



Fire Risk & Safety Policy

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This policy covers all pupils at Hampton Pre-Prep & Prep School (the School); therefore, includes the Early Years Foundation Stage (EYFS) (Kindergarten and Reception), Pre-Prep and Prep Departments.

Introduction

The purpose of this document is to state the procedures to be followed in the event of a fire, or fire alarm activation, at the School, and other emergency situations requiring an evacuation. All staff should be familiar with its contents, in order that they successfully ensure their own safety, and exercise their duty of care towards other members of staff, visitors and pupils.

In the event of a fire breaking out, the first priority is the safety of human life. In the first instance, this refers to personal safety, as a person everyone has a responsibility for ensuring their own safety so that they do not get injured or become a casualty requiring rescue by the Fire Brigade.

If a person is in close proximity to a fire, has the requisite training in the use of fire-fighting equipment, and feels confident that the fire is within their ability to control, they may attempt to fight the fire using the portable appliances located throughout the School. Prior to doing this they must inform another person to either call the Fire Brigade or activate the fire alarm, and liaise with the School Office.

There are a number of other emergency situations, for example a gas leak or bomb threat, which would require the School to be evacuated. In those circumstances, the fire drill routine will be followed (see the **Crisis Management Plan** for greater detail).

General Emergency Procedures

The School is located over two sites, the Prep site (Gloucester Road) and the Pre-Prep site (Wensleydale Road). For the purposes of this document where the procedures are identical between the two sites then the School will be referred to as 'Hampton Pre-Prep & Prep School' or the School, where the site procedures differ the sites will be referred to individually by their location, i.e. Prep (Gloucester Road) or Pre-Prep (Wensleydale Road).

Incident Manager

The Headmaster – Tim Smith (TS) - is responsible for overall incident management at the School and liaison with emergency services. However, he delegates this role to the Incident Managers, Deputy Head Pastoral at Prep – Tammy Howard (TH) - and the Head of Pre-Prep – Imogen Murphy (IM) at the Pre-Prep. The Fire/Emergency Marshals report to the Incident Managers at each site to confirm that buildings are clear. The Assembly Area Co-ordinators are responsible for mustering and accounting for all personnel on the site, and reporting any missing personnel to the Incident Manager.

The Incident Managers should muster at the fire alarm panels at either site. If either of these places are untenable, Incident Management should be carried out at the Main Entrance to either site.

Contacting the Local Area Fire Brigade

The Incident Managers (Prep / Pre-Prep), or other persons as designated by them, are responsible for liaising with the Fire Brigade at the roadside. Once alarms are activated, the Fire Brigade is automatically contacted. See –'Action in the event of fire alarm activation' below

Fire/Emergency Marshals

Fire/Emergency Marshals are responsible for checking allocated areas of a building are clear of personnel in the event of an emergency situation which requires an evacuation of the school buildings. Once they have checked that their area is clear, they should report their findings to one of the Incident Managers (the Deputy Head – Pastoral (Prep) or Head of Pre-Prep as appropriate) or the Headmaster and then proceed to the assembly area, via an external route.

The Marshals nominated are detailed below:

Area	1 st Nomination	2 nd Nomination
Pre-Prep (Wensleydale Road):		
Kindergarten	S. Guest	Z. Tomkins
First Floor	J. Barun	N. Swain (Mon – Thurs) T. McClure (Fri)
Ground Floor	K. O'Brien	I. Murphy
Roadside*	J. Parkinson (JP)	T. Thompson (TT)
Prep (Gloucester Road):		
First Floor	F. Sheaff	M. Salt
Ground Floor	D. Gellner-Ward	S. Busby
Roadside*	D. Staussi	O. Brauten-Smith (OBS)

Assembly Area Co-ordinators

The Assembly Area Co-ordinators are responsible for mustering and accounting for all personnel on site in the event of an emergency situation which requires an evacuation of the school buildings, such as a fire. Once all personnel have been mustered, a report must be made to the Incident Manager, detailing any missing personnel and their likely locations, to enable the Fire Brigade to be fully briefed.

The Assembly Area Co-ordinators are as follows:

- Prep - Deputy Head – Academic (Jason Ford – JF)
- Pre-Prep - A. Hand (AH)

Reserve Assembly Area Co-ordinators – School Office Manager (Tina Zander – TZ) at Prep and J. Barun at Pre-Prep.

Evacuation

There are any number of emergency situations which could potentially require the evacuation of school buildings. These include, but are not limited to fire, gas leak, bomb threat or structural damage, in the event of an evacuation being required for an incident other than a fire, the fire drill routine should still be used in all circumstances, unless the extent of the evacuation is so limited that an entire school evacuation would be inappropriate. (See **Crisis Management Plan** for further guidance)

In the event of an evacuation being required, the Incident Manager should muster and manage the incident, liaising with emergency services as necessary. Fire/Emergency Marshals should conduct a sweep of their designated area of responsibility and report to the Incident Manager.

In the event of a full evacuation, personnel should muster at the assembly area as detailed below under 'Action in the event of fire alarm activation'.

Exit Routes

All emergency exit routes are marked by appropriate signage. In the event of an evacuation of the school buildings, personnel should use the quickest route to exit the buildings. This may not necessarily be the shortest route to the assembly area. All staff and pupils should familiarise themselves with as many routes to exit the buildings as possible, as during an incident the 'normal' exit may be blocked or unsafe to use.

Out of Hours

Should an incident happen out of normal working hours, personnel in the School buildings, such as members of staff working late or clubs hiring the facilities, should evacuate the building and report to the front of the School once they are clear. Where practicable, or necessary, the Headmaster or a senior member of staff may be called to attend the site in order to assist.

Events

All events taking place within the School premises should be preceded by an emergency procedures briefing, highlighting the action to be taken in the event of an evacuation being required. An example briefing is contained at **Appendix 1**.

Fire Safety

Action in the event of finding a fire at the School

In the event of a fire breaking out, any member of staff, pupil or visitor is empowered to activate the fire alarm using the call points situated throughout the School. These call points will activate the fire alarm sounders throughout the School, notifying all persons on site that an evacuation is necessary. The alarm may also be activated by the automatic heat and smoke detectors located throughout the school buildings.

If you discover a fire:

1. *Raise the alarm* by pushing the glass of a call point.
2. *If you are competent to do so, and it is safe* use an extinguisher to extinguish the fire; personal safety is paramount and an escape route should always be kept clear.

Action in the event of fire alarm activation

If the alarm is activated, the School must be evacuated immediately. Evacuees should use the nearest safe exit.

Assembly areas are located as follows:

- At Pre-Prep – Front garden
- At Prep – To the side of the front entrance

What follows must be done even if the alarm is suspected of being a hoax or accidental. When the alarm sounds, immediately lead your class to the relevant assembly area, using the safest available exit route. Staff and children must leave all their belongings in classrooms. The nominated Fire Marshals ensure that all rooms are clear on the first floor and the ground floor.

Staff are asked to help to control movement of classes, which must take place in a quiet and orderly fashion. Any member of staff in the Staff Room should check adjacent areas upon leaving. No one should attempt to re-enter the premises until officially authorised to do so.

Everybody else should report to the assembly area as quickly as possible. The nominated persons should bring the list of the day's absentees and Form Registers with them, and any visitors should be escorted to the playground. At Prep, JF takes responsibility for all staff and TZ for the information about visitors. At Pre-Prep, JP/TT take the daily registration information to the muster point before taking her roadside position). Be prepared to deputise for any Form Teacher who is absent.

All pupils must assemble at the designated muster points in form order:

- At Pre-Prep – Front garden
- At Prep – To the side of the front entrance

Form Teachers stay with their forms and take a roll call as quickly as possible. Form Teachers report to the Incident Manager. All other adults – e.g. other teachers, support staff and visitors should report to the Assembly Area Co-ordinators, JF (Deputy Head Academic (Prep)) or A. Hand – AH - (Pre-Prep).

Once a full roll call of the School has been taken, it is to be given to the Incident Manager, along with possible locations of any missing personnel, in order that liaison with the Fire Brigade can be effectively carried out.

In the event of a fire alarm activation, the Fire Brigade should be called by members of staff responsible for roadside (HJ or OB-S (Prep) and JP or TT (Pre-Prep)). On their arrival, they will be met by the nominated Marshals at either site who will brief them as to the location of the fire, the nature of the fire if known (carbonaceous, electrical etc), the state of evacuation of the buildings, and if any personnel are missing together with their likely locations.

At Pre-Prep, the side gate has a coded padlock, which all staff can access.

Re-entering the building

Once the buildings have been evacuated, they can only be re-entered once the Fire Brigade have given the all-clear, or the Incident Manager if a false alarm. Until the all-clear has been given personnel are not allowed to re-enter the school buildings under any circumstances.

Fire Practices

Fire Practices must be carried out at least annually, and more frequently if required. This is to be co-ordinated by the Head of Pre-Prep at Pre-Prep and the Deputy Head Pastoral at Prep. Fire Practices are to be monitored and a report should be submitted to the Responsible Person (the Headmaster) after each Fire Practice or false alarm. A Fire Activation Report is completed (see **Appendix 2**) and this is filed at the relevant site.

Elimination or reduction of risk

In order to eliminate and reduce the risk of fire, we have the following procedures in place:

- risk assessments are carried out for both sites and are reviewed annually;
- members of staff are aware of the importance of tidiness, cleanliness and good housekeeping and, in particular, combustible and chemical materials are kept to a minimum. Any that are used are kept safely in either the School Caretaker's shed, the School Groundsman's shed or in the cleaners' cupboards which are always locked during school hours.

Staff Training

Staff receive appropriate fire training on a regular basis from the fully qualified Fire / H & S Advisor at Hampton School.

Maintenance and Testing

Files are kept by the School Keeper who carries out testing of alarms and emergency lighting on a weekly basis.

In the case of detection equipment, there is a service agreement for detection equipment and extinguishers. Inspection visits take place every six months for detection equipment and annually for extinguishers.

Appendix 1 : Event Emergency Procedures Briefing

The following statement must be given to all event attendees at Hampton Pre-Prep & Prep School. It could either be inserted into the programme or announced by the organiser prior to the start of any event.

"Could we please draw your attention to the School's Fire Evacuation procedures:

The fire alarm is a continuous loud siren. If the alarm is activated, please leave the room by the exit doors and walk calmly to the assembly point.

Your assembly points are as follows:

- *At Pre-Prep – Front garden*
- *At Prep – To the side of the front entrance*

Please do not gather immediately in front of any entrances as these will be used by the emergency services.

Do not come back into the buildings until instructed by the Fire authorities, thank you for your attention. "



Appendix 2 : Fire Alarm Activation Report Form

Fire Alarm Activation Report

Hoax	Practice	False Alarm	Fire

Date	
Time	
Location	
Call Point Location	

Fire Brigade Called: YES / NO

Details:

Total number of children		
Staff		
Visitors		
Others (specify)		
Evacuation time		
Miscellaneous information (e.g. persons with mobility issues)		
Problems identified	Action to be taken	Date action completed
Signature		
Date of next practice drill		