



## Fire Safety and Emergency Evacuation Policy (2019-2020)

Date agreed: December 2019.

Date of next review: July 2020.

Approved by: Elena Vlasenko (School Director)

Pushkin's School will ensure, so far as reasonably practicable, that all staff, pupils, parents, visitors and contractors are protected from the risks of fire whilst on school premises. This policy explains how the school complies with the Regulatory Reform (Fire Safety) Order 2005 to ensure that, where possible, fire is prevented, and any fire risks are adequately controlled.

### Policy Aims

This policy aims to:

- state how Pushkin's School deals with the requirements of the law regarding fire precautions and prevention, and the arrangements by which this is brought about;
- have an effective and proactive system of fire prevention, aimed at identifying those circumstances that could lead to a fire if not recognised;
- have a well organised means of safe evacuation of all persons on the premises to a safe assembly point in the event of any emergency;
- have a means by which fire and rescue services required to enter a building during a fire, can quickly, safely and accurately navigate their way around;
- minimise the risk to life and injury during a fire by the effective management of fire safety; and
- ensure that staff, pupils and visitors do not add to the fire risk during evacuation.

### Training and Prevention Methods

All staff will receive internal training annually prior to the start of the school year. The training will focus on:

- understanding the emergency plan and fire procedure;
- the importance of fire doors;
- the significant findings of the Fire Risk Assessment;
- guidance on the location and use of relevant fire-fighting equipment (e.g. fire extinguishers, fire blankets) to protect escape routes;
- reporting to the assembly area;
- exit routes including alternatives;
- general matters of fire safety; and
- assisting visitors and any disabled persons away from the building.

New members of staff will take part in this training during their induction period. Pupils will be given instructions by their class teacher during the first school day of the Autumn term on the actions to be taken in the event of a fire.

A planned fire drill will occur at every Pushkin's School branch, at the start of each academic year, to evaluate the effectiveness of the school's evacuation procedures. Any conclusions or remedial actions will be recorded and implemented.

### Staff Responsibilities

The School Director and School Manager have the ultimate responsibility for the implementation and management of this policy. They are the 'duty holders' for the day-to-day managing of fire safety.

The School Administrator will ensure that an appropriate policy is in place and that arrangements are made for its effective implementation. Arrangements include maintaining and updating the Fire Risk Assessments and Emergency Evacuation Procedures.

All staff members have the following responsibilities:

- Take responsibility for any pupils in their charge at the time of any fire or emergency and ensure that they are safely guided out to the pre-designated assembly point.
- Keep all fire exit routes clear and free from obstacles.
- Not to restrict access to or reduce vision of any mounted fire extinguishers.
- Not to prop fire doors open, unless fitted with an automatic closer device linked to the fire alarm.
- Fully co-operate in any evacuation drills.
- Store all flammable substances and materials in appropriate locations after use.
- Not to create fire hazards by overloading plug sockets or using multiple extension leads.
- Ensure that any visitors and contractors in their charge are made aware of fire safety and emergency evacuation procedures.
- Take note and comply with all signs posted around the premises.
- Maintain vigilance for any potential fire hazards and to report them at the earliest opportunity to the School Director or School Manager.
- Ensure safe access and egress to and from the premises.

### Managing Fire Safety

Pushkin's School closely follows the fire procedures of each hired school it is located at. Every hired school is responsible for providing and maintaining the following fire-fighting appliances and devices including:

- fire detection and alarm systems;
- emergency lighting systems;
- fire-fighting equipment;
- notices and signage relating to fire procedures;
- a Fire Log Book which contains records of fire safety issues, as well as any inspections or testing conducted; and
- means of escape, considering the needs of any disabled users.

### Fire Risk Assessment

Pushkin's School has carried out a comprehensive Fire Risk Assessment for every school branch. A copy of the Fire Risk Assessment can be obtained from the School Director and School Manager. The Fire Risk Assessment identifies who will be at risk if there is a fire, where people may be working and who else may be at risk, either in the premises or nearby, and where these people are likely to be located.

The Fire Risk Assessment will be reviewed and updated by the School Administrator annually. It will be updated immediately if it is either no longer valid or if any changes are planned, such as:

- any structural changes which may affect the spread of fire;
- any change to the use of the premises which may affect the risk rating;
- any change to work processes or work equipment which may introduce new fire hazards; or
- any significant change to the numbers of people using the premises to ensure that escape routes can accommodate the numbers safely.

### Fire-Fighting Equipment

Portable fire extinguishers are red with an additional colour coding that indicates the extinguishing medium:

- Red = Water
- Cream = Foam
- Blue = Dry Powder
- Black = Carbon Dioxide (CO<sub>2</sub>)

The table below describes the type of fire extinguisher required to deal with the various classes of fire.

| Class of Fire                    | Water                    | Foam                                 | Dry Powder                           | CO <sub>2</sub>                              |
|----------------------------------|--------------------------|--------------------------------------|--------------------------------------|--|
| Wood, paper, cloth, etc.         | Most suitable            | Only suitable on small surface fires | Only suitable on small surface fires | Only suitable on small surface fires         |
| Liquids, fats, petrol, oil, etc. | Unsuitable               | Most suitable, especially for fats   | Most Suitable                        | Suitable where contamination must be avoided |
| Electrical                       | Unsuitable and dangerous | Unsuitable and dangerous             | Suitable                             | Suitable                                     |

Fire blankets are used for smothering small fires, which involve cooking fat or other flammable liquids, and for smothering flames on people whose clothing has caught fire. Fire blankets are kept in suitable containers which are fixed to the wall with the open end facing downwards. Blankets are usually positioned adjacent to the fire extinguishers.

## Evacuation Procedure

An Evacuation Procedure Notice, specific to each Pushkin's School branch, is displayed in staff-designated rooms. It includes a map of the school premises with the locations of the assembly point, fire exits, fire doors and fire-fighting equipment.

Pushkin's School general fire evacuation procedure is outlined below:

### ASSEMBLY POINTS

- High Wycombe: Large Playground
- Hemel Hempstead: KS1 Playground
- Bracknell: Playground by School Field
- Chelmsford: School Field
- Southend-on-Sea: School Playground

#### 1. Action on discovering a fire:

- Person discovering fire should break the glass of the nearest fire alarm.
- Person discovering fire should notify the School Director/Manager as soon as possible.
- Teachers must evacuate all occupants under their care.
- Use fire-fighting equipment only if necessary to make your escape.
- School Director/Manager must call 999, ask for Fire Service, state school name and address.

#### 2. What to do if the fire alarm sounds:

- Teachers must collect their register, ensure all windows and doors are closed, and evacuate all occupants to the assembly point. Class register must be conducted immediately after reaching the assembly point. Absences must be reported to the School Director/Manager immediately.
- The School Director/Manager must check all areas for occupants, including all toilets.
- All occupants must leave their belongings in the classroom.
- All occupants must remain silent to ensure instructions from the School Director/Manager can be heard.
- Once the registers are completed and emergency services called, the School Director/Manager will check that all persons, including staff, students and visitors, are accounted for.

#### 3. On arrival the emergency services will require the following information:

- Where is the fire located? – Evacuation Procedure Notice should be given
- What does the fire involve?
- Are all persons evacuated from the building?

#### 4. Escape routes and fire exit use:

- Means for escape routes must be checked daily.
- Doors without thumb screws or quick release handles must be unlocked while in use.
- Staff must be aware of alternative routes for occupants that require special access.

#### 5. Responsibilities in case of fire:

- All persons have a responsibility to ensure the building is evacuated immediately.
- Safety of all occupants must always be prioritised.
- Fire-fighting equipment is provided to assist in securing your means of escape. No person should put themselves and others at risk when fire-fighting.
- All doors should be closed after the last person has exited, which prevents the spread of fire.