



REIGATE ST MARY'S  
PREPARATORY AND CHOIR SCHOOL

## **FIRE POLICY**

### **And Fire Procedures**

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## **Policy Statement**

Reigate St Mary's Prep and Choir School seek to ensure the safety of all school occupants by implementing effective fire prevention measures and ensuring a prompt and safe evacuation in the event of a fire.

The school is committed to complying with the Regulatory Reform (Fire Safety) Order 2005 and other relevant legislation.

## **Scope**

This policy applies to all staff, pupils, visitors, contractors and any other individuals present on the school premises.

## **Roles and Responsibilities**

- **Headteacher/Operations Manager** – overall responsibility for fire safety in the school. Ensures that fire safety procedures are implemented and regularly reviewed.
- **Operations Manager (Fire Safety Officer)** – oversees day-to-day fire safety management. Conducts regular fire risk assessments. Maintains fire safety equipment and records.
- **Staff** – ensure they are familiar with fire evacuation procedures. Supervise students during drills and actual evacuations. Report and fire hazards or concerns to the Operations Manager.
- **Pupils** – Follow instructions during fire drills and evacuations. Remain calm and orderly during evacuations.
- **Visitors** – Must adhere to the school's fire safety procedures. Be aware of evacuation routes and assembly points.

## **Fire Prevention Measures**

- Fire Action Notices are to be displayed throughout all school buildings.
- The purpose of the notices is to show to all occupants, the action they should take in the event of a fire emergency.
- All members of staff are to familiarise themselves with the action to be taken in a fire emergency.
- Fire alarms are tested weekly using a different call point each week so that over a period of time all the call points will have been tested.
- Emergency lighting is tested every month to ensure they operate effectively.
- All fire extinguishers should be inspected monthly to ensure they have not been vandalised, discharged or moved. Annual servicing and maintenance by an accredited contractor takes place.
- Fire drills are held at least once a term. The Operations Manager will be responsible for organising this.
- All fire alarm, emergency lighting tests, fire equipment inspections and fire drills should be recorded in a register. If a test is unsatisfactory, the reason should be entered together with the action taken to remedy the fault.
- All staff receive annual online fire awareness training.
- Fire Wardens receive annual online Fire warden training.
- Fire is a regular item on the agenda for discussion at the Health and Safety Meetings.

- During the first week of term all new pupils are to be conducted by their responsible teachers over the primary and secondary escape routes from the building in which their classroom is situated.
- All corridors and stairways that provide a means of escape must not be obstructed at any time. Any obstruction that is seen should either be removed or if this is not possible reported to the Operations Manager.
- All fire exits must be always kept unobstructed. Any obstruction that is seen should either be removed or if this is not possible reported to the Operations Manager.
- All members of staff are responsible for controlling the use and storage of combustible materials in those areas in which they work, such as paper, flammable liquids or materials etc., to prevent the possibility of accidental ignition.
- Rubbish should not be allowed to accumulate in hidden areas, such as storerooms, electrical intake cupboards, boiler cupboards or under stairs etc, but should be held in a proper container such as a metal waste bin and regularly removed to an external designated waste collection point.
- Care must be taken when displaying educational work or decorations in general areas and classrooms that it does not create a fire hazard or compromise the safety of a fire escape route. Staff must consider what is to be displayed and where it is to be displayed and where there is doubt about the suitability discuss the matter with the Operations Manager.

## Fire Procedures

### In the event of the Fire Alarm sounding

The fire alarm is a continuous sounding siren or bell. It is important that on any occasion when the fire alarm sounds continually, all staff treat it as a genuine alarm and evacuate the buildings immediately, setting a good example to pupils. Emergency evacuation procedures are displayed in all rooms, and should be consulted in advance by staff. **The assembly point is on the Lower Multi Surface Area.** Once assembled in rows of form groups, the office staff will distribute registers and form teachers hold up their register to show that all pupils are accounted for.

	<b><u>Fire Evacuation/Emergency Evacuation on hearing the fire alarm:</u></b>
Headmaster (HM)	<ul style="list-style-type: none"> <li>• If possible, take emergency loud hailer.</li> <li>• Supervise evacuation – coordinate as necessary – If parents/visitors in playground area use loud hailer to inform them to move to the assembly point.</li> <li>• Go to Assembly point.</li> <li>• Liaise with Ops Mgr to establish if there is a fire, and if any person is missing.</li> <li>• Instruct Teachers in charge of classes accordingly</li> </ul>
Head of Lower School (HLS)	<ul style="list-style-type: none"> <li>• If teaching, take class to assembly point.</li> <li>• Assist or take over <b>HM</b> if absent</li> </ul>
Receptionist	<ul style="list-style-type: none"> <li>• Take radio and registers to the assembly point.</li> <li>• Guide and assist any visitors who are in the reception area or toilet to the assembly point</li> </ul>
Headmasters P.A. (HMPA) or in her absence Admin Staff.	<ul style="list-style-type: none"> <li>• Take radio and go to the assembly point.</li> <li>• Put on Fire Warden Jacket</li> <li>• Assist handing out registers to class teachers.</li> <li>• Emergency evacuation file – <b>HMPA/HLS</b> to liaise with Admin staff and tick off evacuation by class sheet then to hand file to <b>HM</b> or <b>Ops Mgr</b>. Report to <b>Ops Mgr</b> all present or inform of any missing parties.</li> </ul>
Admin staff	<ul style="list-style-type: none"> <li>• Take radio and pupils medical evacuation bags, registers and staff sign in sheets - <b>go to assembly point.</b></li> <li>• Once at assembly point hand out registers</li> <li>• Check if all staff that have signed in are present.</li> <li>• Check if all visitors that have signed in are present.</li> <li>• Have emergency Backpacks containing pupils' medication, general first aid, mobile phone and pupils contact sheet ready if needed.</li> <li>• Report to <b>HM/OM</b> all present or inform of any missing parties.</li> </ul>
Fire Officer (The Operations Manager) or in their absence the Senior Fire Warden.	<ul style="list-style-type: none"> <li>• Take radio.</li> <li>• If there is evidence of a fire i.e visual smoke / flames seen by any one on site - immediately call 999</li> <li>• <b>If safe to do so</b> view the fire panel in the school office and await Maintenance staff confirmation of evidence of a fire in that Zone. In the event of a fire phone 999.</li> <li>• Go down to the Assembly point and establish from <b>HM</b> if there are any missing staff, visitors or pupils and report then liaise directly with the fire brigade using Emergency evacuation file containing school plans and tick off evacuation sheet.</li> <li>• Liaise with Fire Brigade if on the scene.</li> </ul>

Teaching staff	<ul style="list-style-type: none"> <li>• Vacate the classroom you are in by sending your children out via the safest exit.</li> <li>• Take your class register from <b>the HMPA or Admin staff</b> and check class and hold up class card if all pupils present or report any discrepancies back to the <b>HMPA/Admin Staff Immediately</b></li> </ul>
First Aider	<ul style="list-style-type: none"> <li>• Go to Assembly point – stand with Admin staff take possession of evacuation packs. Manage and direct 1<sup>st</sup> aid situation as appropriate. Keep <b>HM/OM</b> informed of situation.</li> </ul>
Fire Wardens	<ul style="list-style-type: none"> <li>• If safe to do so sweep the area that you are in when the fire alarm sounds then exit to the assembly point put on Fire Warden Jacket and Report to <b>HM/OM</b> for further instruction</li> </ul>
Maintenance Staff	<ul style="list-style-type: none"> <li>• Take radio.</li> <li>• <b>If safe to do so</b> view the nearest fire panel and investigate the cause of the alarm and report to the Operations Manager and the Headmaster.</li> <li>• Be available to direct the Fire Brigade</li> </ul>
The Kitchen Staff	<ul style="list-style-type: none"> <li>• Turn off all appliances</li> <li>• Go down to the Assembly point and make their presence known to the Admin staff.</li> </ul>
Cleaning staff and contract staff	<ul style="list-style-type: none"> <li>• Evacuate through nearest fire exit and go to the assembly point.</li> </ul>
Head of Choral Music and Lay Clarks	<ul style="list-style-type: none"> <li>• Evacuate through nearest fire exit to the assembly point and make yourself known to the Admin staff.</li> </ul>
Peripatetic Teaching staff including external clubs and SEN support staff.	<ul style="list-style-type: none"> <li>• Vacate the room you are in by sending your children out via the safest exit.</li> <li>• Go to the Assembly point and take your child to their form teacher</li> <li>• Make yourself known to the admin staff</li> </ul>