



# ELMHURST

## **Fire Safety and Prevention Policy**

This policy applies to all pupils at Elmhurst School, including those in the Early Years Foundation Stage (EYFS)

New Policy created: July 2019

Reviewed: September 2023

Next review: July 2024

## KEY STAFF FOR FIRE SAFETY AND PREVENTION

**Headteacher: Sara Marriott**

**Chair of Health and Safety Committee:** Sara Marriott

**Lead Person for Fire Safety (“the competent person”):** Sara Marriott, supported by Emma Jo-Aboayge and Kristina Lambden

**Evacuation Controller** David Brook, Assistant Headteacher

**Fire Marshals:** Fiona Dale/ Daisy Graham, EYFS Class Teachers (no 48 building)

Claire Prior, Year 3 Class Teacher (no 46 building) Daniela Neagu, Maths Teacher

(no 44 building)

Calling the fire brigade Emma Jo Aboayge/ Deepa Patel, School Office **Sara**

***Marriott, Headteacher\****

Meeting the fire brigade **Sara Marriott**, Headteacher David Brook,  
Assistant Headteacher

**Education Board Steven Wade, David Williams, Gregg Davies**

## ADDRESS OF PREMISES

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Elmhurst School  
44-48 South Park Hill Road  
South Croydon  
CR2 7DW

Elmhurst School is required under the Health and Safety at Work Act 1974, to comply with the relevant statutory provisions. Within this policy the responsible person will endeavour to observe measures to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005. Measures will be taken to prevent or reduce the risk of fire and the spread of fire on the premises and to train and instruct employees, pupils, visitors and contractors in relation to the arrangements for action to be taken in the event of fire on the premises.

## **PERSONS AT RISK**

During a typical working day there can be approximately 130 pupils and 26 staff on the school site.

## **FIRE RISK ASSESSMENT**

In order to eliminate or reduce the risk of fire, hazards have been identified by means of risk assessment. The following risks were included in the assessment:

- i) Ignition Sources
- ii) Combustible materials
- iii) People at risk
- iv) Adverse structural features

The School engages CS Fire Protection to undertake its Fire Risk Assessment (FRA) to undertake its Fire Risk Assessment (FRA). This is undertaken annually and also at any time when there is a significant change to the building or the way it is used. The plan is reviewed half termly in the H&S agenda.

Date of last external Fire Risk Assessment: January 2023

Date of last in-house review of the FRA: September 2023

The Health and Safety Committee meets regularly to discuss and review all fire procedures and matters arising from risk assessments. The exact frequency of these meeting is to be determined by the Health and Safety coordinator in order to respond immediately to any issues that may arise.

## **MANAGEMENT OF POTENTIAL FIRE HAZARDS**

- Boilers, sparks from light switches and other electrical equipment; All boilers are gas fired and are serviced annually by gas certified engineers.
- Smoking on the premises is forbidden.
- Combustible solids and liquids are not subject to heat or naked flame.
- Paper and card throughout the school should not be allowed to accumulate in piles.
- Bins are cleared each evening.
- Waste dustbins are situated as far away from the school walls as possible.
- All fabrics used should be flame retardant.
- All furniture should conform to British Standards.
- Science, Art, Design Technology: Chemicals are kept in a locked cupboard, and are not subject to heat or naked flame. Hazardous chemicals are stored in locked fire cabinets and their access restricted to authorised personnel. These cabinets are located in designated rooms with a lock on the door. These rooms themselves also meet Fire Department regulations concerning fire containment.
- Kitchen staff/CH&Co ensure that chemicals used in the kitchen are stored in an appropriate locked location.
- Cooking: electricity and gas services within the kitchen and staff room are regularly

checked.

- Any smell of gas should be reported immediately to the office who will call the emergency number for the gas board whilst evacuating the building.
- Electrical: All portable appliances, including any belonging to staff and pupils and kept at school are checked regularly, usually annually. Fixed wiring is inspected by an external company every 5 years. No electrical equipment should be brought on site without the knowledge of and inspection by the person responsible for PAT testing. Pupils are not allowed to use mobile telephone chargers in school.
- Chargers for laptops must first be PAT tested and certified before use. New items are tested at the end of their first year in use.
- The school has a policy in relation to the use of socket protectors, which takes account of up-to-date guidance.
- Computers: Computers are in every classroom, the school office, and the Headteacher's office and in mobile units around school. **Pupils should not be left unsupervised with computers.**
- Fire doors are installed at the point of high risk.
- All internal doors are closed at the end of the working day.
- Contractors on site are required to complete a hot work permit and are fully instructed on the procedure for fire safety compliance and action to be taken in the event of a fire.
- The School Fire Officer liaises with the fire service and Chief Fire Officer to request assistance and to confirm compliance with new legislation.

## SUMMARY OF FIRE SAFETY RESOURCES

There is a HAES systems Fire Detection fire alarm system installed managed by ADK Fire and Security.

- There are two main fire escapes:
  - Building 48 – at the back
  - Building 46 – at the back
- Appropriate emergency lighting has been installed
- The school is equipped with appropriate fire detection equipment, including smoke and heat detectors
- The school has resources for tackling small fires, including extinguishers, fire blankets and sprinklers

## SUMMARY EVALUATION

Overall responsibility for fire safety lies with the Headteacher, who delegates the leadership of action in relation to fire safety and prevention to David Brook, Assistant Head.

Average evacuation time in standard drills is 3 minutes and is judged to be adequate given that the spread of a fire is likely to be slow.

Average time need to account for everyone at the roll call is 4 minutes

- Staff are trained in the use of emergency fire-fighting equipment and in the procedures for an evacuation. Such training is included in the induction programme for new staff. It is adequate and the pupils have at least one escape drill per term
- Staff training and drills are always recorded in a fire log.
- There is adequate and sufficient means of fighting small fires.
- Formal risk assessment to take place regularly.

- Staff are alerted to find any hazards and report them to the Headteacher, office or any member of the Health and Safety Committee **AT ANY TIME.**

## **DETAILED EVALUATION**

1. The school premises are used for educational purposes only.
2. There are portable fire extinguishers at strategic places around the school, on every floor and clearly marked locations. All staff are fully aware of their positioning. The number and type of fire extinguishers and other fire-fighting equipment, and their positioning complies with current legislation.
  - Maintenance of fire extinguishers is undertaken annually by an external qualified contractor
  - Maintenance of fire alarm system is undertaken 6 monthly by ADK Fire & Security
  - Maintenance of emergency lighting is undertaken 6 monthly by an external qualified contractor
  - Maintenance of fire detection equipment is undertaken 6 monthly by an external qualified contractor
3. Pathways of escape are clearly marked by white arrows on green backgrounds and are very visible. There are escape stairs at the back of the school buildings which are easily accessed from the first, second and third floors. Fire door escapes exist at the back and front of the school building and there are also external doors to rear ground floor classrooms. All year groups have an external door on their floor in building no 48 and no 46.
4. Fire drills are carried out at least once per term. The times of drills are varied to give pupils and staff experience of evacuating from different starting locations. The variation of times includes occasional drills to evaluate the procedures at challenging times, such as lunchtime or during wraparound care. Periodically, drills introduce a difficulty to simulate a real emergency situation.
5. There are fire alarms, and heat and smoke detectors on every floor.
6. Emergency lighting is in place for all floors and exits. These are checked annually by an external contractor. They are also checked visually with the weekly fire point tests.
7. There is a detailed Fire Emergency Plan for the building
8. A fire log book is kept, as are details of fire drills, staff training, alarm testing and escape lighting.
9. In the case of an emergency requiring evacuation, particular attention is paid to those with disabilities, visitors, or members of the public who are unfamiliar with the evacuation process. For any pupil or staff member with either temporary or on-going limited mobility, the school will create, if required, a personal evacuation plan (PEP). This is likely to be prepared

in conjunction with the person's doctor and/or nurse, and, in the case of pupils, the parents.

10. Records of who is present (including class registers, staff signing in book and the part time staff signing in/out book), including any visitors (in the visitors' book) are maintained in the school office and taken to the roll call point.

11. On occasion, the premises are used for after-school clubs. The adult leaders of these clubs will have received the same training as staff and attendance registers are maintained at clubs. When peripatetic teachers are on site there are always members of staff on site who are trained.

12. A register is kept of pupils attending care provision before and after school. Any pupils who arrive early, for example, for extra tuition, individual music lessons or sports coaching must register at the school office/with breakfast club on arrival. A register is kept of pupils attending care provision before and after school.

13. Alarm systems are linked across the whole main school site; When a fire call point is activated an alarm is sounded throughout the building, enabling the main site to be evacuated. A member of staff will alert the adjacent building and activate the alarm system.

14. The fire alarm panel is situated in the foyer which will indicate the place of call point activation.

15. The fire brigade is called in the event of a fire.

16. A nominated member of staff liaises with the emergency services when an incident occurs.

17. Information about access to the school is provided to the emergency services.

18. Information with regard to key holders and contact numbers is provided to the emergency services, in the event of a fire out of school hours.

### **ARSON: THREE POINT ACTION PLAN**

1. Deter unauthorised entry onto the site by
  - Deter unauthorised entry onto the site by
    - Installation of a robust fence and gate.
    - Installation of a robust doubly fronted main door
    - An intruder alarm system which is activated once the premises is vacated
    - Car park camera system to monitor vehicle activity
    - Ensuring that all windows are closed and locked once the premises is vacated
2. Reduce the opportunity to start a fire by ensuring that
  - Refuse containers are not accessible to the road
  - All flammable materials are stored securely in locked fire cabinets

3. Reduce scope of fire damage and any losses and disruptions by
- Making sure all fire doors are closed
  - Ensuring that any flammable materials are returned to locked cabinets after use.
  - Training members of staff are in fire procedures, including evacuation drills and the use of fire extinguishers
  - Ensuring that all data to secure the continued operation of the school is backed up and stored off site

## **MAINTENANCE AND ROUTINE TESTING**

### Daily

- Staff ensure by visual inspection that exit routes are kept clear, that fire doors are not wedged open and that combustible waste has not accumulated in the classroom
- The Fire Warden checks that the fire alarm panel indicates no faults

### Weekly

- The Fire Officer ensures that the fire alarm is tested by using a different call point/zone each week and checks that the fire extinguishers in that zone are not damaged. Tests are logged.

### Monthly

- The Fire Officer ensures that a flick test is carried out on the Emergency lighting every 4 weeks and logged. [October 23 - this is no longer required as self indicating lighting introduced]

### Bi-annually

- The fire alarm system, including the smoke detectors, heat detector and emergency lighting is tested six-monthly.

### Annually

- All fire-fighting equipment is checked annually by the providers
- Portable electrical equipment is inspected annually and PAT tested by a qualified person
- All gas boilers are inspected annually by Gas Safe certified engineers.

### Five Yearly

- Mains electrical installation will be inspected every five years by a Registered electrician

## **ROLES AND RESPONSIBILITIES IN FIRE SAFETY AND PREVENTION**

### **Role of Fire Marshals:**

- On hearing the fire alarm, each floor marshal will check that the floor is evacuated and, **without taking any risks**, ensure that the doors and windows are all closed. He/she will then report to the Senior Fire Marshal that the floor is clear. During a fire drill, the evacuation will be timed, aiming to vacate the building in two to three minutes.
- During the evacuation the fire marshal should encourage any pupils and staff around to evacuate and to proceed quietly to the assembly point.
- **The fire marshal's primary role is to ensure that there are no persons left in his/her designated areas.**
- Report to the person in charge of any person known to be remaining in the building.

- If the fire marshal is also a form tutor, he/she should then follow the procedure outlined below.

### **Role of Form Tutors:**

Registers are to be taken by **class teachers or by the member of staff teaching them at the time**. Class lists will be provided by the front office staff at the roll call point. If the class is taught by the Headteacher at the time of evacuation, the register will be taken by the class teacher.

- Count heads at the assembly point and inform the person in charge once you have completed the roll call and accounted for all of your pupils.
- If you cannot account for all of your pupils you should verbally inform the person in charge of any missing persons immediately.

### **Role of teaching staff who do not have a tutor group:**

- Assist in the evacuation of all persons in the building as you proceed to the Assembly Point. This may include stepping in to register a class whose form teacher is not present (see below).
- Assist in ensuring that all pupils proceed quietly to their Form Tutors and remain in a quiet and orderly manner until instructed to disperse.
- **It is important not to allow pupils to mix into other groups, interact with their phones or in any other way become distracted from any announcement made by a member of staff. They should be encouraged to wait in a quiet and orderly manner.**
- In the event of any staff absences, you may be asked by members of the front office to act on behalf of a particular tutor. If so, you should place yourself in a prominent position and verbally call out for that member of staff's tutor group. Then follow the steps outlined above ("Role of Form Tutors").

### **Role of members of the front office**

- To ensure that the tutor folders issued to staff in the event of an emergency are kept up to date. These folders should contain the following:
  - A list of each member of that particular class group
  - Information of whether each pupil should be present in the building
  - Contact phone number
- The information in the folder should be represented in an accurate, clear and simplistic format to allow efficient use by any member of staff in the event of an emergency. It is recommended that a single sheet should be produced for each tutor group that states which pupil is **not** timetabled to be in the building during each timetabled lesson.
- If the evacuation is not a drill, to dial 999 and call the fire brigade and, if necessary, other emergency services.
- To ensure that a current list of pupils who are registered absent from school at the time of the evacuation is handed to the person in charge.
- To ensure that the information on part-time staff, peripatetic and sports coaching staff etc and any visitors on site is taken to the roll call point.
- A member of office staff is designated to undertake a roll call of all adults on site at the time of the evacuation.
- To ensure that in the event of any tutor being absent from school, the tutor's folder is handed to a member of staff without tutor responsibilities, ideally on exiting the building. If no such person is available, the information should be handed to a



member of staff who can double up and register two classes.

- To ensure that in the event of any member of the front office being absent, that the responsibilities outlined above are delegated appropriately.

**Role of Person in charge at the roll call point**

- Confirm all persons have been accounted for.
- Gather the details of any fire or incident (location / type / adjacent fire hazards)
- Ensure that the fire brigade has been called by a member of office staff
- Liaise with the fire brigade on its arrival.

## APPENDIX 1: FIRE PROCEDURES

### FIRE DRILL

At all times WALK in a quiet and orderly manner to the Assembly points. Don't talk and listen carefully to instructions.

### BIRDHURST (No. 44)

#### Birdhurst (No 44) Assembly Point: Back Lawn (or Front Car Park in case of fire at rear)

**Ground floor rear:** Through French Windows to Back Lawn

**Ground floor front:** Through **ground floor rear** and French Windows to Back Lawn

**Upstairs floor front:** Down Right of Stairs and through **ground floor rear** to **Kitchen** to Back Lawn

**Upstairs floor rear:** Down Left of Stairs and through **ground floor rear** to **Kitchen** to Back Lawn

#### Other Areas (If Occupied) Assembly Point: Back Lawn (or Front Car Park)

**Infant Library** Down Right of stairs and through **ground floor rear** to **Kitchen** to Back Lawn

**Toilets** Down Right of stairs and through **ground floor rear** to **Kitchen** to Back Lawn

**Office Room** Down Right of stairs and through **ground floor rear** to **Kitchen** to Back Lawn

**Kitchen** Through Kitchen Door to Back Lawn

**Any Other Area** Through Nearest Available Fire Exit

### ROSENEATH (No. 46)

#### Roseneath (No 46) Assembly Point: Rear Playground (or Front Car Park)

**Nursery (little Elms)** Through French Windows into Playground

**1st Floor 2 classrooms** From classroom down Right of Fire Escape to playground

**Second floor classrooms** Through **2nd floor** classroom then down Right of Fire Escape to Playground

#### Other Areas (If Occupied) Assembly Point: Playground (or Front Car Park)

### ROSENEATH (No. 46)

**Kitchen** Through Back Door to Playground

**School Office** Through Front Door to Front Car Park

**Head's Office** Through Front Door to Car Park

<b>Staff Room</b>	Down stairs and through Front Door to Front Car Park
<b>Medical/</b>	Down stairs and through Front Door to Front Car Park
<b>Resource Rooms</b>	Down stairs and through Front Door to Front Car Park

<b>Outside Boys Cloakroom</b>	Through door to Playground
<b>Any Other Area</b>	Through Nearest Available Fire Exit

## **WOODLANDS (No. 48)**

### **Woodlands (No 48) Assembly Point: Rear Playground (or Horseshoe)**

<b>Small Reception</b>	Through back door to playground
<b>Large Reception</b>	Through French Windows to playground
<b>First Floor classroom</b>	From classroom down Left of Fire Escape to playground
<b>First Floor classroom</b>	From classroom <b>first floor classroom</b> down Left of Fire Escape to playground.
<b>Second floor classrooms</b>	Through <b>second floor fire escape</b>

### **Other Areas (If Occupied) Assembly Point: Playground or Horseshoe and round to playground**

<b>Resource Room</b>	Through Rear Door to Playground
<b>Junior Library/Our Space</b>	Downstairs and rear door to Playground
<b>Art &amp; Science Room</b>	Through Rear Door to Playground
<b>Any Other Area</b>	Through Nearest Available Fire Exit

## **LODGES/HALL**

### **Lodges Assembly Point: Playground**

<b>Lodges</b>	Through door to playground
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### **Other Areas (If Occupied) Assembly Point: Playground**

<b>School Hall</b>	Along corridor to Rear or Front Door of Hall to Playground
<b>Kitchen</b>	Through Back Door to Playground