

AVENUE HOUSE SCHOOL

70 The Avenue
Ealing
London
W13 8LS



Fire Safety Policy

Including Fire Prevention and Training

(Whole School Including EYFS)

First Issued :	October 2009	Next review :	September 2024
Reviewed :	April 2024	Responsible:	Justin Sheppard Deputy Head Teacher Fire Warden

Introduction

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety 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 fire safety policy, procedures and risk assessments at School are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings. This guidance is applicable to all premises under the control of Avenue House School, and details the approach to the control of risk from fire.

1 Objectives

To ensure that risks from fire are identified and that arrangements are in place to control those risks. To enable the School to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance.

2 Guidance

- a. The School has in place procedures for:
 - I. carrying out fire risk assessment;
 - II. preventing fires (Staff Fire Safety Training & Fire Warden Training);
 - III. evacuation in the event of a fire;
 - IV. maintaining and checking all fire detection, alarm and fighting systems.
(Avenue House School staff conduct weekly and monthly checks and Avenue House School employs the services of 'Delta Synergistics' for in depth checks)
- b. The Deputy Head Teacher has responsibility for maintaining and ensuring the local implementation of the School fire procedures; for making and maintaining a 'fire map' of the School premises, showing places of high risk and the precautions put in place by the School. Copies of these maps are brought to the attention of all employees at induction and others who may be affected by:
 - I. posting a copy of the fire map on notice boards;
 - II. bringing the fire map to the attention of all employees, contractors and visitors, etc. during all training and site induction sessions;
 - III. providing trained Fire Wardens. All Fire Wardens are trained to provide "safety assistance" in the event of a fire. Fire Wardens receive regular (at least annually via on line training) and refresher training.

3 Fire Risk Assessment

- a. The school premises are subject to a fire risk assessment. This is conducted by an external consultant or another competent person.
- b. The fire risk assessment will be reviewed and/or updated every year or in the event of significant material changes to the buildings or their usage.

- c. The Master Fire Risk Assessment report is available on site (from Deputy Head) and employees' attention will be brought to any hazards found in the assessment process for their areas of responsibility and work.
- d. Fire hazards will be eliminated or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.
- e. Daily assessments will be made by an assigned member of staff to ensure that the walkways are kept clear of obstruction and tripping hazards.

4 Fire Detection

The School premises have adequate means of fire detection. The detection equipment is maintained and regularly checked by competent persons 'Delta Synergistics'.

5 Fire Alarm

- a. The School premises has an adequate means of raising the alarm in the event of fire.
- b. The fire alarm system is to be tested weekly with the date and time made known. This will be managed by the Deputy Head Teacher. The alarm will be activated using a different call point each week.
- c. The fire alarm system will be serviced at annual intervals by a competent contractor; 'Delta Synergistics'.
- d. Records of these tests and servicing are maintained in a fire log book held by the Deputy Head Teacher.

6 Fire Fighting Equipment

- a. The fire risk assessment determines the minimum level of firefighting equipment which must be present in the School premises. Avenue House School is equipped with various equipment for first aid firefighting.
- b. Fire extinguishers, are serviced by Chubb annually and the service date recorded on each extinguisher.

7 Door Guards

Door guards fitted on doors. These are tested regularly; the door guard will beep on low voltage and the battery will be changed. Batteries will be kept in stock in the office.

Door guards are fitted on the following doors:

Downstairs

- Hall x 2
- Multi-purpose Room
- Reception
- Staff Room
- Gym

Upstairs Office

Library

Year 1 – Beech

Year 2 – Willow

Year 3 – Oak

Year 4 – Maple

Year 5 – Pine

Year 6 – Cedar

9 Emergency Lighting

- a. Avenue House School buildings is equipped with emergency lighting where lighting would continue to be required in the event of a mains power failure, e.g. stairs, passageways and emergency exits.
- b. Battery operated emergency lighting will be tested monthly (charge & illumination) and an annual full discharge test by a competent contractor.
- c. Records of testing and servicing of emergency lights are maintained by the Deputy Head Teacher.

10 Emergency Procedures

- a. Written emergency procedures are provided. These written instructions include procedures in the event of a fire.
- b. Notices are displayed in each classroom and building of the School premises detailing the action to take in the event of a fire, and highlight the assembly point to evacuate to in an emergency. An example notice is included at Appendix 1 to this guidance.
- c. There are adequate means of escape for all occupants of the school premises. These means of escape are clearly signed with pictograms.
- d. The means of escape will be regularly inspected by the Fire Wardens to ensure they are kept clear of obstructions and tripping hazards.
- e. Where disabled persons use the premises, specific arrangements will be made to ensure they can escape in an emergency. For staff and pupils there will be a Personal Emergency Evacuation Plan (PEEP) in place, visitors will be catered for by their host and escorted to the fire assembly point.
- f. Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point (Playground) and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the Deputy Head Teacher. A secondary assembly point is located

along the footpath of Waldeck Road and staff will escort pupils to that location if it is necessary to relocate. It is the responsibility of the Deputy Head Teacher to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

- g. SUMMONING THE FIRE BRIGADE: The master panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is located in the main hallway by the main door. If on the discovering a fire, staff have standing instructions to Raise the alarm and summon the Fire and Emergency Service at once. Delta monitor the alarm 24 hours a day, 7 days a week, and 365 days a year, who have standing instructions to summon the Fire and Emergency Services if the alarms go off outside normal school hours.
- h. Fire drills will be held at least once every term at the School.
- i. Written records of all fire and evacuation drills will be maintained in the fire log book which is kept by the Deputy Head Teacher.

11 Fire Training

- a. Staff will be informed in relation to:
 - I. action to take if they discover a fire, including how to activate the fire alarm; and
 - II. action to take on hearing the alarm, including location and use of exits and escape routes
- b. Pupils will be informed of exits and escape routes
- c. Fire Wardens will be trained in:
 - I. emergency evacuation procedures;
 - II. use of fire extinguishers; emergency procedures; and
 - III. how to spot fire hazards.
- d. Visitors and contractors on arrival at the School will receive a briefing from the Office Staff to ensure that they are aware of the policy procedures and assembly points in the event of an evacuation.
- e. For events with large numbers of attendees, such as open days, concerts an announcement will be made at the beginning of the event regarding evacuation arrangements.

12 List of Fire Wardens

Fire Warden Training Record – Avenue House School		
Staff Member	Training Date	Next Training Due
Justin Sheppard	March 2024	March 2025
Nicole Weller	March 2024	March 2025

13 Fire Prevention

Avenue House School takes all reasonable precautions to prevent a fire from breaking out and recognises that for a fire to take place oxygen, flammable materials and a source of ignition must all be present. The processes of prevention are aimed at preventing one or more of these elements being together. To ensure the processes are being implemented the Head Teacher, SLT, Teaching and Support Staff will:

- a. Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials, hazardous substances etc;
- b. Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by;
- c. Maintain awareness through training and refresher training of the preventative steps that need to be taken;
- d. Consult regularly with the Fire prevention experts;
- e. Include fire prevention and evacuation procedures during the induction process with all new starters; and
- f. Pay close attention to the activities of contractors as appropriate.

14 Fire Records

Records are kept of training; inspections; evacuations and maintenance of systems and equipment.

Appendix 1: Emergency Evacuation Notice

All new staff and pupils, all contractors and visitors are shown an example of the following notice:

Fire Procedure

1. As soon as the alarm sounds – SILENCE
2. Walk to the nearest Fire Exit
3. Line up with Form in SILENCE in the playground
4. The Register will be taken

Procedure:

Reception exit via fire doors in classroom

Year 5 & 6 exit front stairs through Reception
and the classroom fire doors

Year 1 & 3 exit back stairs and through red
fire door at side of building

Year 2 & 4 exit back stairs and along corridor to
main playground

(Multi-Purpose Room - through Reception)

5. If anyone is missing, inform Mr Sheppard or Ms Weller (Fire Wardens) immediately