Fire Safety, Fire Evacuation Procedures, Fire Prevention and Fire Risk Policy

This is a policy written for the whole school community, including the children in the EYFS.

Introduction

The Caversham Preparatory School Fire Safety, Fire Evacuation, Fire Prevention and Fire Risk Assessment Document is written and executed with regard to the Regulatory Reform (Fire Safety) Order 2005 (RRO). The Department for Communities and Local Government has produced a guide for schools, Fire safety risk assessment: educational premises. The guide deals with the provision and management of fire safety for existing buildings.

Schools must undertake risk assessments to identify the general fire precautions needed to safeguard the safety of occupants in case of fire, including their safe means of escape. This is done on an annual basis or when changes are made to the property.

Caversham Preparatory School has a duty to:

- ensure procedures are in place to prevent fire breaking out
- maintain fire detection and alarm systems
- ensure staff and pupils are familiar with emergency evacuation procedures

To ensure this Caversham Preparatory School will:

- keep fire risk assessments up to date
- ensure that fire precautions remain current and adequate
- review precautions and procedures in detail by professionals when significant alterations are made to the school's premises

Fire Wardens

Name	Training Date	Renew Date	Type/Specialism
Andrew Lawson	25/04/2025	25/04/2026	Fire Warden
Caroline Kidao	07/01/2025	07/01/2026	Fire Warden

Responsibilities

The Proprietors

- The School Proprietors have the responsibility of keeping everyone in the school safe.
- The Board reviews the Fire Safety Policies, Procedures and Risk Assessments annually (or whenever they need to be updated) to make sure they are current, effective and in line with the law of Fire Safety

Bursar – Competent Person (Fire Marshall)

The Bursar is the school's Fire Marshall and is responsible for ensuring that:

- They report to the Board on matters of Fire Safety annually at the Health and Safety Board Meeting of a material change or change in the law.
- The fire risk (prevention) policy, fire procedure and fire risk assessment are up to date and reviewed on a regular basis, by the Proprietorial Board.
- Everyone in the school, including visitors and contractors are given clear instruction on where they should go in the event of a fire.

- Fire induction training is given to new staff.
- Records are kept on all practice drills.
- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept.
- Regular safety checks are carried out of fire safety equipment and emergency routes and exits
- Ensure that fire detecting and protection systems are regularly tested and records are kept

Head Teacher and Fire Wardens

The Head Teacher is responsible for:

- Getting the children, staff and visitors to safety if the Fire Marshall is not on site.
- Liaising with the Bursar on all matters about fire risk, fire prevention and fire procedures.
- Organising practice fire evacuations.
- Making sure that practice fire evacuations run smoothly.
- Making sure that the fire evacuations are reviewed afterwards and any learning outcomes are shared with the Fire Marshall and the rest of the staff, if necessary
- Making sure that fire safety is taught in the school curriculum.

Teaching staff

Teaching staff are responsible for ensuring that:

- They have read and understood the School's Fire Safety Policy and Procedures.
- That they have understood the policy and procedures or have asked the Bursar (Fire Marshall) about anything that they are not sure about.
- That if they discover a risk, that they report it to the Head Teacher.
- That they are responsible for the safety of the children and their own safety.
- That they manage the evacuation procedures for their class or groups of children in their care. This may also include one-to-one teaching.

In the event of Staff Absence

If the Head Teacher is absent, her duties are taken over by the Deputy Head.

Fire Safety Procedures

Any building can quickly become dangerous unless there is some foresight and care in its day-to-day use. Only the occupants can ensure that the building continues to be safe, and it is they who must know what to do if there should be a fire.

We do not fire fight because the Fire Station is within a mile of the school. Our priority is to get the children and all adults out safely.

Fire Safety

- Notices are displayed prominently in every room. Teachers are responsible for notifying the Bursar if the notice in their classroom or any other room that they may use has for whatever reason been removed.
- Teachers must check from time to time that the Fire Evacuation Procedure information is understood by their pupils.
- Besides knowing the procedure for a class to leave a room under the charge of a teacher, pupils should be taught how to raise the alarm themselves and how to plan for their own escape from a building should they find themselves alone or unsupervised when the alarm sounds.
- It is the responsibility of the Bursar to check that the Fire Evacuation Procedure notices are prominently displayed in every room and around the school.
- Fire Exit doors must never be locked, bolted or obstructed while the room is in use.
- Exit doors must be kept in good repair and tested for smooth operation regularly. Faults should be reported in the usual way. All doors must be kept free of obstruction as must the approaches to them.

- Internal Fire Doors should be kept closed unless they are on auto-release.
- The fire door from the Office into the Front Hall and the one at the top of the stairs in the Junior Building MUST be closed when the FIRE BELL rings.
- Rubbish and combustible waste should not be allowed to accumulate. Teachers are responsible for checking their own classrooms .

Fire Drills

- The Fire Alarms will be tested regularly by the Bursar.
- A Fire Practice will be held once each half-term.
- Arrangements for practices will be made by the Bursar in consultation with the Head Teacher.
- Notice will be given prior to the first practice of each new academic year but not for subsequent practices.
- Each practice will be done on a different day and at a different time to make sure that all peripatetic teachers and children in school part-time will practise the procedures.
- At least one practice during the year will be during a play time or during the midday break.
- Evacuation of the building should in most instances be via the nearest designated Fire Exit.
- The designated assembly point is on the playground.
- A roll call of their designated class should be taken by teachers immediately they arrive at the assembly point and any pupils not accounted for reported to the most senior member of staff present.
- Staff must signal when asked by the Senior Member of Staff present that all pupils are accounted for.
- The 'all clear' will be signalled to staff and then everyone will return to the building in an orderly manner.
- The Fire Practice is timed, recorded and reported to the Bursar after the event.
- The Head Teacher keeps a log of fire drills; evacuation times; staff in school; Peripatetic Staff and Visitors and any unusual events that have happened.
- The Head Teacher reports any trends or concerns to the Bursar.

Safety of Staff and Staff Training

- Regular Fire Safety Drills are planned and implemented
- Staff will be trained by the Bursar at the beginning of the academic year in Caversham Prep Fire Procedures.
- New staff (whenever they start in the school year) will be given Fire Training by the Bursar as part of their staff Induction. See Appendix 1
- The Bursar has a Fire Warden Certificate, updated every three years.
- The School's External Health and Safety Consultants provide staff training on Fire Safety every three years.

Briefing children

- All children are given a briefing on the school's evacuation procedure on their first day in September. They are shown the fire exits and the assembly point.
- All children are taught about fire safety in the school curriculum.
- Regular visits from the local Fire Brigade are arranged.

Provision and Maintenance of Fire Safety Equipment and Emergency Exits

- Clear Evacuation signs are displayed for staff, children and visitors to see
- Clear emergency routes and exits are marked
- Fire doors that open in the direction of the escape
- Self-closing door at the top of the stairs in the Juniors
- Fire escapes from all three buildings are clearly marked and maintained
- Emergency lighting is in place and is regularly maintained by a fire contractor

- Fire routes are clearly signed
- Fire detectors are installed and regularly maintained by a fire contractor
- The Fire contractor who maintains our fire Safety Equipment is employed by a registered and certified competent company who is BAFE Registered.
- Fire Equipment is inspected four times per year by the contractor appointed by the Bursar. This includes: emergency lighting, annually; fire extinguishers, annually and Fire Safety Systems, including fire alarms, bi-annually.
- All visitors and contractors are given a badge with Fire Safety instructions on it

Recommendations from the Fire Service

The school was inspected in 2017 by the Berkshire Fire Service who undertook a Fire Risk Assessment which was formally recorded. We were given four minor recommendations, which we have since implemented.

Fire Evacuation Procedure

This document details the fire and emergency evacuation procedures for the premises. Staff must ensure that they are familiar with these procedures and act upon the requirements.

Fire Evacuation Procedures in Brief

DISCOVERY: Raise the ALARM by breaking the glass panel of the alarm switch or by telling an adult.
ALARM SIGNAL: Continuous ringing of an electric bell.
ACTION: Children should leave the building by the safest possible route. The first responsibility of teachers is to the children who are nearest at the time. Ensure that all children leave the building and are supervised to the assembly point.
ASSEMBLY POINT: The playground
ROLL CALL: Teachers should check that all children in their care are accounted for. Report immediately anyone who is missing to the most senior teacher present.

Action on Discovering a Fire

- Raise the alarm by striking the nearest 'fire call' point.
- Do not try to put out a fire using the fire extinguishers. The priority is to evacuate the building.
- The Fire Brigade are called immediately to any fire, however small.
- The call will usually be made by the School Secretary.

Action When the Fire Alarm Sounds

- All members of staff will take responsibility for the evacuation of the building in the following way:
- They escort children out of the building to the fire exit indicated on the plan in each room.
- Keep children calm.
- All children must be quiet and walk, not run, during the evacuation.
- Children should not stop to pick up bags or go to the cloakroom.
- If possible, classroom doors and windows should be closed.
- The school assembles on the playground.
- Children line up in classes, from Reception to Year 6 (right to left).

Responsibilities and Duties in the Event of a Fire

- It is the responsibility of the most senior member of staff on duty (see above) at the time to check that the Fire Brigade has been called. They must also take a phone with them (if possible) to talk to the emergency services, if necessary.
- The teacher's first and overriding duty in case of fire is to look after the children near to them at the time and to raise the alarm. **No attempt should be made to fight the fire.**
- The duty of Support Staff in the event of a fire is to support the evacuation of children from toilet and communal areas.

Registers in the Event of a Fire

It is the responsibility of each teacher to bring the following to the assembly point if safe:

- The Class Registers
- Visitors/peripatetic staff signing in book
- Staff Register

It is important to note:

- entering a smoke-filled building to search for missing persons should never be attempted
- searching for missing children should never be tackled alone or without the knowledge of someone who is to remain outside the building during the search
- the decision whether to search a building may only be taken by the most senior member of staff on duty

Disabled persons/persons lacking in mobility

- Disabled children are the responsibility of the designated teaching assistant or teacher.
- They will be evacuated through the nearest designated fire exit and will follow procedures as detailed in their Personal Emergency Evacuation Plan (PEEP).
- Disabled visitors are the responsibility of the member of staff who they are visiting. They will be evacuated through the nearest designated fire exit.
- Disabled staff are the responsibility of designated colleagues. They will be evacuated through the nearest designated fire exit and will follow procedure as detailed in their Personal Emergency Evacuation Plan (PEEP).

Safety of Visitors and Contractors

- All visitors/supply staff and contractors must report to the school office, signing in the Visitors Book on arrival and before leaving the premises.
- All visitors and contractors are given a badge with Fire Safety instructions on it.
- Contractors, including any contract cleaners working on the premises is informed of the fire and emergency procedures that apply including:
- Action to be taken on hearing the fire alarm or discovering a fire.
- Fire evacuation procedures including means of escape.
- Assembly points and name of the person in charge of evacuation procedures.
- The location of fire alarm call points in relation to the area of their work.

Contractors' employees working on the premises when full-time staff are absent (e.g. in the evening or at weekends), will have adequate fire evacuation arrangements in place and know how to call the fire and rescue service. This information will be passed on at the start of the contract by the Bursar.

The risk of fire arising out of the work of any contractor at the premises will be assessed (use of contractor hazard exchange form/checklist) and appropriate precautionary measures put in place.

Parents attending assemblies and performances will be advised by the leading staff member responsible for the event where the fire exits are located and the assembly point.

Fire Prevention Procedures

We aim to minimise the risk to life and to reduce injury by maintaining the physical integrity of the school in ensuring that staff, children and visitors do not add to the fire risk and through the safe evacuation of our building.

Fire Prevention Measures

The school has the following fire prevention measures in place:

- There are at least two escape routes from every part of the building.
- Fire notices and evacuation signs are displayed in most rooms, corridors and stairwells.
- Fire extinguishers and smoke/heat detectors are installed and checked by our professional advisors.
- All stairs, corridors and emergency exits are illuminated by emergency lighting.
- The master panel for the alarm system is located by the front hall and shows the location of a fire.
- Alarms sound in all parts of the buildings.
- Fire routes and exits are always kept clear.

Fire Risk Assessments

- A fire walk to check fire exits and escape routes is done by the Bursar at the beginning of every term – or if work has been done by contractors in the school.
- The fire risk assessment is updated every 3 years. However, if changes have been made to the building in this time, a new fire risk assessment will be completed.
- Fire alarms are tested weekly by Bursar and records are kept.
- Cleaning fluids and any other flammable materials are kept in locked cupboards on the School Premises.
- During Cookery Club or Food Technology classes, induction hobs are used.
- Any candles used for birthday cakes are checked to make sure that the candles are out before the candles are thrown in the bin.
- A candle lighter is kept in the Christingle box in the Science cupboard for this purpose.
- We are a non-smoking site; therefore, no lighters are brought onto the premises.
- All electrical equipment is PAT tested regularly and when new electrical items come into school.
- The barbeque gas canisters are kept off site until needed.
- Paper is stored safely in cupboards.
- There is no fuel kept on site.
- The Bursar carries out fire safety checks once per term.
- The Fire Safety Contractors carry out safety checks every 6 months. They replace fire extinguishers, check safety lights, fire doors and fire alarms and give a short report.

Commissioned Fire Risk Assessment

A Whole School Fire Risk Assessment was carried out on 11 June 2022 by an independent expert Ian Goddard GIfireE.

This replaced the previous Whole School Fire Risk Assessment. The assessor gave the school a number of written recommendations, most of which were completed over the summer maintenance period. The timescale for finishing the work is by October Half-Term. The immediacy of the work was risk-assessed and completed in order of importance. None of the work not yet completed puts the children in danger and will be completed by the above date.

Lightning Storm Evacuation Procedures

Due to the Lightning Storm that struck the school on September 2022 a full review of evacuation procedures was carried out by the Bursar. Actions and subsequent changes in evacuation procedures have been implemented and staff have been appraised of the changes to the procedures that are now in place for a weather event.

Post Grenville

The Proprietors of Caversham Prep have acted on the recommendations of Government Guidance, post Grenville. We have completed a site assessment on all four buildings that constitute the environs of the school and assessed that none of the buildings have been clad with flammable material, or at all. Therefore, there is no further action required on this matter.

Policy Administration

Linked Policies

This policy also needs to be in line with other school polices and therefore should be read in conjunction with the following school policies:

- Health and Safety Policy

Quoted Legislation and Guidance

Review Schedule

Update Schedule – Annually or in response to any changes in legislation

Update and Review Log

Updated/ Reviewed By	Date	Notes
J Lawson	08.01.2018	Board Approval Jan 2018
J Lawson	05.01.2019	Board Approval Jan 2019 Section on Fire Prevention Measures added Section on Risk Assessments added including combustible risks around the school premises Disability Section added Contractors/Visitors Section added Staff Absence Procedures added Staff and children training added Appendices 1 and 2 added
J Lawson	05.01.2020	Board Approval Jan 2020
J Lawson	06.01.2021	Board Approval Jan 2021 Change in Fire Marshall Checked against the ISSRs
A Lawson	01.05.2022	Review and updated
A Lawson	01.09.2022	Review and updated Board Approval Sep 2022
A Lawson	23.09.2022	Update post Lightning Strike
A Lawson	21.01.2023	Update to reflect new wardens
J Lawson	21.09.2025	Update to reflect new wardens and new electronic registrs