

H5. Fire Safety Procedures Policy

Briefing New Staff and Pupils

All our new staff (teaching and non-teaching alike) and all new pupils are given a briefing on the school's emergency evacuation procedures on their first day at Eaton Square School. We show them where the emergency exits and escape routes are located, and walk with them to the outside assembly point. Fire action notices are displayed on the walls of all rooms and in all corridors, and we make certain that everyone knows what they look like, and 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.

The safe evacuation of everyone - staff and pupils alike, is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. We offer fire awareness INSET training, including the basic use of fire extinguishers, to all staff on a three year basis. New staff are also given basic fire awareness training. We also offer regular refresher training. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

Summoning the Fire Brigade

The School Office is manned between 8.30am and 5.30pm during weekdays during term time. The School Office is always given advance warning of fire practices. If the alarm goes off for any other reason, the staff have standing instructions to summon the Fire and Emergency Service at once.

Visitors and Contractors

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which should be worn at all times that they are on school property. They are made aware of the emergency evacuation notice (see below).

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.

Responsibilities of Teaching Staff

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, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the member of the SLT present. It is the responsibility of the member of the SLT to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

On no account should anyone return to a burning building.

ANNUAL EVACUATION DRILL PROGRAMME AND ANNUAL CHECKS

During each academic year there will be regular evacuation drills. The Head of Pre-Prep, Head of Nursery Schools in Satellite buildings, Juniors and Seniors will decide on the date and time of these, in accordance with the times published in the staff calendar.

Autumn Term	1	Walk through (announced)
	2	Practice (announced)
	3	Practice (unannounced – known to Heads of School and School Secretary)
Spring Term	1	Practice (announced)
	2	Practice (unannounced)
Summer Term	1	Practice (announced)
	2	Practice (unannounced)

Fire Prevention Measures

We have the following fire prevention measures in place at Eaton Square School:

Escape Routes and Emergency Exits

- Fire notices and evacuation signs are displayed in every room, corridor and stairwell.
- Fires extinguishers (of the appropriate type) and smoke/heat detectors are located in every building in accordance with the recommendations of our professional advisors.
- All stairs, passages and emergency exits are illuminated by emergency lighting.
- Automatic door closures that are activated by the fire alarms are fitted on doors in or leading onto escape routes.
- The master panel for the alarm system is located in the entrance halls of 28 Eccleston Street, 30 Eccleston Street and 79 Eccleston Square, in the ground floor cloakroom cupboard at 29 Belgrave Road and in the ground floor back entrance of 31 Belgrave Road and shows the location of a fire. The entrance lobby at ESNS Pimlico, Twickenham Park Day Nursery and the office of Kent House at ESNS Knightsbridge.
- Alarms sound in all parts of the building.
- Keeping fire routes and exits clear at all times.
- Testing all fire alarms weekly and a different call point each week (and recording all tests and defects). This is the responsibility of the Maintenance team.
- The Proprietor/Business manager arranges for an ISO9001 certified/BAFE approved contractor to carry out:
 - Monthly checks of fire doors, automatic door closures and emergency lights,
 - Six monthly professional check on fire detection and warning equipment,

- An annual service of alarms, smoke detectors, emergency lights, and fire extinguishers and hoses.
- Records of all tests are kept in the Nursery schools and the school offices.

Electrical Safety

- The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations [all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations].
- Annual portable appliance testing takes place.
- Records of all tests are kept in the Business managers' Office.

Gas Safety

- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the Business manager's Office.
- All kitchen equipment is switched off at the end of service.
- All laboratories are checked daily to ensure that the central gas supply is turned off.

Safe Storage

- We ensure that flammable materials used in teaching or maintenance are kept in locked cupboards.

Rubbish and Combustible Materials

- Flammable rubbish is stored away from buildings in the under pavement vaults until collection.
- Combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored in flame proof cupboards.

FIRE RISK ASSESSMENT

The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically it identifies:

- The Hazard
- The people at risk
- The measures to evaluate, remove, reduce and protect from the risk
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
- The arrangements for reviewing the assessment

All risk assessments follow the format of "Specification 79: 2005" and have been carried out by a professional. A re-assessment would be carried out if significant changes are made to the interior of buildings, or new buildings are bought or added.

EMERGENCY EVACUATION NOTICE

IN CASE OF FIRE

- **Break the glass in nearest call point to activate the alarm**
- First consideration must be the safety of the children.
- Close doors and try to get the children out of the premises by normal routes.
- Do not leave the children unattended.
- Do not stop to put out the fire (unless very small).

THE SCHOOL OFFICE WILL CALL THE FIRE BRIGADE BY EXCHANGE TELEPHONE AS SOON AS POSSIBLE, AS FOLLOWS:

- 1 Lift receiver, press Line 9 to get an outside line and dial '999'.
- 2 Give operator your telephone number and ask for FIRE.
- 3 When the fire brigade replies, give the call distinctly, either:

FIRE AT EATON SQUARE SCHOOL
79 ECCLESTON SQUARE, LONDON SW1V 1PP
(including Guildhouse Street)

FIRE AT EATON SQUARE SCHOOL
29 BELGRAVE ROAD, LONDON SW1V 1RB

FIRE AT EATON SQUARE SCHOOL
31 BELGRAVE ROAD, LONDON SW1V 1RB

FIRE AT EATON SQUARE SCHOOL
30 ECCLESTON STREET, LONDON, SW1W 9PY

FIRE AT EATON SQUARE SCHOOL
28 ECCLESTON STREET, LONDON SW1W 9PY

FIRE AT EATON SQUARE NURSERY SCHOOL,
PIMLICO
32a LUPUS STREET, PIMLICO, SW1V 3DZ

FIRE AT EATON SQUARE NURSERY SCHOOL,
KNIGHTSBRIDGE
KENT HOUSE, RUTLAND GARDENS, SW7 1BX

DO NOT REPLACE THE RECEIVER UNTIL THE ADDRESS HAS BEEN REPEATED BY THE FIRE BRIGADE.

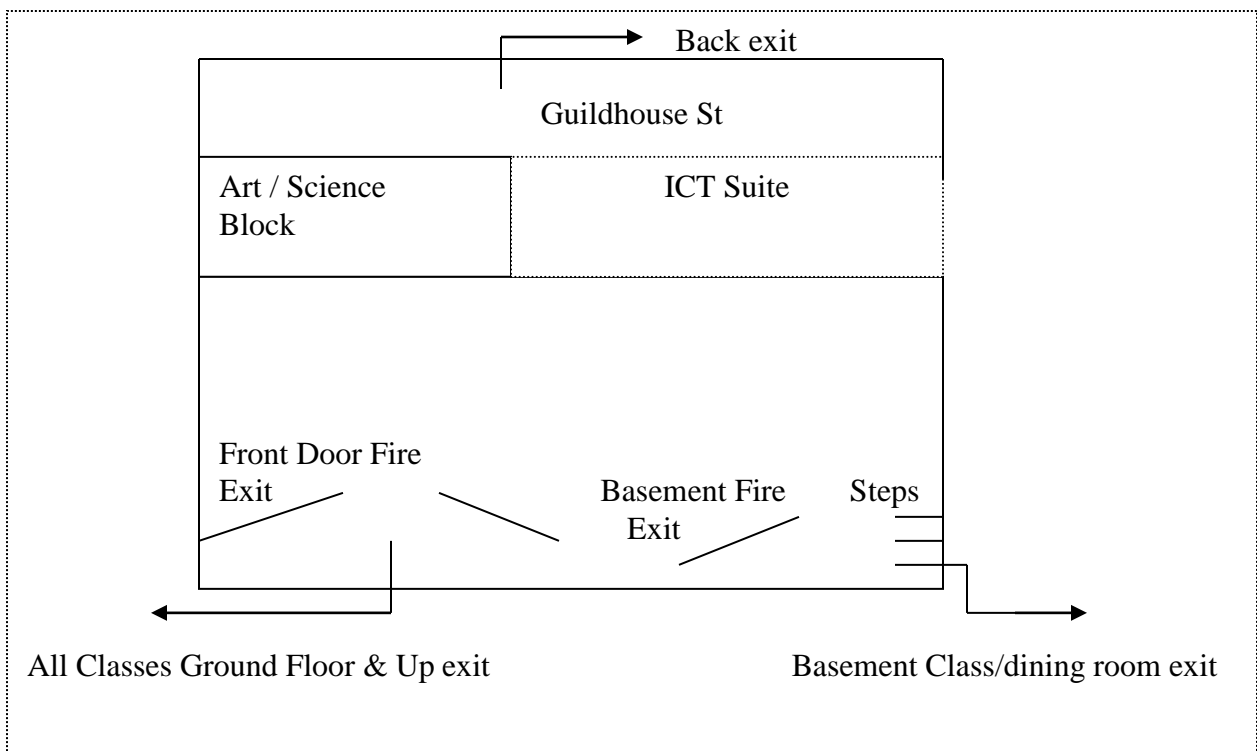
THERE IS NO CHARGE FOR THE ATTENDANCE OF THE FIRE BRIGADE TO A FIRE OR AN ALARM OF FIRE.

EMERGENCY EVACUATION NOTICE

79 Eccleston Square

1. On hearing the Fire Alarm, all children should get up, push their chairs under the table and line up in single file at the door of the Classroom. Teacher should turn off lights.
2. On the Teacher's instructions, the children should vacate the building via their nearest Fire Exit, closing the Classroom door behind them.
3. **CHILDREN MUST VACATE THE BUILDING IN TWO SINGLE FILES ON THE STAIRS. NO TALKING, RUNNING OR PUSHING.** Children must walk down the stairs holding the banister.
4. Teachers are to check that there are no children in the toilets as they pass them.
5. On leaving the building, the Office will distribute registers. Once outside the building, teachers are to assemble children and take a register/head count.
6. No persons are to re-enter the building without the permission of the Senior Member of Staff.

IF A CHILD IS MISSING INFORM THE DUTY OFFICER OF THE FRONT DOOR IMMEDIATELY.



EMERGENCY EVACUATION NOTICE

28/30 Eccleston street

1. On hearing the Fire Alarm, all children should get up, push their chairs under the table and line up in single file at the door of the Classroom. Teacher should turn off lights.
2. On the Teacher's instructions, the children should vacate the building via their nearest Fire Exit, closing the Classroom door behind them.
3. **CHILDREN MUST VACATE THE BUILDING IN TWO SINGLE FILES ON THE STAIRS. NO TALKING, RUNNING OR PUSHING.** Children must walk down the stairs holding the banister.
4. Teachers are to check that there are no children in the toilets as they pass them.
5. On leaving the building, the Office will distribute registers. Once outside the building, teachers are to assemble children and take a register/head count.
6. No persons are to re-enter the building without the permission of the Senior Member of Staff.

IF A CHILD IS MISSING INFORM THE DUTY OFFICER OF THE FRONT DOOR IMMEDIATELY.

No 30

Basement class/Kitchen	Out of No. 30 basement Fire Exit door, upstairs and walk to the corner of Ebury Street
Ground floor class	out front door and turn left and walk to the corner of Ebury Street
Belgravia Nursery School	Exit via the rear fire exit into The Mews, walk around to the front of the building.
2 nd floor class, Head's office	Down main stair case, out front door and turn left and walk to the corner of Ebury Street
3 rd floor class, library and	
4 th floor Staffroom	

No 28

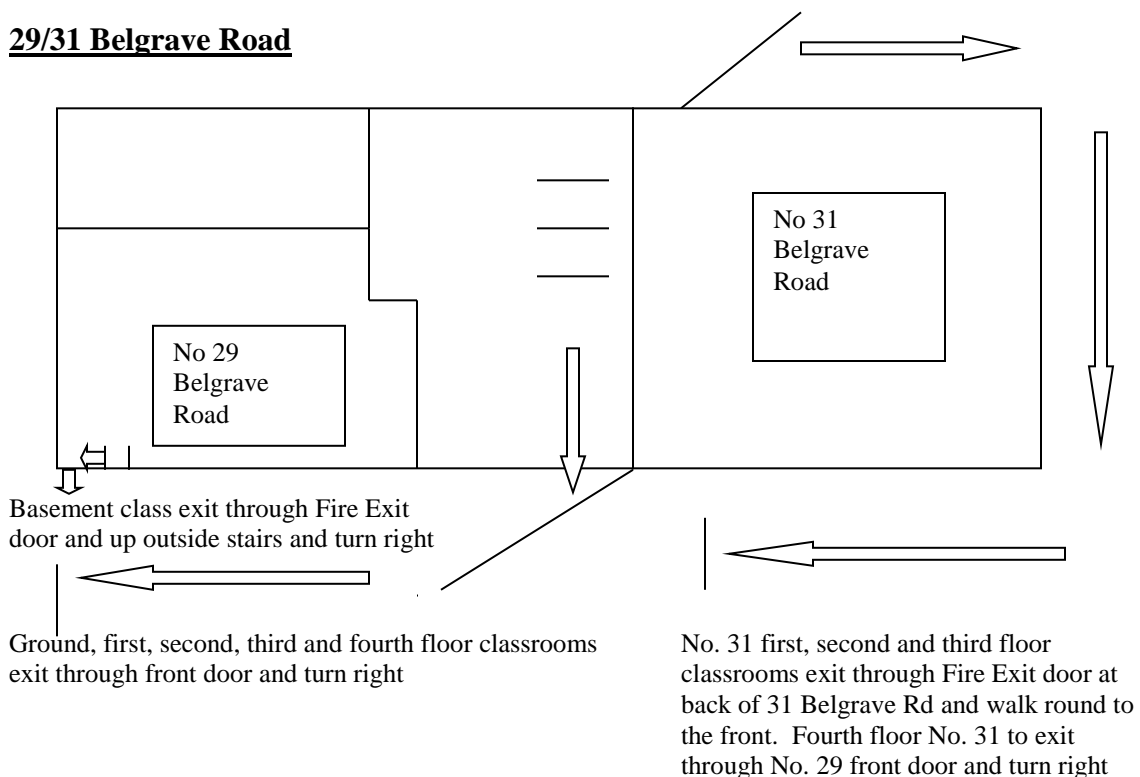
Basement class/Hall	Out of No. 30 basement Fire Exit door, upstairs and turn left and walk to the corner of Ebury Street
Ground Floor Class	Out back Fire Exit by Head's office and go around the corner to the front of 28/30 and walk to the corner of Ebury Street
1 st floor classes,	Down main staircase, out front door and turn left and go
2 nd floor class,	to corner of Ebury Street
3 rd floor class,	
4 th floor	

EMERGENCY EVACUATION NOTICE
29/31 Belgrave Road

1. On hearing the Fire Alarm, all children should get up, push their chairs under the table and line up in single file at the door of the Classroom. Teacher should turn off lights.
2. On the Teacher's instructions, the children should vacate the building via their nearest Fire Exit, closing the Classroom door behind them.
3. **CHILDREN MUST VACATE THE BUILDING IN TWO SINGLE FILES ON THE STAIRS. NO TALKING, RUNNING OR PUSHING.** Children must walk down the stairs holding the banister.
4. Teachers are to check that there are no children in the toilets as they pass them.
5. On leaving the building, the Office will distribute registers. Once outside the building, teachers are to assemble children and take a register/head count.
6. No persons are to re-enter the building without the permission of the Senior Member of Staff.

IF A CHILD IS MISSING INFORM THE DUTY OFFICER OF THE FRONT DOOR IMMEDIATELY.

29/31 Belgrave Road



FIRE DRILL

Guildhouse Street

1. On hearing the Fire Alarm, all children should get up, push their chairs under the desks and line up in single file at the door of the classroom.
2. The teacher should close all windows and turn off lights.
3. On the teacher's instructions, the children should vacate the building via their nearest Fire Exit, closing the classroom door behind them. At Guildhouse Street, registers will be handed out by staff from 79.
4. **Children must vacate the building in single file on the stairs. No talking, running or pushing.**
5. Children must walk down the stairs holding the banister.
6. Teachers are to check that there are no children in the toilets as they pass them.
7. Once outside the building, teachers are to assemble children and take a register/Head Count. Registers to be held up in the air if all present.
8. No persons are to re-enter the building without the permission of the Senior Member of Staff.
9. **IF A CHILD IS MISSING INFORM THE DUTY OFFICER ON THE FRONT DOOR IMMEDIATELY.**

Guildhouse Street

Ground Floor Classroom exit via Fire Exit and follow through the car park to assembly point.
First Floor Classroom and staff room exit via Main Front Door and assemble outside.

