

## Fire Safety Leaflet 2021-22

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In an emergency the following staff assume responsibility:

### Senior School

Mr C Dean (Deputy Head)

### Junior School

Mrs V Wright (Head of Juniors)

### The White House and Music Room

Mr A Firth (Head of Science)

### No. 9 Villa Road

Mr J Goodhead (Deputy Head of Juniors)

It is the responsibility of these named above to:

- 1) Ensure the building is evacuated.
- 2) Ensure that all procedures relating to what to do in the event of a fire are followed.

**All** staff must:

- 1) Read and be familiar with the contents of this leaflet.
- 2) Know the locations of fire alarms and extinguishers.
- 3) Know the location of emergency exits from the buildings in which they work.
- 4) Be trained appropriately in Fire Safety
- 5) Ensure all visitors are signed in and out. Ensure all part time staff and peripatetic staff sign in and out.

## **In the Event of a Fire**

- 1) If you discover a fire, sound the nearest fire alarm.
- 2) Call the Fire Brigade or ask the Receptionist to do so. Give precise address and telephone number.
- 3) Alert all buildings via Reception so that simultaneous evacuations can be implemented.
- 4) Do not tackle the fire if it will put you at risk.
- 5) If you do use a fire extinguisher, follow the instructions on each individual extinguisher.

**DO NOT USE WATER EXTINGUISHER ON ELECTRICAL FIRES, ONLY  
CO<sub>2</sub> (Carbon Dioxide)**

## **Evacuation**

On hearing the alarms - a continuous siren or hand bell - do not panic.

- 1) Follow the fire instructions in the room you are in.
- 2) Teachers follow at the rear of the class, closing the door of the classroom and turning off gas in laboratories.
- 3) Do not collect personal belongings.
- 4) In all four buildings on each floor all members of staff are responsible for checking that all pupils are safely off that floor and there is no congestion and that all doors are closed.
- 5) In the White House all members of staff are responsible for checking that the Music Room and ICT Technician's office are evacuated.
- 6) Anyone not in a classroom when the alarm sounds (e.g. offices, staff rooms, corridors, toilets) should go immediately to the assembly point and join the appropriate class.
- 7) Assembly Point: On Elm Avenue opposite the Senior School or opposite the White House if considered more appropriate by the teacher in charge.
- 8) The evacuation process will be practised once a term.

## **At Assembly Points**

### **Senior School**

The office staff evacuate the building with class lists, whole school attendance lists, fire folder, Pupil Information Forms folder and Fire Handbook. The Receptionist evacuates with all signing out books, visitors' book and sick bay book. The Deputy Head will record the time taken to evacuate the buildings and will debrief staff and pupils after a practice.

### **Junior School/No. 9 Villa Road**

Class lists are distributed by the staff member who has the fire folder. The teacher in charge records the time taken to evacuate the building and debriefs staff and pupils after a practice.

Pupils line up in classes/tutor groups and each form tutor checks that all are present. Members of staff and visitors are checked by a member of staff designated by the teacher in charge. If any pupils or staff are missing, the names are given to the teacher in charge, together with the form/location where they should be. When the Fire Officer arrives, this information should be given to him by the teacher in charge who leaves another teacher responsible for the pupils.

## **After the Event**

Do not re-enter the premises until advised to do so by the Senior Fire Services Officer present. If the fire has been extinguished by the school staff, except for ensuring that the fire is out, do not disturb any evidence which could indicate the cause of the fire. Ensure that the premises are in safe working order before re-occupying i.e. fire doors satisfactory and fire alarm operating.

## **Prevention of Fires**

### **Storage of Flammable Materials**

Flammable materials such as paper, floor cleaning materials, substances used in Science, Art and Design Technology are stored in accordance with the requirements of COSHH (*Appendix 8 of Health and Safety Policy*).

### **Displays, Display Boarding and Decorations**

- Classrooms and all public areas should be kept neat and tidy.
- Great care should be taken that educational and display materials which may be added to a building by the occupants do not unintentionally cause a fire hazard. The same caution is needed in respect of decorations using combustible materials for example, Christmas trimmings and “autumn leaves” displays.
- Flimsy materials, natural and artificial, can be readily combustible and increase the risk of fire occurring and depending on quantity and location will increase the possibility of rapid spread of smoke and fire. Blazing pieces may drop over a wide area before persons have a chance to escape.
- In determining what is reasonable by way of display materials and/or decorations the over-riding consideration is whether persons are likely to be trapped as a result of fire involving such materials.
- Displays must be located where they are well clear of any source of ignition, e.g. cookers, Bunsen burners etc.
- Where papers, natural or plastic materials are used for decorations or display they should not be suspended from light fittings or near any heat source. Coloured paper must not be placed inside light diffusers for coloured effects.
- Cellular plastics (polyurethane foam) present particularly severe fire risks and should not be used for display purposes.

### **Fire Doors**

All fire doors should be kept closed at all times.

### **Rubbish**

Any accumulated rubbish or refuse should be cleared away as soon as possible.

## **Location of Fire Extinguishers**

<b>Senior School</b>	<b>The White House</b>
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Basement	Corridor outside Hall	Red (foam)	Music Room	Entrance Porch	Red (foam)
	Corridor outside Room 10	Red (foam)		Entrance Porch	Red (CO2)
	Boiler Room	Red (powder)	Ground Floor	Lobby – Entrance Porch	Red (foam)
Ground Floor	Reception Waiting Area	Red (water)		Lobby	Red (CO2)
	Office Kitchen	Red (CO2)		Lab 3	Red (CO2)
	Outside Bursar's Office	Red (water)		Lab 3	Fire blanket
First Floor	Outside Room 4	Red (foam)		IT2	Red (CO2)
	Corridor outside Staff Room	Red (water)		Prep Room	Red (powder)
	Staff Room	Red (CO2)		Lab Corridor	Red (foam)
Second Floor	Outside Room 9	Red (water)		Lab 1	Red (powder)
	Outside Room 9	Red (CO2)		Lab 1	Fire blanket
	Outside Room 8	Red (water)		Lab 2	Red (powder)
				Lab 2	Fire blanket
			First Floor	Outside Art Room	Red (foam)
				IT1	W8 Red (CO2)
				DT1	Fire blanket
				DT1	Red (powder)
				DT2	Red (foam)
				DT2	Red (CO2)
			Outside	Stair Lobby	Red (CO2)
<b>Junior School</b>			<b>No. 9 Villa Road</b>		
Ground Floor	Kitchen	Red (powder)	Ground Floor	Entrance Hall	Red (foam)
	Kitchen	Fire Blanket		Entrance Hall	Carbon Dioxide
	Corridor by front door	Red (foam)		Staff Room	Red (CO2)
	Cellar	Red (powder)		Staff Room	Fire blanket
First Floor	Top of stairs	Red (CO2)	First Floor		Red (foam)
	Outside Room 4	Red (foam)			Carbon Dioxide
	Outside Room 3	Red (CO2)	Cellar		Carbon Dioxide
Second Floor	Outside CDT Room	Red (foam)			
	Outside CDT Room	Red (CO2)			
Nursery	Entrance	Red (water)			
	Entrance	Red (foam)			
	Cellar	Red (foam)			

