



ROEDEAN MOIRA HOUSE FIRE RISK PREVENTION POLICY 2018-2019

This policy is for the whole school including the Early Years Foundation Stage (EYFS).

Fire Risk Prevention Policy

This Fire Risk Prevention Policy provides for the elimination where possible and reduction of risks from fire and dangerous substances.

The Health and Safety Officer duties include:

- a) Implementation of fire procedures and provision of staff training on the Risk of fire and Fire Prevention measures.
- b) To ensure the safety of staff and anyone else legally on the school premises.
- c) Carry out fire drills and contact emergency services where necessary
- d) Appoint one or more competent persons (with sufficient training and knowledge) to assist in taking preventative and protective measures (including fire marshall and evacuation training)
- e) Ensure there is a suitable system for
 - the maintenance of clear emergency routes and exits (with fire doors opening in the direction of escape)
 - Fire signs and notices
 - Emergency lighting where required,
 - Fire detectors, Alarms, Extinguishers (the maintenance should be by a competent person/ISO9001 certified or BAFE approved).
- f) Provide staff and others working on the school site with fire safety and evacuation information.

Fire Extinguishers and Fire Exits

All staff **must** familiarize themselves with the functioning of the Fire Extinguishers at their respective locations and all available Fire Exits.

Staff should **ONLY** attempt to extinguish a fire to assist escape and Fire Marshalls may attempt to extinguish a fire if there is **NO** discernible danger.

Pupils must **NEVER** engage in fire fighting.

Fire Evacuation Procedure (Staff) DAY TIME

Leave everything where it is and exit the building in an orderly manner, by the designated route. There is usually a Main Route and an Emergency Route from each location. The Emergency Route should **ONLY** be used if the Main Route is blocked.

- a) Do not run, but proceed to the assembly area (Car Park) quickly.

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- b) The whole procedure should be conducted **IN SILENCE**.
- c) Trained Fire Marshalls and staff should make sure (where possible) that all rooms are empty, including bathrooms and that windows and doors are closed (**NOT LOCKED**) before proceeding to the assembly area.
- d) Trained Fire Marshalls and Staff on duty should ensure that pupils line up **QUICKLY** and **QUIETLY**. The assembly area is **THE MINIBUS CAR PARK**. Students should assemble in **FORM GROUP ORDER**. A list check should then be made to find out if anyone is missing.
- e) In the event of a real fire the following actions will take place after the completion of the checks at the assembly point:
 - Fire in Boston House/Nursery/Pre-Prep/Lower Prep School - pupils will move to School House if the Local Fire Chief agrees that it is safe to do so.
 - Fire in School House - pupils will move to Boston House if the Local Fire Chief agrees that it is safe to do so.
 - Fire in Dunn House/Upper Prep - pupils will move to Boston House if the Local Fire Chief agrees that it is safe to do so.
 - Fire in Other Teaching Blocks - pupils will move to Boston House if the Local Fire Chief agrees that it is safe to do so.
 - If it is **NOT** deemed safe to move to the adjacent House, boarders will be evacuated to Gildredge House School.

Boarding/Silent Hours (17:15 to 08:15) NIGHT TIME

- a) The House staff on duty are responsible for raising the alarm to all other staff living or working in the building.
- b) Boarders should put on a coat and shoes. All persons present should exit the building in silence.
- c) If there is a real fire and the designated exit is blocked, House staff should direct Boarders to the nearest safe, unobstructed exit.
- d) Residential staff and families should leave the building by the nearest available exit.
- e) House staff on duty should ensure that Boarders line up **QUICKLY** and **QUIETLY**. The assembly area is **THE CAR PARK**. **STUDENTS SHOULD ASSEMBLE**. A check should then be made to find out if anyone is missing.
- f) The Head of Boarding and Welfare will check the cause of the alarm and will instruct when it is safe to return inside the building.

Procedures for Fire Alarm sounding during Public Examinations

Pupils should leave the Examination Room and wait immediately outside until further instructed.

The Invigilator should remain with the candidates and ensure they do not communicate with each other.

The Examinations Officer or Assistant Examinations Officer should go to Through Hall and check with the Head of Operations and Maintenance Manager to establish the cause/area affected and assess whether the Examination Room should be evacuated.

The Examinations Officer or Assistant Examinations Officer should proceed to the Examination Room immediately to inform the Invigilators of the situation.

Evacuation Procedure if alarm fails to function

The member of staff (1) discovering or being told about the fire should tell as many pupils as he/she can in the immediate vicinity to leave the building. He/she (1) should then attempt to locate another staff member (2) to alert him/her of the problem. Both (1) and (2) should now attempt to tell all pupils to leave the building as quickly as possible by the nearest available exit and inform other staff and pupils of the problem. All pupils should proceed immediately to the assembly area. Only staff members should continue to raise the alarm verbally in adjacent buildings.

If a fire breaks out or another emergency occurs which requires the buildings to be evacuated, a member of Staff should strike the nearest alarm button and, if possible, send a message that this is not a drill to the School Office immediately.

Staff in the immediate area should begin evacuation as soon as possible. **DO NOT WAIT** for the alarm bell. Pupils should proceed to leave the building by the nearest available exit (unless it is blocked.) **WALK - DO NOT RUN.**

On hearing the alarm bell staff should put the evacuation procedures into operation **IMMEDIATELY.**

Alerting the Fire Brigade

No pupil should ever call the fire brigade unless instructed to do so by a Staff member.

The Fire Brigade will normally be alerted by the School Office during office hours or by the Head of Boarding and Welfare during silent hours. The Principal and the Senior Leadership Team should be informed immediately (or as soon as possible) if the Fire Brigade has been alerted, during the School day. The Principal will be called at night.

Roll-Call during school hours

Pupils should assemble in 'TUTOR GROUPS' for checking, so that those missing can be identified even before calling the roll. Pupils should report any missing friends to their form teachers immediately. 'Missing' information or 'Present & Correct' information should then be relayed to the Principal without delay.

Residential staff and families must also assemble with the pupils for a head-count, and confirm with the Head of Boarding and Welfare (or senior person on site) as soon as possible of the successful evacuation of their apartments, or otherwise.

Missing Boarders/Pupils

If a Boarder/Pupil is missing, follow the Missing Child Policy:

- Check with her room/class mate(s) Has she gone out/home?
- Did anyone see her shortly before the alarm/evacuation?
- Has she assembled at the wrong place?
- Is she in Sick Bay?
- Is she at an individual music/drama lesson?
- Is she across the road on the playing fields?

Visitors/Staff

All visitors should sign in and out, each day in the School Office. Staff, when on duty, should sign out when leaving the school and sign in on their return.

Senior Fire Officers

The Senior Fire Team consists of the Health & Safety Officer / Head of Operations and Head of Maintenance. These persons are the only persons allowed to conduct a search for a missing person in the event of a Fire.

Between 17:15 and 08:15hrs the Head of Boarding and Welfare, as the senior member of staff is responsible for directing the search and roll-call. The Head of Boarding and Welfare, or Senior Staff on duty, will be responsible for authorising the checking of floors, bedrooms and flats in their areas of responsibility, but would do so only if the situation were non-threatening.

Fire Marshalls

The Fire Marshalls nominated below support the management of a fire situation at the school. They will receive additional training to enable them to successfully carry out their duties listed below:

- General Areas - Head of Operations, Head of Maintenance
- Boston House - The Housemistresses
- Junior School - (including the Art Room and Music Room): Junior School Office Administrator
- School House - The Housemistresses
- Dunn House - The Head of Roedeans International and the Audio Visual Assistant
- Swimming pool - The Pool Manager/Swimming Teacher
- Classrooms - Head of Department
- Centenary Wing (& Social Centre) - Head of Department
- Science Laboratories- Head of Department
- DT - Head of Department



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- Sports Hall - Director of PE or Teacher on duty
- Library - Librarians
- Other Areas - (including the Laundry) Head of Maintenance

The duties of the Fire Marshalls are as follows:

1. Visually check the fire fighting equipment and emergency lights in their areas each week.
2. Report all faults and required repairs to the maintenance department via the intranet using the maintenance request icon located in the staff area.
3. Ensure that all fire exits are kept clear at all times in their buildings.
4. Manage the evacuations from their own buildings, and subsequent reporting.

Important Telephone Numbers

1. FIRE/POLICE/AMBULANCE (IN EMERGENCY ONLY) TEL: 999
2. TRANSCO (GAS LEAKS) (IN EMERGENCY ONLY) TEL: 0800 111 999
3. EDF ENERGY (Electricity) (IN EMERGENCY ONLY) TEL: 0800 783 8866
4. SOUTHERN WATER - MAINS LEAK TEL: 0800 820 999
5. OTHER EMERGENCY TEL: 0845 278 0845

Be ready to give the following information:

- a) Roedean Moira House, Upper Carlisle Road, Eastbourne.
- b) Fire/Emergency (STATE TYPE OF EMERGENCY) in (named) building.
- c) Your name and the telephone number from which you are calling.

Then Call:

Head of Operations	01323 644144
Head of Boarding and Welfare	01323 636801 or 07745 914319
Principal	01323 644144

Related policies and documents

This policy should be read in conjunction with the following policies and documents:

- Employee Handbook
- Staff Handbook
- Code of Conduct for Employees
- Health Safety Handbook
- Boarding Staff Handbook
- National Minimum Standards for Boarding Schools
- ISI Handbook for the Inspection of Schools, Regulatory Requirements
- Teachers' Standards
- Departmental Handbook
- Keeping Children Safe in Education
- Safeguarding Policy
- Complaints Policy (Parents)



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Complaints Policy (Pupils)

POLICY REVIEWED BY SCHOOL: June 2018

POLICY REVIEWED BY SCHOOL COUNCIL: June 2018

NEXT REVIEW: June 2019