

Fire Safety Policy

Responsible person: Claudio Comoli & Matthew Potger

Last review date: August 2021

New review date: September 2022

In all the Burlington House School policies, the words "Burlington House School or school" refer to Burlington House School Bishop's Avenue. (For Burlington House School Sixth Form at Beavor Lane please see separate policy.

FIRE RISK (PREVENTION) POLICY

ARSON PREVENTION

EMERGENCY (EVACUATION) ACTION PLAN

STANDARD 3. THE WELFARE, HEALTH AND SAFETY OF PUPILS

**See also Health & Safety Policy*

FIRE RISK (PREVENTION) POLICY

**see Fire log book, site risk assessments and school fire risk assessment*

The aim of this policy is to ensure the safety of staff, or anyone else legally on the school premises. With reference to visitors, the Receptionist will verbally explain the fire evacuation procedure to all visitors.

1. All H&S matters pertaining to Fire are recorded and monitored in the Fire log book by the fire marshals.
2. The school is comprehensively risk assessed in relation to fire by an external company, 'Fire Safety Assessments Ltd'.
3. This audit is reviewed regularly by Mrs Leonard, Mr Claeys, Mr Comoli and Mr Di Santo and updated annually in December.
4. The school trains up to 4 Fire Marshalls who meet on a termly basis to review the school Fire RA and to discuss fire risk prevention.
5. Fire Marshals audit the school on a weekly basis checking for areas of concern such as blocked exits, sources of fuel, that doors open in the direction of the escape, signs, notices, emergency lighting, fire detectors, alarms and extinguishers (maintenance of fire extinguishers is carried out by Viscount on a regular basis).
6. 'Hot works practices' are contained with the contractors' RA.
7. Dangerous chemicals and cleaning products are locked away when not in use.
8. Details of Fire equipment checks are contained in the Fire Log book and are the responsibility of the site manager.

EMERGENCY (EVACUATION) ACTION PLAN

ROLES AND RESPONSIBILITIES

1. The Fire log book (register) is kept in the Finance office.
2. The Emergency (evacuation) Plan is drawn from the Fire Risk Assessment. Both the RA and this policy will be reviewed annually by the designated [Fire Officer \(Mr Comoli\)](#) in conjunction with external advisors.
3. Fire detection equipment is located in every classroom, office and corridor in the school.
4. Details of the location of fire fighting equipment can be found in the Fire Risk Assessment.
5. All staff and pupils must report any defective fire equipment immediately to the [site manager \(Mr Di Santo\)](#) or to the [Bursar, Claudio Comoli](#).
6. Weekly remote testing of Fire alarms will be carried out by the [site manager](#).
7. The [site manager](#) will keep all corridors, staircases and Fire exits clear.
8. [Fire Marshalls](#) audit designated areas for prescribed issues (see fire audit in staffshare) on a weekly basis.
9. Fire training is provided to the staff annually and/or forms part of induction training. Additionally, Fire evacuation information is located on/near the door of every room. (we need to organise some Fire training this academic year)
10. [All staff](#) have a responsibility to ensure they know the evacuation routes.
11. [Cover and temporary staff](#) will be briefed on Fire Evacuation Procedures by the [Academic Administrator](#). In the event of a fire, visitors and contractors will be escorted to the nearest fire exit by a member of staff; particular consideration will be taken for accessibility issues in accordance with The Equality Act.
12. The [Bursar and Deputy Head](#) will organise and initiate a Fire Drill within the first two weeks of every term and record the details of the drill. This ensures staff and pupils are clear about means of escape.
13. The designated fire assembly point is agreed and clearly marked as the end of the courts. This location is made known to all pupils and staff via annual fire training and termly fire drills.
14. [All staff and pupils](#) will follow registration procedures to indicate their presence in the building. Additionally, [all staff](#) must sign out and back in, in the attendance book when taking groups off site. This is located in the reception area.
15. The [Receptionist](#) is the Fire Controller. In the event of absence, the [Academic Administrator](#) will act in this role.
16. Out of school hours, upon hearing the alarm the remaining key holder and staff in the building will contact the Fire Brigade reporting the fire and leave the building via a safe route.
17. Personal Emergency Evacuation Plans (PEEP) are written for pupils who need help during an emergency and are communicated with the pupil involved and their parents. These plans are updated on an annual basis.

IN THE EVENT OF FIRE

- If a fire is discovered, sound the alarm, do not tackle the fire unless qualified and confident to do so
- The [Fire Controller](#) (during school hours the [Receptionist](#) and in her absence the [Academic Administrator](#) or delegated person in charge of the school office) will contact the Fire Brigade. After schools hours, the [site manager](#) will contact the Fire Brigade
- The [site manager](#) will greet the Fire Brigade at the school gates
- Close the windows, remove door wedges and move to the nearest exit, following the Emergency Evacuation sign on the door
- If you are the last out of a room shut door behind you
- Do not delay or go back into the building for possessions
- [All staff](#) will take responsibility in ensuring silent pupil evacuation in the event of an alarm
- The [Receptionist](#) will take the registers outside on the court which acts as the assembly point
- [Form staff](#) are to collect the attendance register from the Receptionist and line up with form group at the far end of the playground and report number of missing pupils. If a form tutor is absent, the receptionist will ask the adjacent form tutor to register the group after they have done their own
- [Staff](#) with no form responsibility to line up at the designated fire assembly point
- The [site manager](#) will attend the alarm panel if safe to assess the alarm location
- [Cleaning and/or Kitchen staff](#) will use the nearest exit and make their way to the assembly point
- [Contractors](#) will make their way to the assembly point and make themselves known to the [Principal's PA](#)
- Trained school [Fire Marshalls](#) **Refer to training records* (Mr Potger, Mr Ford, Ms Du Plessis, Miss Kalamon) will sweep their designated area and report to [Deputy Head](#) that the building is clear.
- The [Receptionist](#) will indicate to the [Deputy Head](#) when all registrations are complete and the [Deputy Head](#) will report any missing person to the Fire Brigade
- The [Principal](#) or [Deputy Head](#) will liaise with the Fire Brigade or in his absence one of the designated Fire Marshalls will do so
- [Staff and pupils](#) must not re-enter the building until the Bursar tells all assembled that it is safe to do so. The [Deputy Head](#) will instruct the Receptionist to contact any school groups that are offsite, to inform them of the situation and whether it is safe to re-enter the building.

ARSON PREVENTION POLICY

The aim of this policy is to ensure that all staff understand the importance of being vigilant to reduce the risk of arson attack. Arson is the most common cause of fire in schools. Combustibles stored next to buildings are the greatest source of ignition. All staff should:

- Ensure visitors are aware that the School is a non-smoking site, as indicated by signs around the school
- Report any combustible material left around the School to the site manager
- Secure flammable liquids

- Where possible dustbins should be located as far as is reasonable from the school building.
Where this is not possible, dustbins should be chained and locked
- Where possible, ensure any cars left overnight are not adjacent to the building