



**DANES HILL SCHOOL**  
STRONG & SAGACIOUS

**FIRE PREVENTION POLICY and  
FIRE EVACUATION POLICY  
Prep School and Pre-Prep (Bevendean)**

<b>Author/Reviewer responsible:</b>	Health and Safety Officer	<b>Date of Review:</b>	3 September 2023
<b>Reviewed by:</b>	Director of Finance and Operations	<b>Date of next Review:</b>	September 2024

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This policy is applicable to all pupils,  
including those in the EYFS.

## **1. FIRE PREVENTION POLICY – STATEMENT**

1.1. Danes Hill School acknowledges its responsibilities under the Regulatory Reform (Fire Safety) Order 2005.

1.2 Danes Hill School will ensure that fire safety risk assessments are carried out on all its premises to determine the 'general fire precautions' / 'preventive and protective measures' needed to comply with the requirements imposed under the Order.

1.3 Danes Hill School has appointed a 'competent person' to assist with implementing the requirements of the Regulatory Reform (Fire Safety) Order 2005 including fire risk assessments. Fire risk assessments are carried out by an external provider and actions are taken on the findings.

1.4 Danes Hill School will make and give effect to such appropriate organisational arrangements for the effective planning, organisation, control, monitoring and review of its preventive and protective measures. See section (2) below.

1.5 Danes Hill School will implement such general fire precautions as will ensure, so far as is reasonably practicable, the safety of its employees, pupils, contractors and visitors on its premises. These general fire precautions will be implemented on the basis of the following principles from Part 3, schedule 1 of the Order:

- (a) avoiding risks;
- (b) evaluating the risks which cannot be avoided;
- (c) combating the risks at source;
- (d) adapting to technical progress;
- (e) replacing the dangerous by the non-dangerous or less dangerous;
- (f) developing a coherent overall prevention policy which covers technology, organisation of work and the influence of factors relating to the working environment;
- (g) giving collective protective measures priority over individual protective measures; and
- (h) giving appropriate instructions to employees.

and, as specified in article 4 of the Order, these general fire precautions will include:

- (a) measures to reduce the risk of fire on the premises and the risk of the spread of fire on the premises.
- (b) measures in relation to the means of escape from the premises;
- (c) measures for securing that, at all material times, the means of escape can be safely and effectively used.
- (d) measures in relation to the means for fighting fires on the premises;
- (e) measures in relation to the means for detecting fire on the premises and giving warning in case of fire on the premises.
- (f) measures in relation to the arrangements for action to be taken in the event of fire on the premises, including (i) measures relating to the instruction and training of employees and (ii) measures to mitigate the effects of the fire.

## **2. FIRE PREVENTION POLICY – ORGANISATION**

**2.1 Governors** have overall responsibility for ensuring the implementation of this policy and for all health and safety matters within Danes Hill School.

**2.2 Responsibility for the fulfilling of the Governors' policy rests with the DFO.**

**2.3 Overall control of safety matters rests with the Health and Safety Committee.** The Health and Safety committee has the primary responsibility for setting, executing and reviewing policy on fire prevention and fire safety matters. The Committee also reports to and advises the Governors on fire prevention and fire safety matters.

### **2.4 The Health & Safety Officer with help of H & S Consultants**

- (a) acts as the 'competent person' within the school as required by the Order
- (b) provides advice on fire safety legislation and fire safety implementation to staff at all levels in the school
- (c) develops and reviews policy to enable compliance with fire safety legislation
- (d) inspects, monitors and reviews implementation of fire safety measures
- (g) provides fire safety information and training to staff
- (h) arranges fire drills
- (i) checks fire safety-related records are up to date (other than fire equipment servicing records)
- (j) appoints fire marshals and responsible persons.

### **2.5 The Director of Finance and Operations (DFO):**

- (a) ensures all new infrastructures/buildings and alterations to buildings are designed and built in accordance with Building Regulations, current Health and Safety legislation and relevant British Standards in respect of fire safety
- (b) ensures all buildings are maintained in accordance with Building Regulations, current Health and Safety legislation and relevant British Standards in respect of fire safety
- (c) ensures the management, maintenance and testing of fire detection systems and fire-fighting equipment in accordance with relevant British Standards
- (d) ensures all contractors appointed by Estates comply with the Control of Contractors Policy
- (e) ensures provision of technical expertise on fire detection and fire-fighting equipment.
- (f) reports to the People, Governance and Risk Committee on the implementation of the fire safety policy and procedures
- (g) Commissions fire risk assessments to be carried out when necessary
- (h) liaises with the local fire authority on fire safety matters

## **2.6 Senior Leadership Team, Head of Departments and Assistant Heads**

- (a) to ensure good standards of housekeeping are maintained within their area of control
- (b) ensure staff are properly inducted in the fire emergency procedures
- (c) ensure all staff, pupils and visitors within their area of responsibility participate in emergency evacuations

## **2.7 Health and Safety Officer/DFO have duties to:**

- (a) oversee that new staff fulfill the safety (including fire safety) induction arrangements with the Health and Safety Officer within one month of commencing employment
- (b) to arrange for an annual safety inspections of their areas which includes aspects of fire safety hazards, defects etc.

## **2.8 Designated Zone/Basic Fire Marshals receive training for the following duties:**

- (a) to monitor their allotted zone and correct if possible, and report if not possible, any problems they note such as wedged open fire doors, missing fire extinguishers, defects etc.
- (b) on hearing the continuous fire alarm, to 'sweep' their area and encourage occupants to move promptly to the nearest fire exit and then to direct them to the nearest assembly point
- (c) to move mobility impaired occupants to places of relative safety
- (d) to report to the Fire Controller or Fire Brigade Officer on whether their area is clear or whether problems have been encountered such as trapped or disabled occupants - or to send a colleague to make the report while the marshal stays with any person awaiting evacuation assistance
- (e) to dissuade occupants from re-entering the building – if allotted an exit to monitor – until the all clear is given

## **2.81 Advanced Training for Fire Marshals**

A number of support and teaching staff are fully trained as fire marshals and instructed on use of fire panel on both sites.

## **2.9 Responsibilities of individual employees**

- (a) all new staff are required by Governors to have attended a fire safety session delivered by the Health and Safety Officer or to have returned an acknowledgement that they have read and understood the information, especially the fire safety information contained in the H&S policy and Staff handbook on the relevant HR system
- (b) as it cannot be guaranteed that Fire Marshals or deputies will be in place whenever an emergency evacuation occurs, all staff are required to act as basic fire marshals and have the following duties:
  - (i) If in charge of pupils or visitors, to direct them to the nearest exit and take them to the muster point. Teachers of pupils with disabilities are responsible for their safe evacuation.

- (ii) If not in charge of pupils or visitors, to assist the Fire Controller and instruct persons leaving buildings to move well clear of exits and not to re-enter buildings until the all-clear has been given by the SLT or Health and Safety Officer or a senior Fire Brigade Officer.
- (c) all Danes Hill School employees have a legal responsibility under Section 7 of the Health and Safety at Work Act (1974) to take reasonable care of themselves and all others who may be affected by their acts and/or omissions and to co-operate with their employer with regard to health & safety including fire safety matters.
- (d) Regulation 14 of the Management of Health and Safety Regulations (1999) requires all employees to bring to the employer's attention any situation they are aware of which could pose a risk to their health, safety or welfare or that of their colleagues e.g. a fire risk situation.

### **2.10 The Estates Director is responsible for:**

- (a) liaising as necessary with contractors to providing fire safety information, arrange for smoke heads to be removed, supervising contractors' fire safety performance etc.
- (b) liaising as necessary on fire safety design implications for construction and refurbishment projects with architects, building control (or commercial substitute companies) and the Fire Officer.
- (c) arranging the supply of building plans for fire risk assessments carried out every 3 years or when there is change to the fabric of the school and for the emergency use of the fire brigade.
- (d) arranging for the maintenance of the fire alarm system, fire-fighting equipment and any devices provided for fire safety e.g. door release systems every 6 months.
- (e) arranging for weekly testing of the fire alarm systems in each building.
- (f) arranging for their staff (and themselves) to provide general assistance at fire drills and evacuations including resetting fire alarm panels.
- (g) liaising with the DFO on fire safety matters including fire safety implications in building construction and refurbishment projects.

### **2.11 Staff**

All staff ensure that buildings are kept clear of rubbish build up, particularly in and around fire escape routes and exits.

Ensure staff follow the procedure and exit the building when they hear the alarm. It is a disciplinary offence not to evacuate.

# Fire Evacuation Procedure in the Prep School

## Staff should read the Staff Handbook for detailed instructions

Staff must familiarise themselves with the following arrangements:

- A practice drill will be held each term
- On discovering a fire there is a need to raise the alarm, this can be done by operating the nearest manual call point or shouting 'Fire, Fire'
- Do not tackle a fire unless it is small and you have been trained to do so. Your first duty is to ensure that the School is alerted and that the pupils in your charge are evacuated safely
- The **Fire Controller** will call (or instruct a call to) the Fire Brigade on hearing the Fire Alarm sound without prior notice once the source of the alarm has been investigated.
- The designated zone Fire Marshals will check their area so ensuring that the building is completely evacuated
- If possible and without anyone being put at risk, all windows should be shut on exiting. The door should be closed by the last person vacating a room, corridor or lobby and leaving the building
- Pupils will be expected to exit the building quietly and calmly and to line up on the Head's Lawn – Year 2 nearest to the dining room.
- Staff allocated to pupils with special needs will accompany and supervise them
- Staff and pupils should follow the instructions on the Evacuation Notice in the room and the Evacuation Signs for the route of exit, unless circumstances dictate otherwise
- Classes will line up at the following Assembly Points as indicated on the Evacuation Notice.

Fire Controller:

First person to panel sends a member of site team or another trained fire marshal to investigate the 'fire' from instructions on the panel.

- Once the cause of the alarm has been established, either:
  1. False Alarm: Controller resets panel and instructs member of staff in charge of children that they can return to class
  2. Fire; The **Controller** will call (or instruct a call to) the Fire Brigade on hearing the Fire Alarm sound without prior notice

Only a member of the SLT or the Health and Safety Officer can give instruction for anyone to return to the buildings.

<u>Classes</u>	<u>Assembly Point</u>
Games	Children on games will remain on field, once they have received a call from controller to say that it is safe for them to do so
Swimming pool	Car Park area near the pool
All others	Head's Lawn
Staff or pupils who require aid during evacuation will follow their personal emergency evacuation plan.	

**The following procedures with regards to checking for safe evacuation will apply:**

<u>Responsible Person</u>	<u>Duty</u>
Fire Controller	To Manage fire drill / fire incident
Designated Zone Fire Marshals	See Fire Marshal Section below
Reception Staff	Bring out class registers and distribute to teachers if necessary  Print and bring out Visitors' list from Inventory, checks visitors' presence and reports anyone missing to the Controller/ Deputy immediately  Staff accompanying Visitors should bring them to the Receptionist at the muster point to tick them off the register and contractors are instructed to report to the Receptionist in the event of a fire bell
Head Receptionist	Remain outside Reception to stop anyone entering the school
Advanced Trained Fire Marshals	Manage fire panel and give instructions to controller
Class Teachers	Call register and report any missing pupil to Controller/ Deputy immediately
Designated Office Staff (Head's office)	Bring out staff lists and distribute to groups who report back once everyone has been accounted for - anyone missing to be reported to Fire Controller/ Deputy immediately
Kitchen Manager	Bring out staff signing-out book, checks and reports anyone missing to Fire Controller/ Deputy immediately

Pupils with special needs will have designated members of staff to support them [see Personal Emergency Evacuation Plan (PEEP)]. All staff should notify the Health and Safety officer if a pupil requires support in the short term due to an injury or disability and a PEEPS will be written for a child or adult requiring support – long or short term.

All staff without a specific duty have to report to the Fire Controller to be available to provide support.

Contractors and visitors will be told about Fire Safety and shown the Assembly Point where they will be checked by the Receptionist/designated member of staff.

The DFO or the Estates Director or their deputies will direct the Fire Brigade to the site of the fire.

No one will re-enter the building until instructed to do so.

After each drill or real emergency the Management of the School will review the effectiveness of the procedures. Other staff will be asked to comment if they think that the system could be improved.

Instructions on what to do in an emergency are displayed in every room.

It should not take more than 4 minutes to evacuate the building.

In the event of a real fire which makes at least one of the buildings unusable for a while, parents will be notified at the earliest possible moment of new arrangements and of the future plan of action.

In the event of a bomb warning or gas leak the premises will be evacuated under the direction of the Police or the Gas Board.

Testing of equipment: Regular tests are carried out on the alarms, smoke alarms, emergency lighting and fire extinguishers and records kept in the fire manual in the Estate Directors office;



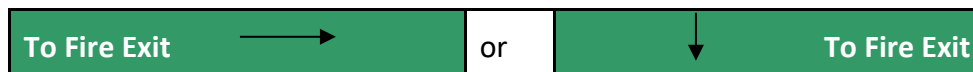
## Fire Safety Rules for Pupils

Staff are asked to make sure that the pupils are familiar with the Evacuation Procedures displayed in their main classroom and the other main areas they use. They should be given the following information and termly reminders.

You will practice a Fire Drill **each term** to help you be better prepared to get out safely in the event of a fire.

Your teacher will be with you at all times during evacuation of the building:

- Keep noise to a minimum
- Shut doors on the way out, if you are instructed to do so or you are the last person through them
- We will leave immediately by the designated escape route, if safe to do so, otherwise we will take the alternative escape route. Routes are signed – for example



- No one is allowed to collect belongings before leaving
- Keep in **single** file
- Move quickly but do not run
- Assemble in a line in **designated place** in **register** order
- You will not be allowed to go back into the building for anything
- If separated from your class, rejoin it without delay at the Assembly Point by a safe and sensible route – leaving the building as quickly as possible
- Join another class if there is a problem and report to the teacher

### Note the importance of

1. **Reporting to reception when arriving late at school**
2. **Reporting to reception when having to leave school during school hours**
3. **Reporting to reception when returning to school**

### Fire Safety Rules for Pupils with Special Needs

Main School:

The Learning Support Department will be responsible for organising the safe evacuation of any disabled person from their lesson to a safe place during a fire or any other emergency. The Department will be notified by Form Teachers if a child requires assistance and a copy of that child's timetable will be available for them to find the child at any time. A place of safety should be identified by the Department. A Personal Evacuation Plan (PEEP) will be

drawn up for each child by the Form Teacher and placed on SIMS and sent out to all staff involved.

### **Fire Safety Designated Responsible Persons Role**

Designated Responsible Persons (or Advanced Trained Fire Marshalls) have to ensure that Fire Risk is safely managed, on a day-to-day basis, within their area of responsibility. They should:

- A) Report any deficiencies in the Fire Safety systems (Fire and Smoke alarm, Evacuation and Fire signage, Emergency lighting, Fire Extinguishers/ blankets, Automatic Door closing, etc) which come to their notice, to the appropriate person
- B) Make sure that:
  - fire marshals are appointed and available
  - passageways and exits are kept clear
  - fire exits open easily
  - there is no build-up of combustible materials
  - there are no other unnecessary fire hazards (easy access to flammable substances, aerosol cans, unguarded sources of heat, overloaded adapters, etc)
  - all disabled persons have the necessary support plan drawn up
  - all new staff are made aware of the Evacuation Procedures
  - staff and pupils respond appropriately to the sounding of the Fire Alarm

### **The Fire Marshal role**

Fire Marshals (and back-ups) should familiarise themselves with:

- (i) Fire/ Emergency Procedures in the Health and Safety Policy and
- (ii) in their designated areas
  - (a) the Call Points locations
  - (b) the escape routes (main and alternative)
  - (c) the Fire Extinguisher placements
  - (d) the types of extinguishers and their use
  - (e) the Refuge Point and
  - (f) their Assembly Point

It has to be noted that

- no one is required to put themselves at unnecessary risk in the event of a fire
- only a trained person should ever use a fire extinguisher and only on a small fire (e.g. a waste bin) and only once the alarm has been sounded and the room is clear. **The advice is to evacuate.**

On hearing the alarm the Fire Marshal will

- be available to direct pupils to the nearest escape route
- ensure that assistance is given to those who need it
- check that their area is clear of all people

In checking, they will

- look in all rooms, toilets, walk-in cupboards and any other area known to be used by staff or pupils
- ensure corridor doors and final exit door are closed behind them as they leave

They have full authority to instruct people to evacuate the premises and should report anyone who refuses to leave immediately to the person in charge (this is a disciplinary matter).

They have to be aware of the plan for the safe evacuation of anyone with special needs in their designated area .

Once they have checked their designated area, the Fire Marshals will

- report that this has been done and what the status of that area is (clear/ someone refusing to leave/ someone trapped, etc) to the person in charge. In the event of a person being trapped this should be communicated by the quickest possible, practical means to the Controller (telephone, two-way radio, etc)
- Fire Marshals are then requested to be available in order to further aid the Controller, if necessary

Fire marshals are advised not to enter a room where there is sign of fire as the opening of the door may increase the intensity of the fire or spread it so further endangering life.

Fire Marshals will receive “hands-on” training in the use of Fire Extinguishers which will enable them to tackle small fires.

### **Fire Fighting Equipment**

You are not expected to use firefighting equipment unless you have been trained to do so. **Your primary responsibility is to get the children out safely.**

### **Fire Training**

Fire Training will be carried out at regular intervals during inset days to ensure all new staff have regular refresher training on their responsibilities. New staff will be inducted in the fire policy and procedures as part of their H&S and fire induction.

## **Fire Evacuation Procedure at Pre-Prep (Bevendean)**

- The fire alarm is located in the entrance hall of the main building at Bevendean.
- There are 'Break Glass' alarms throughout the school. Staff should familiarise themselves with the location of the nearest one to their room.
- Please note where the nearest extinguisher is located.
- Please make sure that you are aware of an alternative route out of the building.
- The fire alarm is a continuous sounding of the siren.

### **On hearing the fire alarm:**

- Close all windows and doors if it is possible to do so.
- If in a classroom, the teacher should instruct the children to be silent. Silence should be maintained in a reassuring way. This is to ensure that any distress calls or calls for help can be heard.
- The person in charge should leave the room last and close the door.
- The muster point is THE PLAYGROUND and pupils and teachers will assemble by way of taking the regular line position for each class.
- When reaching the Assembly Point, all children must remain silent. Roll call will be taken by each class teacher. The class teacher must raise their coloured register in the air to indicate their class are all present. The registers must be completed on iSAMS every morning and afternoon. Any children who are late will be marked in as such on iSAMS by the school administrators.
- The registers, iSAMS report with absentees, pupils' and teachers' signing-out books will be collected and brought out to the assembly point by the school administrators.
- The designated Fire Marshalls will check the areas assigned to them.
- The assigned Site staff will open the emergency vehicle access gate. If they are absent, this will be completed by the school administrators.
- Teachers with groups of children in any other parts of the school should accompany children to their class lines in the playground.
- Teachers on the OVC should be notified, remain in their area and take a roll call.

- Any regular contractor staff present are to assemble with the children on the playground. Visiting contractors and visitors will be told what to do by the person accompanying them on site.
- Windows should only be used if it is not possible to get through doors.
- Form Teachers are to signal all children present by raising their hand.
- A register will be taken of all staff on site.
- Colleagues should check that roll calls are being taken in the lines on either side of their own and alert Head of Pre-Prep to the absence of any colleague. Vigilance would be necessary, for example, during lunchtime, when it is possible that a teacher without a duty may have left the building. Staff and visitors must sign in and out on the Inventory System to assess who is on site and who has left the school site.
- Remain silent in form lines until the Head of Pre-Prep indicates that you may return to classrooms.
- Fire practices should occur at least once a term and must be recorded. This will be recorded by the office administrators. Once a year there will be a full evacuation to the field.

### **EXIT ROUTES for Pre-Prep (Bevendean)**

Head's Office	Use Main Front Door (Steels Lane)
Secretary's Office	Use Main Front Door (Steels Lane)
Computing Suite	Use own Door to Playground
MFL Room/MT Classroom	Use own French Windows
Room 4 (MT Classroom)	Use Door to Patio
Room 5 (MT Classroom)	Use Door to Patio
Red T Classroom	Use Door to Patio
Green T Classroom	Use Door to Patio
Blue T Classroom	Use Door to Patio
Staff Room	Use Playground Staircase
Resources/Stock Room	Use 'Side' Front Door (Steels Lane)
Downstairs Michael's	Use own Door onto Playground or Main Front Door
Upstairs Michael's	Use Main Front Door of Michael's Building
Assembly Hall	Use Double Doors (Sandpit Exit)
LSC Room	Use 'Side' Front Door (Steels Lane)
Kitchen Staff Room	Use 'Side' Front Door (Steels Lane)
Kitchen	Use Kitchen Door
Dining Room	Proceed to the playground via Door to Patio
Central Library Area	Use Main Front Door by Head of Pre-Prep's Office

***All other areas of the school: go straight to the Assembly Point.***