



Fire Safety

Policy Statement

Rowan Preparatory School is committed to ensuring, so far as reasonably practicable, that all staff, pupils, contractors and visitors are protected from the risks of fire whilst on the premises. This policy explains how the school complies with this and its legal requirements under the Regulatory Reform (Fire Safety) Order 2005 (RRO) to ensure that, where possible, fire is prevented and that any fire risks are adequately controlled. This policy has regard to the RRO) and is written as an extension to the school's Health and Safety Policy. It is supported by the Group Health and Safety Policy (UCST).

Our objectives are to adhere to the law, and the employer's health and safety policy. In particular we will comply with the legal requirements for risk assessment, for the installation and maintenance of fire systems, for fire procedures and other fire safety documentation. Fire management arrangements ensure that every employee in this school understands precisely what they and every other individual must do in the event of fire and staff training will be provided for staff on appointment and repeated periodically as appropriate. Staff will be informed of any changes that are made to our fire safety procedures and fire risk assessment. All visitors to our premises are briefed on the evacuation procedure by the person whom they are visiting.

The Headmistress is responsible for fire safety and she delegates to the Business Manager the duties of fire safety management. All staff are trained in the implementation of emergency evacuation procedures and copies of current fire risk assessments, fire and emergency response procedures and other fire safety documentation are available from the Business Manager. The school will comply with any recommendations made by the Fire Service, and will regularly carry out and record risk assessments in relation to fire, together with fire drills and any routine tests recommended by the Fire Service. There are currently no significant recommendations of the Fire Service outstanding.

The school is fully committed to ensuring that the application of this Fire Safety policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document. This policy is applicable to all pupils, including those in our EYFS setting and Rowan Preparatory School seeks to implement this policy through adherence to the procedures set out in the rest of this document. In line with our Provision of Information policy, this document is available to all interested parties on our website and on request from the school offices.

Key Personnel - Fire Safety Roles at Rowan

Fire Safety Manager – Jayne Britten, Business Manager

Fire Warden, Rowan Hill – Kate Enefer, (deputy - Susan Clarke)

Fire Warden Rowan Brae – Caroline Bull, (deputy – Harriet Kelly)

Procedures

The Business Manager ensures the following activities take place:-

- Conducts a fire safety risk assessment annually and when significant changes are made to the buildings. This is supplemented and informed by a fire safety risk assessment at three yearly intervals by a relevant specialist. A fire risk assessment was carried out by Trimist Limited, Fire Safety Consultants, in September 2016.

- Arrange fire safety inspections once each term and when there are changes to the fire safety risk assessment
- Produce an emergency fire plan (including personal emergency evacuation plans where appropriate)
- Be responsible for fire safety training
- Arrange fire practices
- Check that any close down procedures are followed
- Check the adequacy of fire-fighting equipment and ensure its regular maintenance
- Check that fire escape routes and fire exit doors are kept unobstructed and that fire doors operate correctly
- Ensure that fire detection, alarm and emergency lighting systems are maintained and tested
- Keep relevant records in hard copy fire log books. These are located in the Bursary.
- Arrange fire induction training. Refresher training will comprise amongst other things feedback following fire practices.
- Arrange job specific fire training and competencies for the fire wardens and caretakers.
- Arrange fire extinguisher /blanket training for key employees eg: Science, Caretaking, Catering staff.
- Provide instructions for operating fire alarm panels which will be also be on display at the alarm panels.

Specific rules for employees and others are identified departmentally. No smoking is allowed at all on school premises.

Regular audits of our fire management activities and documentation are undertaken by the United Learning group Health and Safety manager. The Business Manager undertakes checks to ascertain that all is satisfactory from the school's point of view.

Fire evacuation procedure

During normal school hours

All employees have a duty to take reasonable steps to ensure that they do not put themselves or others at risk. It is the duty of employees to familiarise themselves with the layout of the buildings and the fire escape routes. There are established emergency escape routes throughout the schools which are clearly marked with fire exit signs.

In the event of finding a fire staff must break a call point glass to set off the alarm and evacuate the building. The alarm system is connected to a monitoring service and the Fire brigade will be notified automatically.

All staff, pupils, visitors and any one else in the school must walk to the assembly point to be registered and receive further instructions. When possible to do safely, designated members of staff will check the toilets and other non classroom areas en route to the assembly point.

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| Assembly points: | Rowan Hill – far site of front playground |
| | Rowan Brae – far side of rear playground. |

The administrative staff will take the pupil, staff and visitor fire registers to the Assembly point, also the Yellow jacket for the Fire warden.

If possible the Business Manager and Caretakers will check the fire box by the entrance to each site to identify the location of the fire and confirm the location in order to brief the Fire service on arrival.

All forms will be registered at the assembly point by their class teacher and numbers reported to the Fire Warden. Staff and Visitors will be registered by the School admin staff and reported to the Fire Warden. Anyone missing will be noted to report to the Fire Service on their arrival.

In the event of an emergency a message via *Clarion Call* will be sent to all parents to collect their daughters from a designated location, most likely to be the Hall of the other school site.

In the event that the ALL CLEAR is given by the Fire Service, or Business Manager & Caretakers in the event of a practice drill, staff, pupils and visitors will be instructed to return into the building.

Out of normal school hours

Before school

If the alarm sounds before morning registration all people on sites should follow the normal evacuation process and gather at the Assembly point. A member of the Senior Management team or Caretakers will liaise with the Fire service.

After school

If the alarm sounds after school, all people on sites should follow the normal evacuation process and gather at the Assembly point. The leaders of all after school clubs must maintain an accurate register of attendance which they must bring with them on exiting the building to be used to register pupils. A member of the Senior Management team or Caretakers will liaise with the Fire service.

Visitors

All visitors, staff and peripatetic teachers sign in and out in the school office, all are briefed on the evacuation process on their first visit to the school sites.

People with Disabilities

A risk assessment is carried out for staff and pupils within the school who have a disability and an action plan drawn up and followed through as required.

Fire Safety Procedures - Recording

All records relating to Fire Safety are maintained by the Business Manager and held in the Bursary. They are reviewed with the Health & Safety Committee on a termly basis.

The following records are maintained :-

- The Fire Policy & Procedures
- The Fire Risk Assessment
- Training Records of staff (including Fire Wardens)
- The Fire practice drill log
- Certificates for the installation & maintenance of fire fighting systems & equipment

The Business Manager carries out regular checks regarding fire safety and completion of checklists. Regular checks include:-

- Fire exits and emergency routes kept clear
- Signs and notices are in place
- Fire doors are not propped open, and those that are held open by magnetic catches release properly when the alarm is activated.
- Annual fire extinguisher checks by Chubb (previously Canon) Fire services

- 6 Monthly checks by Chubb Fire services of the fire alarms & emergency lighting (where it exists)
- Weekly testing of call point and the fire alarm on each site
- Hazardous substances are kept in a lockable container and COSHH sheets are kept for these substances, all dangerous substances are recorded in a register

Fire Training

All employees and pupils receive training about what to do in the event of fire or other emergency.

All employees with additional fire safety duties eg Fire Wardens, are given additional training on their appointment and refreshed each year.

New staff are inducted into the Rowan Fire Procedures, they complete a checklist and return it to the Business Manager.

Fire safety Training records are maintained in the Bursary.

This document is reviewed annually by the Business Manager or as events or legislation change requires. The next scheduled date for review is September 2019.