

FIRE RISK POLICY

This policy applies to all children, staff and visitors to Unicorn School, including those children in the EYFS.

Produced in accordance with the Regulatory Reform (Fire Safety) Order 2005

Introduction

Our priority is to minimize 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 Unicorn School are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

Risk assessments in compliance with the Fire Precautions Regulations are undertaken regularly to include the elimination or reduction of risks from dangerous substances. The responsible person in matters of fire safety is the Bursar. The Bursar keeps records of the following:

- The Fire Risk Assessment and its review
- The Fire Safety Policy
- Fire Procedures and arrangements
- Training Records
- Fire Practice Drills
- Certificates for the installation and maintenance of fire fighting systems and equipment

The Bursar is responsible for fire regulations and equipment, and monthly tests equipment. Fire exits should not be locked or blocked. There are detailed notices on fire procedure in the Staff Room, office and teaching rooms; *please read them regularly*.

There are smoke detectors which automatically activate the fire alarm. However, the alarm can be activated by pressing the Perspex in the nearest fire point to sound the siren. Immediately inform the Headmistress, Bursar or Secretary who will telephone the Fire Brigade. The office staff will telephone the Coach House and the person who takes the call must relay the information to all staff in the Coach House not to return to the main building. The office staff will open the automatic and padlocked gates (codes 3926). If there is a power failure, the key for the manual over-ride is in the school office (secretary's drawer). Fire drill practice is held regularly, normally once each term.

Procedures are in place to ensure that pupils, staff and visitors or anyone else legally on the school premises are protected from Fire when on the premises.

Buildings are safe and the School has taken appropriate steps to ensure safety as far as reasonable practicable.

The School has minimised the possibility of fire and aids prevention and evacuation by taking the following measures:

- Construction of buildings is in line with current fire control practice
- Electrical equipment and wiring is tested and checked regularly
- Fire Control Measures are up to current standards and are checked regularly

- Fire Alarm Systems are appropriate for the use of buildings and are maintained and checked regularly.
- The school has a suitable system (the premises manager does a tour of the school to perform a termly audit) 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 (the maintenance should be by a competent person (eg, ISO9001 certified or BAFE approved).
- Providing staff and any others working on the school site with fire safety information.
- Make this policy available in both the parent's guide and the staff handbook.
- Emergency exit lighting is fitted in buildings as required.
- Fire extinguishers are sited as appropriate and maintained annually by a competent person.
- Fire exit routes are kept clear at all times and signed appropriately
- Fire drills are carried out each term and contact with emergency services as necessary.
- Staff are trained appropriately and this is repeated periodically.

In addition to the above, Fire Risk Assessment, in line with the requirements of the Regulatory Reform (Fire Safety) Order 2005 is in place and is reviewed annually.

There are clear Procedures in place for Staff and Pupils in event of fire which covers normal School hours and also specific times at the end of the School Day to ensure safe evacuation, assembly, taking a roll call etc., to establish whether all Staff and Pupils have been accounted for.

EVACUATION PROCEDURE

[The maximum number of people within the building would be no more than 200 (170 children, plus staff)]

- Alarm sounds
- Office to phone the Coach House to advise them of the fire
- Evacuate room immediately – close windows, switch off lights and close doors behind you
- Classes in main school building leave from front of the building, via forecourt using both exits, turning right towards Holmesdale Road.
- If all routes to front of building are barred, evacuate to Playground.
- Children must leave quickly and in silence, in single file.
- Class registers will be handed out by office staff on the forecourt.
- Class Teachers and Specialists should always have on them a list of the children they teach. Class Teachers must be aware of children who are in the Coach House. They will remain there and be evacuated with the Coach House if necessary.
- The Bursar checks the top floor, ground floor and basement. The Head checks the middle floor and half landing. In their absence the secretary or assistants will substitute.
- When assembled in Holmesdale Road teachers take roll call/head count. Inform the Head/Bursar/Secretary if anyone is missing and pass the name immediately to the Bursar/Head who passes this information to the fire and the emergency services as soon as they arrive.

Rooms	Exit Route
Ultra Violet: <i>Alternatives:</i>	via the top floor landing to the fire escape. <i>down stairs to the first floor landing, through Art Room fire exit, or to ground floor via front or back stairs.</i>
Indigo/ Violet/ Library & Art Room: <i>Alternatives:</i>	via Art Room to fire escape <i>up main stairs to top floor fire escape</i>
Ground floor: <i>Alternatives:</i>	Exit through main front door <i>via front or back stairs</i>
Music Room / Learning Support Room: <i>Alternative:</i>	Down front stairs to front door. <i>via back stairs to front door or Computer Room</i>
Yellow, Green, Science and DT room School Hall & Office: <i>Alternatives:</i>	Exit through main front door <i>via back stairs to Computer Room exit or back stairs to Art Room Fire Escape</i>
Blue <i>Alternatives:</i>	Exit through main front door <i>via Cloakroom to forecourt or classroom window</i>
Coach House / Music Studios: <i>Alternatives:</i>	Into playground / Quiet garden and through gates to Holmesdale Road (code to gate from quiet garden 999) <i>via fire ladder in large upstairs music room</i>
Computer Room <i>Alternatives:</i>	via Computer Room fire exit on forecourt <i>via main front door or back stairs to Art Room Fire Escape</i>

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