



Policy Document

Fire Policy & Procedures

Publication Date: 10th September 2019

Review Date: September 2020

Mylnhurst

Preparatory School & Nursery

ISA Co-Educational Day School : Ages 3-11

**A Catholic Foundation
Welcoming Families of All Faiths**

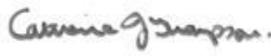


Mission

To maximise the potential of our children through partnership
Within a challenging and supportive Christian community

Vision

A centre of educational excellence preparing children in a
Christian environment for life's opportunities

Signed on behalf of the Senior Leadership Team by	Signed on behalf of the Board of Directors by
	
Chris Emmott	Catherine Thompson
Headmaster	Chair of Directors
3.9.2019	5.9.2019

Introduction

This section of our policy sets out our fire emergency plan to demonstrate how we have complied with requirements *the Regulatory Reform (Fire Safety) Order, (2005)*.

Fire Emergency Plan

Responsibilities

Mrs Anne Raftery (Health and Safety Director) assumes overall responsibility for fire procedures and fire risk assessment.

The designated person responsible for managing preventative and protective fire measures (including firefighting and evacuation) at Mylnhurst Preparatory School is Mrs Heather Swift and is responsible for the schools fire records (log)

Mr Thomas Newton (Compliance Officer) ensures the implementation and overall management of Fire Procedures and prevention within the school and is responsible for ensuring regular fire drills are completed every term.

Mr Richard Jacklin (Site Manager) is responsible for carrying out daily and weekly checks of the fire protection systems and escape routes and conducting weekly alarm tests and monthly emergency lighting tests.

The following members of staff have completed fire safety and fire warden training and act as fire wardens in the event of fire.

Name	Date of Training
Anne Raftery	22 nd November 2016
Richard Jacklin	22 nd November 2016
Paul Michalowski	22 nd November 2016
Esther Gladwin Stokes	22 nd November 2016
Heather Swift	22 nd November 2016
Thomas Newton	22 nd November 2016
Gareth Pickering	22 nd November 2016
Louise Hunt	22 nd November 2016

Fire Safety Risk Assessment

Our Health and Safety Director, Mrs Anne Rafferty, has undertaken a fire safety risk assessment of our premises and reviews this on an annual basis.

The risk assessment is held by Mrs Heather Swift, facilities manager, and is scrutinised for weaknesses and deficiencies by the schools' Health & Safety Committee and the Board of Directors, who are responsible for ensuring that the recommendations arising from the assessment are implemented.

Fire Prevention

Fire hazards are identified within the fire safety risk assessment and recommendations implemented to control them. In particular we have implemented risk control measures in response to the risks potentially arising from the hazards of the storage of swimming pool chemicals and cleaning products. Similarly, electrical inspection and testing is conducted on an annual basis, specifically Portable Appliance Testing (PAT) and fixed wiring inspection and testing.

Alarm System

Our premises are covered by a comprehensive fire alarm system incorporating automatic fire and smoke detection and manual call points.

The alarm system is tested by the site manager, Mr Richard Jacklin, on a weekly basis by activating a different alarm call point each time in rotation. During the alarm test, we take the opportunity to check audibility of the alarm throughout the premises, in other external buildings and also to test the correct operation of equipment connected to the alarm e.g. doors which are held open on devices designed to release automatically on sounding of the alarm to create compartmentation

The alarm system is serviced routinely on annual basis.

The results of alarm testing and servicing are recorded and held by the Facilities Manager, Mrs Heather Swift in our fire log book.

Emergency Lighting

We have installed an emergency lighting system incorporating battery back-up, which activates on failure of the lighting circuit. The system is subject to a monthly activation test and an annual full discharge test by an approved contractor. The results of emergency lighting tests are recorded and held by our facilities manager, Mrs Heather in our fire log book.

Signage

Directional fire escape signs are displayed throughout the building to indicate the location of emergency exits.

Signs are also displayed:

- to identify the location of the assembly point
- to describe the type and function of fire extinguishers
- to describe the correct operation of exit door hardware [ie 'push bar to open', 'turn to exit', 'break to exit']
- to show the correct operation of gas shut off valves
- to identify fire doors which must be kept shut
- to designate the building as non-smoking in accordance with smoke free law

All signs comply with the Health and Safety (Safety Signs and Signals) Regulations 1996.

Escape Routes and Exits

Fire doors are kept closed by self-closing devices and/or kept locked shut where designed to be. Where designed to be held open, fire doors are kept clear so that they can close correctly. All doors on automatic hold open devices are shut every evening and when the building is not in use. All stair wells are to be kept clear and no items are to be stored under, on or in stair wells.

Fire Extinguishers

We have selected suitable numbers and types of fire extinguishers and located these in accordance with the findings of the fire safety risk assessment. Fire extinguishers should only be used by appointed trained individuals (see Fire wardens) All fire extinguishers are subject to an annual servicing contract.

On a monthly basis checks are made that fire extinguishers are correctly located and appear to be in good condition. The results of these checks are recorded and held by, facilities manager, Mrs Heather Swift, in our fire log book.

Fire Procedures

Action in the event of or suspicion of a fire.

The overall aim is to save life, therefore evacuation is of paramount importance.

Staff are **not** expected to fight fire.

Please note that the designated assembly point is in the Main Playground for main school and directly under the Prep 3 Classroom for the Early Years Foundation Stage. Both Assembly points are clearly signified with Green Fire Assembly point signage (see appendix 1 for an example)

Anyone discovering a fire or smoke should raise the alarm by breaking the glass at the nearest alarm call point.

A pupil discovering a fire should report the matter immediately to the nearest adult and **must not** attempt to tackle the fire.

On hearing the alarm:

- Immediately direct pupils and visitors to walk quietly to the nearest exit and then walk quietly in single file to the assembly point using the nearest or safest fire exit.
- Do not stop to collect personal belongings or close down computers.
- Close the classroom door after having made certain that all pupils have left the room.
- Pupils will descend staircases in single file, in a calm and orderly fashion.
- There is to be no running, pushing or overtaking, especially on staircases.
- The designated members of staff will check the children's toilets are empty, and that named pupils with particular needs and visitors are safely escorted from the building. They will report their findings to the Fire Safety Co-ordinator.

Main Building

1st Floor Toilets

Boys – Miss F Bray

Girls – Mrs W Lesniak

Ground floor P1 Toilets – Mrs M Shipley/ Mrs Sarah Houdmont

Main toilets – Esther Gladwin Stokes

Foundation Block

Nursery - Mrs C Gleadall

Reception – Miss Clare Kenny

Mr P Michalowski & Mrs C Robin (when MCC the after school club is in operation)

Stable Block

Mr G Pickering

Member of teaching staff on Dinner Duty

McAuley Building (MSEL)

Mrs Heather Swift

And/or

Duty Manager.

Disabled Persons and Others Requiring Assistance

As at 2nd September 2019 no individual was identified as requiring the assistance of a designated member of staff in evacuation in event of a fire.

Calling the Emergency Services.

On hearing the fire alarm system, the School Secretary/Admin Staff/ and or Site Manager will contact the emergency services by dialling **999** for emergency services ideally on their mobile telephone.

Once the call is answered, ask for the Fire Service, then once through to the Fire Brigade Control Room inform the operator of the following:

THERE IS A FIRE AT:

**Mylnhurst Preparatory School
Button Hill
Sheffield
S11 9HJ**

The member of staff telephoning the fire brigade should not end the telephone call until the Fire Brigade operator has repeated all of the address details given.

Satellite Buildings

If a fire occurs in any of the satellite buildings i.e. the **Foundation Block, the Stable Block, or the McAuley Building**, the above evacuation procedure will be followed. but staff will, by use of mobile phone or staff messenger, contact the school office for additional support.

Upon Evacuation of the Building

The Office staff will collect the Registers and Visitors' Book and carry out a roll call at the assembly point for anyone registered as a visitor. They will also collect the First Aid Kit. They will distribute walkie talkies to the fire wardens and the class registers to the class teachers.

NB Foundation Block. Should a fire occur in this building, the Reception Class Teacher and Nursery Co-ordinator will collect the registers upon leaving the building

The Site Manager will raise the barrier and deactivate automated entrances to allow access for emergency vehicles

The Headteacher or in his absence the Compliance Officer will ascertain that all adults and children are accounted for, by checking with staff that all recorded as present in the Visitors' Book and Registers have been accounted for under no circumstances will anyone re-enter the

building to search for a missing person.

Pupils should stand still and quiet until asked to re-enter the building.

NB: As the Attendance Register reflects the true number of children in school at the start of the morning or afternoon, it is important that it is completed quickly and accurately and then returned to the school office. **Please ensure that children arriving after registration has closed have had their attendance recorded by a member of the administration team.**

Teachers should be mindful of any child that is taken off site for illness or an appointment.

Any workmen or repair engineers on the site must be given an induction, sign the Visitors' Book and must be accounted for by the designated persons.

In the event of a missing person thought to be still in the building, the Head Teacher or in his absence the Compliance Officer will aim to locate their whereabouts from outside the building in order to inform the Emergency Services.

At the Assembly Point

Staff, pupils, and visitors will await the arrival of the Fire Brigade.

The Headteacher or in his absence, the Compliance Officer, will greet the fire brigade on their arrival.

The Headteacher or in his absence, the Compliance Officer, will then inform the Fire Officer-in-charge of any persons not accounted for and/or any special risks involved in the fire, e.g. Acetylene or LPG cylinders, other compressed gas cylinders, petrol, solvents or chemicals involved, dangerous machinery not shutdown etc.

Staff, pupils and visitors must not be allowed to re-enter the school buildings, until they are told that it is safe to do so by the Fire Brigade Officer-in-charge.

*** Please note that the designated assembly point is in the Main Playground for main school and directly under the Prep 3 Classroom for the Early Years Foundation Stage and the Mylnhurst Childrens Club. Both Assembly points are clearly signified with Green Fire Assembly point signage (see appendix 1)**

First Aid

In event that first aid is required; staff will request that a qualified First Aider attends to any individual who needs it in line with school policy and where necessary contact the emergency services.

Fire Drills

Fire drills are carried out at least every term and the findings recorded by the facilities manager, Mrs Heather Swift in the Fire log book.

Staff Training

All staff receives an annual fire briefing which lays out the procedures for fire safety, fire prevention, fire detection including evacuation of the building and assembly points, a record of the training provided is held by the Compliance Officer, Mr Thomas Newton.

All newly appointed staff receive fire training as a part of their induction and before employment commences.

Appendix 1

Main school fire assembly point



EYFS & MCC Fire Assembly point

