



CAMERON HOUSE SCHOOL

4 THE VALE, LONDON SW3 6AH

FIRE SAFETY POLICY

The school has drawn up and implemented effectively, a written policy to maintain and promote Fire Safety throughout the school. *This policy applies to all pupils including those in the EYFS. This policy also has due regard to the terms of Fire Safety (Regulatory Reform (Fire Safety) Order 2005 and the Equality Act 2010 and guidance provided by the Equality and Human Rights Commission as to its implementation in school.*

The Proprietor ensures that: the Regulatory Reform (Fire Safety) Order 2005 is complied with

PART 1: FIRE SAFETY

INTRODUCTION

Cameron House School's priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at Cameron House are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

ROLE OF THE SCHOOL FIRE SAFETY OFFICER

The Head is the designated School Fire Safety Officer, who is responsible for ensuring that:

- The fire safety policy is kept under regular review by Proprietor (Principal) and the SLT.
- The fire safety policy is published to the entire school community.
- Everyone in the school (including visitors and contractors) are shown clear written instructions on where they should go in the event of fire.
- Records are kept of the fire induction training given to new staff and pupils.
- Procedures for emergency evacuation are regularly tested and lessons absorbed.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are meticulously followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.

EMERGENCY EVACUATION NOTICE

All new staff and pupils, all contractors and visitors are shown the following notice (these are posted throughout the school in each Classroom and each floor):

ACTION TO BE TAKEN IN THE EVENT OF FIRE

The fire alarm is a continuous sounding electric bell.

STAFF

1. *If you discover a fire, activate the alarm by breaking the glass at the nearest alarm point (this can also be done using the key in the alarm point on the ground floor).*
 2. *Stop whatever you and the children are doing and take the quickest route to the fire assembly point which is **outside the front door, turn right, walk down to near the end of the road, near 14 The Vale, on the pavement:***
 - **Lower School create 3 rows on the pavement with Reception closest to the railings**
 - **Upper School create 3 rows behind the Lower School with Class 3 closest to the railings**
 3. *Remind the children of the need for silence, speed and single file.*
 4. *If safe to do so, unplug any electrical appliance you may be using and make sure the lead will not cause a hazard across the floor or doorway.*
 5. *See all the children out of the room and close the door after you. Move rapidly to the front of the line and lead the children out of the building. If necessary, issue alternative instructions should the escape route be blocked. Take children to the Assembly Point where they line up. Alternative route to the assembly point is up the stairs to the top of the building, unlock emergency door, through 6 The Vale to 8 The Vale, down the stairs and out into the pavement.*
 6. *The School Secretary will bring the Register print outs from the school office.*
 7. *Your own safety and that of your colleagues and the children is of overriding importance. No action is to be taken which might prejudice your own or anyone else's safety.*
 8. *Do not stop to collect any personal belongings. The designated Fire Officer is Dina Mallett and in her absence this role will be assumed by Suzanne Haigh (Deputy Head).*
 9. *Once the building has been evacuated, no-one is to re-enter until the 'all clear' has been given by the Fire Officer attending.*
- N.B. Any child not in the classroom at the time of the fire bell (e.g. in the toilet) should join the first available line of children out of the building and then join the correct class once outside.*

PUPILS

If the fire bell rings:

1. *Remain calm.*
2. *Immediately stop whatever you are doing and stay in silence.*
3. *Listen very carefully to the instructions you are given by the teacher.*
4. *When you are asked to do so lead out of the classroom **SILENTLY** in single file to the Assembly Point (**outside the front door on the pavement**)*
5. *At the Assembly Point line up in silence and respond to your name when the register is called.*
6. *Your own safety and that of other people is extremely important. You must do exactly as you are asked and follow instructions when they are given. Do not stop to collect any personal belongings. The designated Fire Officer is the Head and in their absence this role will be assumed by one of the Deputy Head, Suzanne Haigh*
7. *Once outside the building, no-one is to re-enter until asked to do so by the teacher in charge of the class.*
8. *Any child not in the classroom at the time of the fire bell (i.e. in the loo) should join the first available line of children out of the building and then join the correct class once outside.*

PART 2: FIRE SAFETY PROCEDURES

BRIEFING NEW STAFF AND PUPILS

All our new staff (teaching and non-teaching alike) and all new pupils are given a briefing on the school's emergency evacuation procedures on their first day at school. We show them where the emergency exits and escape routes are located, and walk with them to the outside assembly point. Fire action notices are displayed on the walls of all rooms and in all corridors, and we make certain that everyone knows what they look like, and where they should go on hearing the fire alarm. All new staff are shown how to activate the fire alarms if they see or smell a fire.

The safe evacuation of everyone - staff and pupils alike, is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. We offer fire awareness INSET training, including the basic use of fire extinguishers, to all staff during their first term (DVD). We also offer regular refresher training. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

SUMMONING THE FIRE BRIGADE

The School Office is manned between 8.00am and 5.00pm during weekdays in term-time and between 9.00am and 3.00pm during most of half terms and parts of the holiday, apart from national bank holidays. The master panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is physically located in the school entrance hall. The School Office is always given advance warning of fire practices. If the alarm goes off for any other reason, the fire alarm system will call the Fire and Emergency Service at once.

VISTORS AND CONTRACTORS

All visitors and contractors are required to sign in the visitors book in the entrance hall, where they are issued with a visitor's badge, which should be worn at all times that they are on school property. They are made aware of the emergency evacuation notice (see above) and are shown the way to the assembly point.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

RESPONSIBILITIES OF TEACHING STAFF

Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the Head (or in their absence, the Deputy Head Teacher). It is the responsibility of the School Fire Safety Officer to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

On no account should anyone return to a burning building.

FIRE PRACTICES

We hold two fire practices every term at Cameron House. This combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of Fire Safety Officer helps to ensure that the school can be safely evacuated in the event of a fire.

FIRE PREVENTION MEASURES

We have the following fire prevention measures in place at:

Escape Routes and Emergency Exits

- There are at least two escape routes from every part of the building
- Fire notices and evacuation signs are displayed in every room, corridor and stairwell.
- Fires extinguishers (of the appropriate type), smoke/heat detectors are located throughout the school in accordance with the recommendations of our professional advisors. They can be manually activated by breaking a glass panel, and are automatically activated when smoke/heat builds up.
- All stairs, passages and emergency exits are illuminated by emergency lighting
- Automatic door closures that are activated by the fire alarms are fitted on doors in or leading onto escape routes
- The master panel for the alarm system is located in the school entrance hall and shows the location of a fire. It is fitted with an uninterrupted power supply (UPS)
- Alarms sound in all parts of the building.
- Keeping fire routes and exits clear at all times. The Health and Safety Officer is responsible for unlocking the building in the morning, when he removes bolts, padlocks and security devices from all emergency exits, checks that escape routes are not obstructed and that the emergency light work, and for reporting defects.
- Testing all fire alarms weekly (and recording all tests and defects). This is the responsibility of Laura Pryer (with the help of The Health and Safety Officer) who also arranges for an ISO9001 certified/BAFE approved contractor to carry out:
 - Regular checks of fire doors, automatic door closures and emergency lights,
 - Six monthly professional check on fire detection and warning equipment,
 - An annual service of alarms, smoke detectors, emergency lights, smoke control systems and fire extinguishers.
- Records of all tests are kept in the Fire File in the School Office

Electrical Safety

- The School has current electrical test certificates. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations (all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations).
- Regular portable appliance testing takes place.
- Records of all tests are kept in the Fire File in the School Office and also in the Health and Safety log in the School Policy Handbook in the Staffroom
- The teachers check that all Scientific and DT equipment is switched off at the end of the school day.
- All computers, projectors, printers and electronic whiteboards have been set to switch off automatically every evening and during holidays and weekends.

Lightning Protection

- All lightning protection and earthing conforms to BS 6651-1999. It is tested regularly by a specialist contractor. Records of all tests are kept in the Health and Safety log in the School Policy Handbook in the Staffroom

Gas Safety

- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the log in the School Office

- All kitchen equipment is switched off at the end of service.

Safe Storage

- We ensure that flammable materials used in teaching or maintenance are locked in safe designated place at the end of every day.

Rubbish and Combustible Materials

- Flammable rubbish is stored outside of the building
- Any combustible materials used in teaching, maintenance and grounds are stored in locked cupboards

LETTING OR HIRING THE SCHOOL

Our standard contractual terms that we use for letting and hiring the school covers fire safety and specifies that the hirer should certify that they have read and understood the school's fire safety policy and procedures.

PART 3: FIRE RISK ASSESSMENT

The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically it identifies:

- The Hazard
- The people at risk
- The measures to evaluate, remove, reduce and protect from the risk
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
- The arrangements for reviewing the assessment

All risk assessments follow a standard grid procedure for evaluating risk. Risk assessments are used for classrooms; but individual ones are needed for corridors, stairs etc.

Cameron House School has a professional fire risk assessment, which is updated every 3 years, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.

Copies of the school's fire risk assessments can be found in the Risk Assessment File in the School Office for all staff to read, together with this document. Any comments or suggestions for improvement are always welcome. All Heads of Department should ensure that they and their Department read the sections that are relevant to them.

Policy Reviewed: August 2018 by Dina Mallett (Headmistress), Josie Cameron Ashcroft (Principal) and shared with staff every September

This Policy will be reviewed annually by the Head, Proprietor (Principal) and Staff

Next Review: September 2019