



Fire Risk Policy

Fire Procedure/Arrangements

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1. INTRODUCTION

The school operates a Health and Safety policy. In compliance with the Health and Safety at Work Act 1974, the policy objectives are:

- To comply with all statutory requirements for health and safety and welfare;
- To ensure premises, equipment, materials and systems are made and kept safe without risk to people using them; and
- To ensure all people on the School site have an active, effective and positive attitude towards health and safety.

In summary the policy is:

- All areas are to be kept in a clean and tidy condition;
- All rubbish is to be cleared away;
- All gangways and staircases are to be kept clear at all times;
- All exits are to be established before commencing work on site;
- All spillages of water, chemicals, etc., are to be cleaned up immediately;
- No machine/equipment is to run without all the necessary guards and safety equipment in position and in full working order;
- No person is allowed on site under the influence of alcohol and/or drugs; and
- To establish fire extinguisher points and fire exit points.
- No smoking is permitted in school buildings or on school transport.

The Bursar is the Fire Officer and the Health and Safety Officer. The Health, Safety and Fire Committee is comprised of Mr Wilmot and the school groundsman. Risk Assessment meetings take place every three months.

2. PROCEDURE IN THE EVENT OF A FIRE

The fire alarm is a continuous ringing of the school bell. A fire drill is held towards the beginning of every term. On hearing the fire alarm all occupants of the school, including pupils, staff and other employees, should walk quickly and silently, using fire exits where indicated, to the muster point outside the sports hall on the playground. In the case of an outbreak of fire in the sports hall the muster point will be the school's back yard. The muster point for nursery children is the lower school playground. Pupils are required to line up in forms and form tutors will check numbers and call names using their register. Staff and other employees will be checked in by the Bursar.

3. ARRANGEMENTS TO MINIMISE RISK OF FIRE



Smoking is banned throughout the school. Contractors working around the buildings have monitoring procedures in place. Electrical fixtures, wiring and appliances, kitchen equipment, smoke and heat detectors, fireplaces and chimneys are properly maintained and their use monitored. Staff are urged to turn off and unplug computers and electrical equipment after use. Staff and pupils are reminded not to cover any electrical appliance or heater nor place anything on it. Chimneys are swept annually.

4. ARRANGEMENTS TO MINIMISE RISK OF CASUALTIES SHOULD A FIRE OCCUR

4.1. All fire routes, signage, lighting, fire doors, firefighting equipment, bells, alarms, heat and smoke detectors are subject to rigorous maintenance and checks.

4.2. At least one fire drill per term near the start of term is carried out involving the whole school community

4.3. Notices similar to that below are placed in classrooms:

CLASSROOM FIRE NOTICE

Date:

Room:

Nearest Fire Alarm Point:

Nearest Extinguisher:

Evacuation routes:

Main:

Alternative:

Assembly point:

On discovering a fire or smoke inform the nearest member of staff. The nearest fire alarm point must be operated. Do not run when leaving the building. Do not collect belongings. Staff should take the register with them and report any missing pupils to the Headmaster.

4.4. The following notices are displayed around the school buildings:

ACTION TO BE TAKEN IN THE EVENT OF A FIRE

1.MUSTER POINTS

1.Top playground

2.Lower playground

2.PROCEDURE



On hearing the fire alarm or seeing a fire (having raised the alarm) school personnel are to carry out the following procedures:

a) Teaching Staff

- i) Move the class which you are teaching, on the safest route, to the appropriate muster point
- ii) Check, using a register, that all pupils are present and report this to the Headmaster

b) Administrative staff

- i) Telephone the fire brigade
- ii) Collect the class registers
- iii) Check that the lavatories adjoining the office are empty
- iv) Move, on the safest route, to the appropriate muster point

c) Catering staff

- i) Ensure that all appliances are turned off
- ii) Ensure the Dining Hall and Kitchen are empty
- iii) Move, on the safest route, to the appropriate muster point

d) Cleaning staff

- i) Check that the changing rooms and senior lavatories are empty
- ii) Move, on the safest route, to the appropriate muster point

e) Grounds staff

- i) Ensure that any maintenance equipment is turned off
- ii) Check for any pupils in the immediate area
- iii) Move, on the safest route, to the appropriate muster point

f) Peripatetic staff

- i) Check that the room which you are using and the other practice room are empty
- ii) Move, with the pupil(s) you were teaching, on the safest route, to the appropriate muster point

g) Resident staff/families

- i) Check that all the rooms in your flat are empty
- ii) Move, on the safest route, to the appropriate muster point

h) Headmaster/senior member of staff

Having observed the above procedure be prepared to brief the Fire Brigade on

- i) The safety of school pupils and staff
- ii) The location and type of fire

3. ACTION ON A MISSING PERSON

The Health and Safety Officer is to ascertain their whereabouts

5. INSTRUCTIONS FOR ADULTS ON DISCOVERING A FIRE

Call the fire brigade on 999 and ask for FIRE. State "This is Manor House School, Springfield Rd, off Tower Road, Honiton EX14 9TL. We have a fire in the main block/sports hall. Would you like map co-ordinates and shortest route directions?"

Co-Ordinates:

MAP – North 50 degrees 47 minutes 43 seconds West 3 degrees 10 minutes 12 seconds



GPS North 50 47 point 717 West 3 10 point 200
GRID ST176001

Shortest route from Honiton: Up Dorchester Rd, past Toll House, in emergency taking first right at “no right turn” on sharp bend. Manor House School has two entrances – from this direction reverse up first for main school block. Reverse up second for sports hall.

The school telephone number is 01404 42026

6. INSTRUCTIONS IN CASE OF MEDICAL EMERGENCY

If a patient needs urgent medical attention call 999 and ask for ambulance. Honiton has an accident and emergency unit, plus a 24-hour minor injuries unit. If the injury is very serious request the air ambulance, give the nature of the injuries, state whether it is a child and give map co-ordinates (above). The helicopter can land in the field next to the school or on the senior playground if clear of vehicles.