on discovering a fire

- Operate the nearest fire alarm
- Inform a member of staff or report to the Reception desk
- Call out the fire brigade

Action to be taken on hearing the fire alarm

- When in class, instructions are given by the teacher
- When not in class, go to the Assembly Area
- Leave all bags etc where they are
- Move quickly but do not run
- Do not try to pass others
- Shut all doors and windows
- Act calmly

Place of exit

- As directed by staff and indicated by signs

Assembly Area

- Prep School Ascot Building - Infant Playground
(Junior Playground if Infant Playground inaccessible)
- Prep School Sports Hall - Junior Playground

Practice Fire drills will be conducted twice every term to ensure employees and pupil familiarity with emergency procedures.

Please refer to the Whole School Health and Safety Policy for further guidance.

Holiday Club

This policy also applies to Holiday Club, with the Holiday Club manager taking responsibility for implementing procedures.

C D M Gatherer

Headmaster

January 2017

Review Date: January 2018