

# THORPE HALL

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## SCHOOL

### Fire Risk (Prevention) & Evacuation Policy

#### Aims

The aim of this policy and the School's fire prevention procedures are to minimise the risk to life and to reduce injury by maintaining the physical 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 safe evacuation of everyone is the School's priority. The School's Fire Risk (Prevention) Policy, procedures and risk assessments are designed to help the School community respond calmly and effectively in the event that a fire breaks out.

This aims of this policy are also to:-

- Ensure that the risk from fire is managed in accordance with the relevant fire safety legislation.
- Ensure that the management of fire risks are undertaken in such a way as to prevent injury or ill health to pupils, employees, visitors, contractors and others legally on the premises who may be affected by the activities of the School.
- Conduct regular fire evacuation drills and testing of emergency equipment and ensure effective liaison with the emergency services when necessary.
- Undertake suitable and sufficient fire risk assessments (formally recorded and regularly reviewed so as to keep them up to date).
- Identify and implement reasonably practicable measures to control risks from fire and eliminate or reduce risks from dangerous substances.

The School has minimised the possibility of Fire by taking the following measures:

- The construction of buildings is in line with current fire control practice;
- Electrical equipment and wiring is tested and checked regularly;
- Fire control measures are up to current standards and are checked regularly;
- Fire alarm systems are appropriate for the use of buildings and are maintained and checked regularly
- Emergency Exit lighting is fitted in buildings as required;
- Fire extinguishers are sited as appropriate and maintained annually.
- Fire Exit Routes are kept clear at all times and signed appropriately;
- Fire drills are carried out each term
- Staff are trained appropriately.
- Notices are displayed throughout the school site setting out fire safety information for staff, pupils and visitors;

In addition to the above, Fire Risk Assessments, in line with the requirements of the Regulatory Reform (Fire Safety) Order 2005 are in place and reviewed annually and any necessary remediation action taken.

This policy should be read in conjunction with the School's **Health and Safety Policy** and **First Aid Policy** and **fire risk assessments**.

### **Responsibilities:**

#### **Headteacher**

The Headteacher is the person responsible for ensuring that:-

- The appropriate policies, fire procedures and risk assessments are in place and reviewed on a regular basis.
- The Fire Risk (Prevention) Policy is kept under regular review by the Board of Governors and the Senior Leadership Team and the Policy is disseminated to the entire school community.
- Everyone in the School (including visitors and contractors) are given clear instructions on where they should go in the event of fire.
- Fire induction training given to new staff.
- Procedures and arrangements 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.
- Records are kept of all fire practice drills.
- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept.
- Regular safety checks are carried out of fire safety equipment, and regular inspections are carried out on all control measures and evacuation procedures to ensure their effectiveness and ensure there is a suitable system for the maintenance of clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers.
- Ensuring that fire detecting and protection systems are regularly tested and proper records are kept.

#### **Teaching Staff**

Teaching staff are responsible for escorting their pupils safely out of the building 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 a member of the Leadership Team.

It is the responsibility of the Leadership Team to ensure that this information is passed to the Headteacher and Estate Manager or their deputy, via radio who will meet the Fire and Emergency Services Fire and Emergency service as soon as they arrive.

We offer fire awareness training, to all staff during INSET days. We also offer refresher training. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

## Fire Marshals

We have Fire Marshals in the School who have been trained to provide “safety assistance” in the event of a fire .

*This policy is reviewed annually by the Board of Governors*

### Review Date

Revised	February 2022
Approved	March 2022
Next Review	February 2023

## Fire Safety Procedures

### Emergency Evacuation Procedure

#### 1. ON DISCOVERY OF A FIRE

A pupil must report it immediately to the nearest teacher or adult who will sound the alarm and inform the main office staff. If there is no teacher or adult nearby who is able to sound the alarm, the pupil discovering the fire may sound the alarm or instruct another pupil to do so.

2. On the sound of the alarm, **everyone** in the school must evacuate the building and go directly to the school playing field.
3. Teachers in classrooms will supervise the evacuation of children through the quickest and most appropriate exits. The recommended routes follow at the foot of this notice.
4. **Staff will take the children out** arranging for windows and all doors to be closed including fire doors. Everyone must walk, in silence, and must join their class/year group on the school playing field.
5. Any pupil not under direct supervision will leave the building by the nearest exit and proceed to the school playing field.
6. When fire, smoke or some obstacle blocks an exit route, people should choose the nearest sensible alternative route and leave the building at walking pace, in silence and go to the school playing field.
7. The office staff will bring the registers, signing out and late books to the assembly point and distribute them to the class/form tutors. (Nursery staff to take out signing out and late books).
8. Teachers who are not class/form tutors must report to Leadership Team.
9. The Leadership Team must check that all staff are present.
10. All **present and correct** must be reported to the Headteacher (as appropriate).
11. Missing persons must be reported the Headteacher and Estate Manager as soon as possible.

### FIRE AT LUNCHTIME OR BEFORE/AFTER SCHOOL

All pupils must leave the building by the nearest available exit at walking pace in silence and together with those already outside the building, proceed to the school playing field. Staff will marshal this movement.

### FIRE AT MID-MORNING BREAK

In the event of a fire alarm at mid-morning break, pupils must leave the building by the nearest exit and proceed to the school playing field and line up in class/form groups.

### Assembly positions:

The whole school community will assemble by the tree on the school field facing the East side of the field.

## Recommended Exits Young Building (Main Building)

<b>Rooms Y1 &amp; Y2</b>	Exit directly through Nursery on the school playing field
<b>Room Y3</b>	Exit by door South end (Junior toilet & cloakroom) directly on to school playing field
<b>Room Y4 &amp; 5</b>	Exit by door North end (Infant toilet & cloakroom) directly on to school playing field.
<b>Room Y6</b>	Exit by Main Entrance, walk around the school Southbound and assemble on the school playing field.
<b>Room Y7</b>	Exit by fire door in room Y7.
<b>Room Y8</b>	Exit side door (North side), turn right, cross playground and assemble on the school playing field.
<b>Kitchen</b>	Exit through fire exit and cross playground to the assembly point.
<b>Hall</b>	Exit directly through Hall and assemble on the school playing field.
<b>School Office &amp; Finance Office</b>	Exit through Main Entrance, turn left, follow the school South and assemble on the playing field.

## Teachers and children on the upper corridor – Rooms Y9 – Y17

<b>Staff Room &amp; Rooms Y9, Y10 &amp; Y11</b>	Exit down South side stairway and assemble on the school playing field
<b>Rooms Y12, Y13 &amp; Y14</b>	Exit down Man stairway, via Main Entrance, turn left, follow school building and assemble on the school playing field.
<b>Old Library &amp; Deputy Heads office</b>	Exit down Main stairway, via Main Entrance, turn left, follow school building and assemble on the school playing field.
<b>Headteacher</b>	Exit down Main stairway, via Main Entrance, turn left, follow school building and assemble on the school playing field.
<b>Rooms Y15, Y16, Y17 &amp; Y18</b>	Exit via Stairway (North side), turn right, go through playground and assemble on playing field.

## Recommended Exits for de Russet Building (Prep School)

<b>Room D1</b>	Exit South side through fire door and assemble on the school playing field.
<b>Rooms D2 &amp; D3</b>	Exit via main entrance, turn right and assemble on the school playing field.
<b>Rooms D4 &amp; D5</b>	Exit via north fire door, by the theatre, turn right, follow building and assemble on the school playing field.
<b>Rooms D6, Head of Lower School's office &amp; D8</b>	Exit via music room, down fire escape and assemble on the school playing field.
<b>Rooms D7, D9 &amp; D10</b>	Exit via main stairway, out of main entrance, turn left and assemble on the school playing field.
<b>Rooms D11 &amp; D12</b>	Exit down stairs (North side) by the theatre, turn right, follow building and assemble on the school playing field.

## **Recommended Exits for Norris Building**

<b>Room N1</b>	Exit via west side from fire exit, turn left and assemble on the school playing field.
<b>Rooms N2 &amp; N3</b>	Exit via main entrance, cross playground and assemble on the school playing field.
<b>Room N4 &amp; N5</b>	Exit down main stairs, out of main entrance, cross the playground and assemble on the school playing field.
<b>Room N6</b>	Turn right, go down main stairway out of main entrance, cross playground and assemble on the school playing field.
<b>Room N7, N8 &amp; N9</b>	Turn right, go through N10 exit via fire exit south side, go down stairway, enter De Russet building, turn right, exit down stairs, turn right follow building and assemble on school playing field.
<b>N10</b>	Exit from south side of class room go down the stairway, enter De Russet building turn right go down stairs exit building, turn right follow building and assemble on school playing field.
<b>Theatre</b>	Exit by nearest fire exit; proceed to assembly point on the school playing field.
<b>Changing Rooms</b>	Exit out of nearest fire exit; proceed to assembly point on the school playing field.

## Recommended Exits for The Seaglass –

<b>Fitness Suite</b>	Exit via nearest available fire exit; proceed to assembly point on the school playing field.
<b>Sports Hall</b>	Exit via nearest available fire exit; proceed to assembly point on the school playing field.
<b>Music Room</b>	Exit room, go down either set of stairs left or right, <b>DO NOT</b> use the lift, leave by the nearest exit; proceed to assembly point on the school playing field.
<b>Dance Studio</b>	Exit room, go down either set of stairs left or right, <b>DO NOT</b> use the lift, leave by the nearest exit; proceed to assembly point on the school playing field.
<b>Conference Room</b>	Exit room via either door, go down set of stairs, <b>DO NOT</b> use the lift, leave by the nearest exit; proceed to assembly point on the school playing field.
<b>PE Office &amp; Changing Rooms</b>	Exit via nearest available fire exit; proceed to assembly point on the school playing field.