

## **FIRE PROCEDURES**

Policy Owner - Bursar

**This is a whole School policy and applies to all members of Cophorne Preparatory School including EYFS.**

The continuous ringing of the school bell indicates that the school must be evacuated immediately.

### **1 Procedure on discovering a fire:**

Children should be clearly and repeatedly instructed that if they discover a fire they should do two things:

- i) Report the fire immediately to the nearest adult.
- ii) Close doors behind them.

Any adult who discovers a fire, or to whom a fire has been reported by a child, should adopt the following procedures:

- i) Sound the Fire Alarm.
- ii) In conjunction with the Head/Bursar (if available) - Summon the Fire Brigade (999) if deemed necessary via the school office.
- iii) Keep doors closed behind them.
- iv) Proceed immediately to the assembly point, in order to report location and/or extent of fire.

**N.B.** No attempt should be made to tackle the fire with fire extinguishers until the alarm has been sounded, the Fire Brigade has been summoned and the location and the extent of the fire reported to a senior member of the staff. It must be the decision of the senior member of staff as to whether or not the fire should be tackled with fire extinguishers prior to the arrival of the Fire Brigade.

Anyone hearing the fire alarm sounding should act as follows:

Prep School - go immediately to the PLAYGROUND  
(asphalt at the rear of the school)

Pre-Prep - go immediately to the PLAYGROUND (asphalt)  
& Nursery

Waiting Hse – go immediately to the TRAIN (Pre-Prep playground)

If a fire occurs at pick up then all children must go to the school playing field immediately.

## **2 Procedure at assembly point:**

- School to assemble by class in silence via the marked fire exits, or back door or front door.
- Bursar, or member of staff, to check toilets on the way out.
- Matron should take registers to the point of assembly for the Prep School and Teachers for the Pre-Prep Department and Nursery.
- Teachers to check the presence of all members of the class they are teaching and report to The Deputy Head/Senior Master or Head of Pre-Prep Department and Nursery.
- Kitchen supervisor to check presence of all domestic/groundstaff.
- Secretaries to check Visitors Book.

Specific escape routes for a Daytime Fire situation have been considered practical - all children and members of staff should make their way to the assembly point in an orderly manner via the nearest safe fire exit route.

Do not return to the building until told it is safe to do so by the Head, Bursar or Caretaker

Summary of Alarm Signals:

The continuous sounding of the Fire Alarm indicates that the school premises should be evacuated for reasons of fire, bomb, risk of explosion or any other emergency.

## **3 Procedure when alarm sounds**

- i) School evacuation procedure initiated.
- ii) The Bursar, Head or Caretaker checks the fire panel for the location of fire, informs Office and proceeds to fire.
- iii) Office or Senior Staff calls the Fire Brigade
- iv) Even if the episode were established as a false alarm, the evacuation will proceed as though it was a genuine fire.
- v) In the event of a fire the Bursar or Head will assume control at the scene to advise the Fire Brigade, control traffic, etc.

## **4 Calling the emergency services**

The Fire Brigade, when called, should be informed both of the location of the school and of the fire.

Reminders about fire procedure should be given regularly plus instruction to new staff on the use of fire extinguishers. It has been agreed that a Daytime Fire Drill shall be held at least once a term.

## 5 Fire Prevention

- i) It is incumbent on all staff to ensure that potential fire hazards are identified. Electrical equipment and portable fires, in particular, must be carefully sited and regularly checked. Combustible rubbish must not be allowed to accumulate and any hazardous materials e.g. flammable chemicals, aerosols or volatile liquids must be stored safely.
- ii) The Bursar will ensure that regular inspections of fire-fighting appliances are carried out.
- iii) Staff must at all times be alert to danger and maintain a high level of awareness to ensure that fire exit routes are always freely accessible and clear of obstructions.
- iv) Staff must make themselves familiar with the operation of fire-fighting appliances and instruction will be given.
- v) Staff must make themselves familiar with the fire call points (red boxes on the walls).
- vi) If a fire is observed the alarm must be raised by breaking the glass in the nearest fire point (thumb pressure is sufficient) and then one quick attempt made to put out the fire with the nearest appliance (if this is assessed to be practicable). Under no circumstances should personal risks be taken.

## 6 Fire Risk Assessment

The “Competent person” at Copthorne responsible for Fire procedures is the Bursar. He will ensure that a regular Fire Risk assessment is conducted, and ensure that the school has:

- a) one or more competent persons (with sufficient training, experience and knowledge) to assist in taking preventative and protective measures (including firefighting and evacuation)
- b) have a suitable system for the provision and maintenance of: clear emergency routes and exits (with doors normally opening in the direction of escape), signs, notices, emergency lighting, fire detectors, alarms and extinguishers; the maintenance should be by a “competent person” (e.g. ISO9001 certified or BAFE approved).
- c) provide staff and any others working on the school site with fire safety information.

In order to prove that the duties are properly discharged, the school’s responsible person should keep records of the following.

- The fire risk assessment and its review
- The fire risk (prevention) policy
- Fire procedures and arrangements
- Training records
- Records of inspection of escape routes
- Fire practice drills
- Certificates for the installation and records of maintenance of alarms, detectors, emergency lighting and fire-fighting systems and equipment

## **7 Other emergencies**

Bomb Scares  
Gas Leaks  
Hazardous chemical leaks

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AMENDED: Spring 2012

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This policy appears on our website [www.cophorneprep.co.uk](http://www.cophorneprep.co.uk)