



## THE MULBERRY HOUSE SCHOOL

*All Mulberry House School Policies are always to be read and considered in conjunction with the Equal Opportunities, Race Equality and Inclusion Policies*

## FIRE SAFETY & FIRE RISK (PREVENTION) POLICY

*This Policy of The Mulberry House School applies to all sections of the school including the Early Years Foundation Stage.*

*Bethan Lewis-Powell, the Founder, and Directors ensure compliance with The Regulatory Reform (Fire Safety) Order 2005 and takes overall responsibility for Health & Safety at The Mulberry House School.*

### Fire Drill Procedures

In the event of a fire the following procedures **must** be adhered to:

1. **On discovering a fire:**

The first consideration is to evacuate the children safely.

Raise the alarm immediately by ringing the nearest glass encased fire alarm (Call Point) which is clearly marked on the way out.

Tackle a fire, only if you have been trained in the use of fire extinguishers and the fire is of a minor nature, but DO NOT take personal risks.

2. **On hearing the fire alarm**

Evacuate children by nearest safe exit (closing doors on leaving and shutting windows only if safe to do so). If the fire is blocking your way out, take the alternative route.

The Fire Marshal will check that all children are evacuated, including in toilets and walk-in cupboards, and all doors (windows, if safe to do so) are closed on their level.



## THE MULBERRY HOUSE SCHOOL

### 3. Ways out

#### Second School – 68 Shoot-Up Hill

<u>Ground Floor</u>		<u>1<sup>st</sup>, 2<sup>nd</sup> Floor and Roof Garden</u>
Hall	exit by garden doors	exit to ground floor via beanstalk
Classrooms	exit by garden door	Exit via internal staircase

Office staff will take the phone and emergency folder with them.

'All clear' must be given by the designated fire marshal to go to the meeting point at 7 Minster Road.

#### First School – 7 Minster Road

Ground floor - exit by main front door

Middle floor - exit by side fire door

Top floor - exit by main front door

Class teachers will take the register with them.

If smoke/ fire is blocking the exits from the classroom, close the doors and remain in the classroom until the Fire Brigade arrives

### 4. Informing the Fire Brigade

The alarm system will automatically alert the Fire Brigade. The Headteacher or the Deputy Headteacher for EYFS will also ring the Fire Brigade.

1. Dial 999
2. Give the operator the School telephone number and ask for FIRE
3. When the Brigade replies give the following information distinctly:

**'Fire at 68 Shoot Up Hill, London NW2 3XL' / 'Fire at 7 Minster Road, London NW2 3SD'**

Do not replace the receiver until address has been repeated by Fire Brigade.



## THE MULBERRY HOUSE SCHOOL

### 5. At the Assembly Point

Lead the children to the designated Assembly Point (the playground of the Mulberry House First School at Number 7 Minster Road/Second School at Number 68 Shoot up Hill)

Check the register against the children present.

Report to the Headteacher that everyone is present or that someone is missing.

The Headteacher will inform the Fire Brigade of any missing person.

Parents, visitors and contractors will report their presence to the school administrator.

No one is permitted to re-enter the building until the 'All Clear' is given by the Fire Brigade.

Generic Emergency Evacuation Procedures and Plan for Persons with Special Needs (PEEP)

The Plan will be developed when any individual is identified as having needs which require special action to ensure they can evacuate the School safely in an emergency.

#### **Aim**

The Plan is designed to manage the safe egress of individual staff or children who cannot get themselves out of a building unaided in an emergency. It is appropriate for people with various disabilities and those with temporary health problems such as a broken leg.

#### **Responsibilities**

It is the responsibility of

1. the parent of a child to inform the Headteacher (**Responsible Person**) who will allocate a member of staff (**Nominated Person**) to give assistance to evacuate safely in an emergency.
2. a member of staff to inform the Headteacher (**Responsible Person**) who will allocate a member of staff (**Nominated Person**) to give assistance to evacuate safely in an emergency.
3. the **Nominated Person** to make the necessary arrangements to assist or enable a person with special needs or a disability to evacuate safely in an emergency.
4. the **Nominated Person** to meet with the member of staff or child and parent and any other relevant person (e.g. support assistant), to discuss the needs of the individual and agree a specific action plan.
5. the **Nominated Person** to record the Personal Emergency Evacuation Plan.
6. the **Nominated Person** to conduct a termly review of the Plan or more frequently, if necessary.



## THE MULBERRY HOUSE SCHOOL

### Roles

1. The Responsible Person will ensure
  - ◆ the provision of identified equipment needed to ensure safe evacuation (e.g. evacuation chairs and wheel chairs)
  - ◆ where it will be kept and its availability at all times.
  - ◆ routes are kept unobstructed.
  - ◆ routes and Refuge areas are clearly signed.
  - ◆ the Nominated Persons and back-ups are competent to do what is required of them.
  - ◆ they receive appropriate training, if necessary.
  - ◆ the procedures are reviewed after any Emergency Action taken and each drill.
  
2. The Nominated Person will
  - ◆ make him/herself familiar with the existing fire arrangements, refuge points and routes out of the building.
  - ◆ inform him/herself of the nature of the disability of the person in his/her charge.
  - ◆ attend appropriate training (e.g. manual handling, use of evacuation chair).
  - ◆ keep all relevant documentation at hand for speed of reference (e.g. timetable).
  - ◆ report immediately if unable, whilst at work, to carry out the defined duties
  - ◆ provide a report back to the Responsible Person following an emergency evacuation or drill.
  - ◆ identify other staff to assist in any evacuation and back up staff.
  - ◆ ensure other relevant staff are provided with a copy of the Plan.
  - ◆ ensure the needs of ambulant disabled persons (e.g. hearing and sight impaired)

**This Generic Plan will be incorporated into the Health and Safety Policy and be reviewed on an annual basis with it.**



## THE MULBERRY HOUSE SCHOOL

### Fire Fighting Equipment & Training

Alarms are provided and maintained by:

Chubb Fire Limited

400 Dallow Road

Luton

Bedfordshire

LU1 1UR

Tel: 0870 240 1666

Fire Extinguishers are annually checked by a competent professional company.

### Training

All staff receive Fire Safety training by the Health and Safety Officer as part of their induction at Mulberry House School.

Staff who have completed the Fire Safety for Managers course:

- ◆ Maria Adela Fojo Nebril

### Staff trained for Fire Marshal duties:

- ◆ Erika Billmore
- ◆ Chloe Lincoln
- ◆ Priya Warrington
- ◆ Lucia Alcahut
- ◆ Darcey McAlister-Wober
- ◆ Carla Garcia Fernandez

### Checks and Record

#### Daily

- ◆ Check fire panel working
- ◆ Close down procedure
- ◆ General Health and Safety checks



## THE MULBERRY HOUSE SCHOOL

### Weekly

- ◆ Fire panel test
- ◆ Inspection of Escape Routes

### Termly

- ◆ Full Health and Safety checklist – including fire extinguishers and fire blankets
- ◆ Weekly on firefighting equipment and replace where necessary by contractors.
- ◆ Fire drills carried out and recorded twice per term at the school.

### Annually

- ◆ Fire extinguishers audited by a competent sub-contractor
- ◆ Emergency lights and fire panel checked and tested by sub-contractor (Chubb).

## Fire Prevention

The School recognises that compliance with legislation, Regulatory Reform (Fire Safety) Order 2005, is the minimum requirement, and will strive to improve upon the statutory minimum.

The aim of this policy is to minimise the risk to life and to reduce injury by maintaining the physical integrity of the School in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The safe evacuation of everyone is the School's priority.

The School's Fire Risk (Prevention) Policy, procedures and risk assessments are designed to help the School community respond calmly and effectively in the event that a fire breaks out.

The aims of this policy are also to:

- ◆ To safeguard all persons on the premises from death or injury in the event of a fire or associated explosion.
- ◆ Ensure that the risk from fire is managed in accordance with the relevant fire safety legislation, Regulatory Reform (Fire Safety) Order 2005.
- ◆ Ensure that the management of fire risks are undertaken in such a way as to prevent injury or ill health to pupils, employees, visitors, contractors and others legally on the premises who may be affected by the activities of the School.
- ◆ Conduct regular fire evacuation drills and testing of emergency equipment and ensure effective liaison with the emergency services when necessary.



## THE MULBERRY HOUSE SCHOOL

- ◆ Undertake suitable and sufficient fire risk assessments (formally recorded and regularly reviewed so as to keep them up to date).
- ◆ Identify and implement reasonably practicable measures to control risks from fire and eliminate or reduce risks from dangerous substances.

This policy should be read in conjunction with the School's Health and Safety Policy, Emergency Evacuation Plan, First Aid Policy and fire risk assessments and the government's latest guidance on working safely.

No potentially harmful substances are used in the classroom by teachers or children. Where potentially dangerous substances are used by others, or elsewhere in the School, COSHH assessments must be carried out

Where a Contractor (Building, Cleaning, etc) is the responsible person he must:

- ◆ identify the hazard
- ◆ identify the risk
- ◆ assess it
- ◆ eliminate it or substitute a safer substance
- ◆ introduce control measures to reduce or minimise the risks
- ◆ document them
- ◆ implement them
- ◆ monitor and review them
- ◆ provide any necessary training and supervision
- ◆ The School should hold a copy of these Assessments



## THE MULBERRY HOUSE SCHOOL

### Control of Substances Hazardous to Health (COSHH) 2002

These Regulations require that an assessment be made of the risks involved in using hazardous substances. If there is a risk, a non-hazardous substance should be substituted, if one is available, if not a less hazardous one. If not, then a safe system of work should be drawn up and documented. This would indicate, apart from technical details of the substance (e.g. description, level of toxicity) what other substances it should not be used with and

- ◆ how to store, handle, use it
- ◆ what protective clothing to wear
- ◆ what to do in case of accident, spillage, etc

**Everyone who uses these substances must be informed about, as well as instructed and trained in their use**

Regular monitoring and review of the arrangements are required

Where the Handyperson has to use hazardous substances, the above-mentioned safe systems of work must be drawn up and made available (e.g. by display) to all who use them

**If a COSHH assessment is not done and there is an accident to anyone while using a potentially harmful substance, the Headteacher or responsible person, can be held liable.**

Inflammable substances and compressed gas cylinders must also be correctly stored and used

**Hazardous substances** are basically:

- ◆ Chemicals
- ◆ Micro-organisms which create risks to human health
- ◆ Dust
- ◆ Fumes
- ◆ Gas
- ◆ Any other substance which creates a risk to health



## THE MULBERRY HOUSE SCHOOL

### Some common signs indicating hazardous substances

Very toxic	Skull and cross bones
Toxic	Skull and cross bones
Irritant	Inside Yellow-Filled Triangle
Harmful	Inside Yellow-Filled Triangle
Corrosive	Corrosion

### Responsibilities:

#### *Founder and Directors*

- ◆ The Founder and Directors have overall responsibility for compliance with health and safety legislation, including fire safety legislation.
- ◆ To ensure that a fire risk (prevention) policy is produced which includes the elimination or reduction of risks from dangerous substances;
- ◆ To develop and implement fire procedures and provide staff training (repeated periodically where appropriate);
- ◆ To ensure the safety of staff or anyone else legally on the school premises;
- ◆ To ensure fire drills are carried out and contact emergency services when necessary;
- ◆ To appoint one or more competent persons (with sufficient training, experience and knowledge) to assist in taking preventive and protective measures (including firefighting and evacuation);
- ◆ To 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 where required, fire detectors, alarms and extinguishers; the maintenance should be by a 'competent person' (for example, ISO9001 certified or BAFE approved);
- ◆ To provide staff and any others working on the school site with fire safety information.



## THE MULBERRY HOUSE SCHOOL

### *Headteacher*

- ◆ The appropriate policies, fire procedures and risk assessments are in place and reviewed on a regular basis.
- ◆ The Fire Risk (Prevention) Policy is kept under regular review by the Headteacher and the Health and Safety post-holder and the Policy is promulgated to the entire school community.
- ◆ Everyone in the School (including visitors and contractors) are given clear instructions on where they should go in the event of fire.
- ◆ Fire induction training given to new staff and pupils.
- ◆ Procedures and arrangements for emergency evacuation are regularly tested and lessons absorbed.
- ◆ Fire risk assessments are regularly reviewed and updated.
- ◆ Fire prevention measures are meticulously followed.
- ◆ Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt.
- ◆ Records are kept of all fire practice drills.
- ◆ Certificates for the installation and maintenance of fire-fighting systems and equipment are kept.
- ◆ Regular safety checks are carried out by a competent person of fire safety equipment, and regular inspections are carried out on all control measures and evacuation procedures to ensure their effectiveness and ensure there is a suitable system for the maintenance of clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers.
- ◆ Ensuring that fire detecting and protection systems are regularly tested and proper records are kept.

### *Teaching Staff*

Staff are required to take 'reasonable care' in carrying out their duties. Teaching staff are responsible for escorting their pupils safely out of the building in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the Headteacher and Health and Safety post-



## THE MULBERRY HOUSE SCHOOL

holder. It is responsibility of Health and Safety post-holder to ensure that this information is passed to the Fire and Emergency services as soon as they arrive.

### Health and Safety Post-holder or 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.

### *Fire Marshals*

We have at least four trained Fire Marshals in the School who have been trained to provide “safety assistance” in the event of a fire. In a school fire, a fire marshal’s primary role is to ensure the safe and orderly evacuation of everyone, assist with fire safety measures, and coordinate with emergency services.

### Fire Safety Procedures

#### **Emergency Evacuation Procedure (Please refer to the Emergency Management Plan)**

All our new staff (teaching and non-teaching) and all new pupils are given a briefing on the School’s emergency evacuation procedures on their first day at school and shown where the emergency exits and escape routes are located. Fire action notices and evacuation instructions are displayed throughout the building, and pupils are shown where they should go on hearing the fire alarm. All new staff are shown how to activate the fire alarms if they see or smell a fire.

### **Arrangements for visitors and contractors**

All visitors and contractors are required to sign at the Second School entrance. They will be issued with a visitor’s badge and given simple verbal instructions of what to do in the event of a fire. The visitor’s badge should be worn at all times that they are on school property.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.



## THE MULBERRY HOUSE SCHOOL

### Fire Practices

We conduct two fire drills each term, ensuring that at least one is held in every building. This combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of a trained Fire Marshal throughout the School helps to ensure that the School can be safely evacuated in the event of a fire.

### Fire Prevention Measures

The School has the following fire prevention measures in place:

- ◆ A recorded fire risk assessment that is reviewed regularly in the light of any changes that occur in the school.
- ◆ Ensure the elimination or reduction of risks from dangerous substances.
- ◆ There are at least two escape routes from every part of all buildings except where the regulations permit this to be different.
- ◆ Fire notices and evacuation signs are displayed in all rooms and stairwells.
- ◆ Fires extinguishers (of the appropriate type), smoke detectors, are in buildings in accordance with the recommendations of our professional advisors.
- ◆ All stairs, passages and emergency exits are indicated with appropriate signs.
- ◆ The master panel for the alarm system is located in the entrance of both buildings.
- ◆ Alarms sound in all parts of the building.
- ◆ Keeping fire routes and exits clear at all times.
- ◆ Testing all fire alarms weekly (and recording all tests and defects). This is the responsibility of the Health and Safety Post-holders.
- ◆ Records of all tests are kept in the Admin Office.
- ◆ We ensure that flammable materials used in teaching or maintenance are securely locked away.
- ◆ Doors should be locked and windows closed at all times when the school is unoccupied to minimise the risk of arson.
- ◆ Combustible materials used in teaching and maintenance are kept in locked cupboards.

### Review

This Fire Risk (Prevention) Policy and the School's procedures and risk assessments are monitored to ensure they are effective in meeting fire safety standards and will be regularly reviewed and revised as necessary.



**THE MULBERRY HOUSE  
SCHOOL**

**Reviewed and Signed by:**

**Name:** Cari Binet-Fauvel, Director

**Signature:**

**Date:**

**Name:** Duncan Binet-Fauvel, Director

**Signature:**

**Date:**

**Headteacher:** Erika Billmore

**Signature:**

**Date:**

**Deputy Head:** Maria Adela Fojo Nebril

**Signature:**

**Date:**