



# BRAMLEY SCHOOL & NURSERY

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IAPS school for girls aged 3 to 11

## BRAMLEY SCHOOL

### **Fire Risk Policy**

**March 2006**

**Updated April 2007 PB**

**Reviewed and updated with all staff February 2008 and October 2009**



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*Headmistress: Mrs. Paula Burgess BEd (Hons), MA, NPQH*

Bramley Educational Trust Limited Registered Charity No: 270046

## **Introduction**

Fire can have a devastating effect on the School. Due to the risk of fire and the serious consequences of fire, the following policy has been produced.

## **Objectives**

The objectives of this policy are:

- To safeguard all persons on Bramley premises from death or injury in the event of a fire or associated explosion.
- To minimise the risk of fire and to limit the spread of fire.
- To minimise the potential for fire to disrupt teaching, damage buildings and equipment and harm the environment.

## **Application**

This policy applies to all persons on Bramley premises and in particular to staff who have a duty placed upon them to actively monitor the implementation of this policy.

## **Policy**

Bramley will comply with the Regulatory Reform (Fire Safety) Order 2005 following accepted standards of good practice, having as its first priority the immediate and total evacuation of the building upon discovery of fire,

Bramley School will ensure:

- That adequate means of escape in case of fire exist for all persons on Bramley premises.
- That all means of escape are correctly maintained, kept free from obstruction and available for safe and effective use at all times. Staff, however, must not leave or store items in designated escape routes or block emergency exits.
- That means of escape have adequate emergency lighting (in case of fire) which will be maintained in efficient working order.
- That adequate means of giving warning in case of fire exist and are maintained in efficient working order.
- That adequate means for fighting fire are present and are maintained in efficient working order.
- That appropriate instruction will be given to all persons on Bramley premises on evacuation procedures.
- That Bramley premises are subjected to a fire risk assessment and that where risks are identified action is taken to implement appropriate control measures.
- That measures are taken to protect buildings, installations and equipment from fire that are commensurate with the risks.

## **Responsibilities**

The Headteacher is responsible for conducting fire risk assessments, providing advice and training, monitoring and auditing Bramley's School Fire Risk Policy, standards and procedures. She is also responsible for ensuring that adequate maintenance checks are carried out on the school's fire detection and alarm system, fire fighting equipment and emergency lighting. Whilst it is the school's responsibility to ensure, so far as possible, a safe working environment, safe working practices and adequate training, it is the responsibility of all staff, children and visitors to care for their own safety and the safety of others. This includes, but is not limited to:

- Maintaining safe working practices.
- Identifying possible hazards and bringing these promptly to the attention of the Headteacher.
- Undertaking any necessary safety precautions.
- Being familiar with appropriate emergency procedures including knowledge of:
  1. appropriate escape routes;
  2. location of fire extinguishers;
  3. the emergency services number (currently 999 or 112)

**Training:** The Headteacher is responsible for arranging suitable staff training and for organising regular fire drills (at least once a term).

**Finding fire:** In case of fire, the alarm should be activated using the nearest accessible fire call point. Once clear of the building, Senior Management Team should check to see whether the Fire Brigade has been summoned.

**Fire alarm:** On hearing the fire alarm, you must immediately evacuate the building by the nearest designated safe exit, closing (but not locking) any doors. The Secretary should call the Fire Brigade and collect:

- the Visitors' book
- Registers
- Absentee List
- Children Collected Early File.

You should proceed to the designated assembly point which is on the grass at the front of the school. Staff coming through the side gate needs to use the number combination to pass through the gate. Do not re-enter the building until the Fire Brigade or Headteacher gives the 'all clear'.

**Smoking:** Smoking is banned in all buildings on the site.

**Portable electrical equipment:** All portable mains-operated electrical equipment used on the site must display a valid test sticker issued by the authorised tester. Test stickers display both the date tested and the date the next test is due. Equipment must not be used if the next test is overdue, or the equipment is damaged in any way, until the equipment has been re-tested and (if required) repaired.

**Plugs and cables:** Access to plugs must be kept free. Cables should be kept neat and run in safe places so as to prevent damage.

**Storage:** Rubbish, loose paper and other flammable material must not be allowed to accumulate due to the fire risk.

**Instructions:** Staff must comply with all instructions given to them in regard to fire safety and fire procedures.

**Faults:** Staff must also report any observed shortcomings in fire precautions to the Headteacher.

**Visitors:** Visitors must comply with all instructions given to them in regard to fire safety and any other fire procedures. All visitors should be signed in and issued with a visitor's badge.

**Risk of arson:** Doors should be locked and windows closed at all times when the school is unoccupied.

### **Bramley School – Fire Precautions**

A copy of the school's fire policy is displayed in the staff room. Please familiarise yourself with it, paying special attention to the responsibilities of staff detailed below.

Whilst it is the school's responsibility to ensure, so far as possible, a safe working environment, safe working practices and adequate training, it is the responsibility of all staff, children and visitors to care for their own safety and the safety of others. This included, but is not limited to:

- Maintaining safe working practices.
- Identifying possible hazards and bringing these promptly to the attention of the Headteacher.
- Undertaking any necessary safety precautions.
- Being familiar with appropriate emergency procedures including knowledge of:
  1. appropriate escape routes;
  2. location of fire extinguishers;
  3. the emergency services number (currently 999 or 112)

Staff must not leave or store items in designated escape routes or block emergency exits.

Rubbish, loose paper and other flammable material must not be allowed to accumulate due to the fire risk. Chemicals must be kept locked in the prep room and used only with close supervision. Staff must report any observed shortcomings in the fire precautions to the Headteacher.

To minimise the risk of arson, staff should close windows in their areas before leaving. The paper recycle trunk outside should be stored in an area not too close to the school building.

Any electrical items brought into the School (except new items) must be tested by the caretaker before use.

## **FIRE AND EMERGENCY PROCEDURES**

(as stated in staff handbook); Revised: September 2009

All staff are requested to familiarize themselves with the fire notices displayed in every room and to make the children aware of the procedures.

### **Fire Alarm Bell**

Fire alarm bell is tested weekly by the caretaker on Saturday morning.

### **Fire Drill**

Fire drill is carried out every term.

On hearing continuous fire bell:-

- Follow exit route – clearly indicated in each area – in silence.
- Children and adults to assemble in classes onto the front lawn.
- Each member of staff counts the girls she is teaching at the time and then a register is taken.
- At no time re - enter the building.
- School Secretary or Headmistress to ring 999 for the Fire Brigade.
- Close windows and doors if possible before leaving.

### **Fire Call Points**

All adults working on the premises must familiarize themselves with the locations of the fire call points in order to raise the alarm.

These are located as follows:-

- Next to door of original house (old door)
- Outside library
- By main front door
- Upstairs corridor - Founder's wing (Between classroom D and E)
- Kitchen (Near office door)
- Gym (next to main door)
- Science / ICT building - corridor
- Reception class - by door
- Nursery cloakroom - by door
- Dining room - by door nearest kitchen
- By children's kitchen door
- By Year 1 cloakroom door.

### **Portable Fire Extinguishers - (Wall Mounted)**

The types of extinguishers are clearly labeled.

These should only be used on small containable fires e.g. a waste paper basket fire and ONLY after ensuring that there is no risk to oneself or the children.

**Visitors to the School**

**Staff are to guide visitors on the premises to the nearest exit and assembly point.**

**Pupils with Disability**

**The member of staff teaching a pupil with a disability, when the fire alarm sounds, is responsible for ensuring that she is led safely to the nearest exit and assembly point.**

### **EMERGENCY PROCEDURES**

**In the event of any emergency, whether it be a bomb threat, intruder, abduction, serious injury etc. the following guidelines should be followed:**

- 1. Establish the nature and extent of the emergency**
- 2. Check that all children are as safe as possible**
- 3. If the building needs to be evacuated, use the nearest fire call point to activate the alarm system, so that the whole school can follow the fire alarm procedures**
- 4. Inform another adult quickly so that the Secretary or Headmistress can call one of the emergency services**
- 5. Ensure that children are supervised and kept calm**
- 6. Record on paper, as soon as possible after the event, the details of those involved in the incident, either as victim, witness or emergency assistants**
- 7. All contacts with the police or press are to be made through the Headmistress**

## **Arson Preventative Measures**

**To avoid a possible arson attack on the school, staff are to observe the following immediate preventative measures:**

**All litterbins to be emptied at the end of the day**

**All doors throughout the school should be closed at the end of the day**

**All windows should be securely fastened including ground floor windows**

**All corridors should be kept clear of combustible materials including coats**

**All stores in and around the school containing combustible materials should be made secure and preferably padlocked**

**All waste bins and wheelie bins should be located away from the buildings**

**All rooms and stores containing hazardous materials such as chemicals eg cleaning cupboard, caretaker work- shed, should be well managed, clean and permanently secure.**

# EMERGENCY LIGHTING

## Test Record

<b>Date</b>	<b>Position Held</b>	<b>Tested By</b>	<b>Comments</b>