

NORFOLK HOUSE SCHOOL

FIRE SAFETY POLICY

Statement of Intent:

The staff and Directors at Norfolk House School believe we should provide a caring, positive, safe and stimulating environment which promotes the social, physical and moral development of the individual child.

The school recognises the importance of working within the framework of Every Child Matters: Change for Children and the five outcomes outlined within it:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well being

The prevention of fire is of vital importance. Most fires are caused by carelessness and ignorance. It is the responsibility of all personnel to become conversant with these instructions.

Upon outbreak of fire, the saving and preservation of lives takes precedence over the salvaging of property. A member of staff's first duty is to look after the children and this will mean the evacuation of the building. No attempt should be made to tackle the fire until their safety is ensured, and then without exposing any person to risk.

Fire Risk Assessments

An annual risk assessment is made by the Headmistress and the caretaker with the advice and guidance from the Mentor Scheme run by RBS of which the school is a member. A risk assessment review will be made whenever changes are made to the building if this occurs between the annual risk assessments.

The risk assessment will:

- Identify any person especially at risk in the case of fire, e.g. anyone with any form of disability and make plans for their safe evacuation.
- Review the evacuation plan and each room's instructions for this.
- Look at the past years' records of fire practices.
- Ensure the provision of adequate training.
- Review the Fire Risk Assessment sheets.
- Review the provision of instructions given to visitors, students or work men on site.

Staff Training

Every staff member will be given instruction in fire precaution during their induction period. All staff members will be given refresher training every twelve months. This will be recorded in the fire logbook.

Testing of the Fire Alarm System

The fire alarm system will be tested weekly by the caretaker from a different call point each time. A record of the tests and which call point was used will be kept in the fire logbook.

Emergency Lighting

The emergency lighting will be tested weekly by the caretaker and recorded in the logbook.

Emergency Exits

All emergency exits are to be kept clear and free from obstructions at all times.

General Fire Safety

All staff will make it their responsibility to ensure:

- The caretaker generally locks the building at night and checks all the rooms.
- Fire doors must not be propped open.
- The tops and fronts of heaters must be kept clear.
- Displays above heaters are securely fastened.
- Combustible materials (paper, card, fabric etc.) should not be stored along the main fire corridor or near to sockets or lights.
- Unnecessary lights or electrical appliances (computers, printers, TV and video, fans, laminators etc.) are to be switched and, if possible, unplugged when they are not in use.
- All electrical appliances, plugs and cables are checked annually by a qualified electrician as part of the PAT testing procedures.

Smoking

The school has a No Smoking Policy and smoking is strictly prohibited in or around the school.

EVACUATION PROCEDURES

Should fire break out in the school, it will be the responsibility of staff members to:

- (i) Raise the alarm
- (ii) Evacuate the school
- (iii) Check all the pupils are out of the building
- (iv) Report the success of the evacuation to the headteacher.

Fire During Class Time:

If possible, staff should take their class registers with them.

Office staff should take the central copies of pupil information and a telephone

Years 4, 5 and 6, staff in the office, Study or Staff Room

Exit: down the main staircase and into the playground

Assembly Point: at the far end of the playground at the edge of the 'green'

Year 1, ICT Suite, Library

Exit: through the main front door onto the forecourt

Assembly Point: on the forecourt as far away from the building as possible.

Hall

Exit: through the back door onto the playground

Assembly point: at the far end of the playground at the edge of the 'green'

Transition

Exit: through the fire door at the front end of the classroom

Assembly Point: on the forecourt as far away from the building as possible.

Reception

Exit: through their classroom door or one of the two fire doors if necessary.

Assembly Point: at the far end of the playground at the edge of the 'green'

Kitchen Area and Toilets

Exit: past the toilets and the caretaker's room, checking there are no children there

Assembly Point: at the far end of the playground at the edge of the 'green'

Nursery

Exit: through the main entrance or through the French windows into the garden

Assembly Points: garden or the forecourt

Fire During Play Time

The playground supervisors will prevent the children from entering the building and line them up on the 'green' for registration.

Any staff in the building will approach their classrooms by any safe route and then follow the procedures set out above for 'Fire During Class Time' if there are any children in the rooms. Staff should only return to their classrooms if it is safe to do so.

EXTRA CURRICULAR ACTIVITIES

Groups using the school after the end of the school day should follow the relevant procedures outlined above. Group leaders are responsible for advising the caretaker, raising the alarm and evacuating the building.

Before and After School Care staff should carry out a fire drill once per term, with the co-operation of the caretaker, and record it in the logbook

Review date December 2011