

# Heathfield House School

## Fire Policy – Early Years Site

In order to ensure the safety of all pupils at Heathfield House School, it is important that all staff are aware of the school's policy and procedures relating to fire. This policy applies to all children within the school including those in the Early Years Foundation Stage.

In the event of discovering a fire, please follow the fire procedure.

In the event of a fire do not attempt to put it out yourself. Ensure the safety of the children in your care and yourself by collecting the children together and leaving by the nearest exit.

It is each member of staff's responsibility to be aware of their role in the event of a fire. For visitors to the school they will be made familiar with fire exits on entering the building. Visitors are never left by themselves in the building and as such they would follow the instructions of the teacher/ teaching assistant.

The alarms, detectors and fire extinguishers are all serviced by appropriately qualified individuals.

Fire extinguishers are checked annually by Chubb

Emergency lighting, fire alarms and smoke detectors are tested bi-annually by a contractor.

There is a practice fire drill once a term. This is logged and evaluated (i.e. were all classes present). All adults present at the fire drill sign the fire record to confirm that they were there.

In the event of a fire, the alarm system can be activated by pushing a sensor at one of the exit routes.

In the event of a fire practice, the alarm system can be activated by using a key in the sensors. The alarms are checked each Monday at 9.15am approximately. If they ring for longer than 15 seconds then evacuate the building.

At the start of every academic year all staff are reminded of the school fire procedures and made aware of the possible fire exit routes. If a member of staff has been trained in the use of fire extinguishers and it is safe to do so then the appropriate fire extinguisher can be used to fight the fire if they do not have children in their care and it is safe to do so. All other people who are legally in the school premises will either be with a member of staff or informed of the school fire procedure.

There are staff within the organisation that have attended appropriate training to ensure all preventive and protective measures are taken. Staff should check the fire routes on a daily basis to ensure they are clear. Fire routes are clearly signed and glow in the dark so that these routes can be clearly seen.

### **Fire Practice Procedure:**

1. There is a fire practice every term. These are held at different times of the day and the time it takes to evacuate the building and other relevant information is recorded in a log book which is kept on the shelf under the medical cabinet.
2. Each room has its own fire drill notice that is on display in the room.
3. During a fire practice all staff and children must leave the building following the fire drill that is in each room. Staff and children should meet at the assembly point (by the front gate) and line up so as not to obstruct the front gate which the fire-fighters would use to get in.

4. Management must follow the fire drill also. Management records details about this fire practice.

5. All staff and pupil contact information is on Integris.

**In the event of a fire:**

1. In the event of a fire the staff should evacuate the building as practiced.

2. Once all members of staff and children have congregated at the front gate they will lead out of the gate onto Oxford Road North and then proceed to the main school site on Heathfield Gardens where parents will be able to collect children.

Reviewed August 2020 by Camilla Edwards