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# Fire and Emergency Policy

## (including Fire Risk Assessment)

**Collingwood School and Nursery**

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### **1. Scope of Policy**

The objectives of this policy are:

- *To safeguard all persons on Collingwood School and Nursery premises from death or injury in the event of a fire or associated explosion.*
- *To minimise the risk of fire and to limit the spread of fire.*
- *To minimise the potential for fire to disrupt teaching, damage buildings and equipment and harm the environment.*

This policy applies to all persons on Collingwood School and Nursery premises and in particular to staff who have a duty placed upon them to actively monitor the implementation of this policy.

In short, safe evacuation is of paramount importance. In the event of the fire alarm sounding the school **must be evacuated**.

The School will comply with the Regulatory Reform (Fire Safety) Order 2005 following accepted standards of good practice, having as its first priority the immediate and total evacuation of the building upon discovery of fire.

Collingwood School will ensure:

- That adequate means of escape in case of fire exist for all persons on school premises.
- That all means of escape are correctly maintained, kept free from obstruction and available for safe and effective use at all times. Staff, however, must not leave or store items in designated escape routes or block emergency exits.
- That means of escape have adequate emergency lighting (in case of fire) which will be maintained in efficient working order.
- That adequate means of giving warning in case of fire exist and are maintained in efficient working order.
- That adequate means for fighting fire are present and are maintained in efficient working order.
- That appropriate instruction will be given to all persons on school premises on evacuation procedures.
- That school premises are subjected to a fire risk assessment and where risks are identified action is taken to implement appropriate control measures.
- That measures are taken to protect buildings, installations and equipment from fire that are commensurate with the risks.
- To eliminate the risks from dangerous substances and to ensure that all chemicals used in school are stored safely.



## **2. Fire Safety**

As Fire Marshals, the Headteacher, the School Office Manager, Nursery Manager and the Assistant Heads will be responsible for the procedures for emergency evacuation, fire drills and fire alarm systems. They will be assisted by the Site Manager during his working hours, who is the other Fire Marshal. In this way, there should always be a least one designated person on site during the normal school day. All other members of staff, including kitchen staff, teachers, teaching assistants and office staff act in the role of Fire Wardens to ensure that their area of the site is evacuated by all adults and children.

### Summary of Specific Responsibilities

The Head and Site Manager are responsible for:

- *Fire risk assessment, prevention procedures and review*
- *Fire procedures and arrangements*
- *Training records*
- *Fire practice drills*
- *Recording certificates for the installation and maintenance of fire fighting systems and equipment.*

As Fire Wardens, all members of staff are responsible for the safe evacuation of the children in their care at the time of the fire. They are responsible, on hearing the fire alarm, for ensuring that all pupils leave the room immediately and proceed to the designated evacuation point.

Whilst it is the school's responsibility to ensure, so far as possible, a safe working environment, safe working practices and adequate training, it is the responsibility of all staff, children and visitors to care for their own safety and the safety of others. This includes, but is not limited to:

1. Maintaining safe working practices.
2. Identifying possible hazards and bringing these promptly to the attention of the Head.
3. Undertaking any necessary safety precautions.
4. Being familiar with appropriate emergency procedures including knowledge of appropriate escape routes; location of fire extinguishers; the emergency services number (currently 999 or 112)

### **3. Procedures if you discover a fire:**

1. Operate the nearest fire alarm.
2. Evacuate the building you are in.
3. If possible, contact the School Office and tell them where the fire is.

#### **4. In the event of fire or the fire alarm sounding:**

- Children must immediately cease working or their activity and await further instruction.
- On the teacher's instruction, children walk in an orderly and calm manner to line up in the designated assembly area (the car park of Denmore Court adjacent to the school)
- Children should line up in register order at the assembly point.
- Classes and individuals must leave via the nearest unobstructed EXIT. No one is to return to the building until told to do so.
- The Office Staff are to take the 'evacuation box' containing all pupil registers, staff register, visitors and late books to the assembly point and distribute accordingly. They should also take a tablet/mobile phone should we need to contact parents/carers electronically through SIMS or Family (Nursery).



- The presence of each pupil is to be confirmed by calling the register for the class and reporting to the Fire Marshal / Head Teacher or one of the Assistant Head Teachers.
- The Chef is to be responsible for confirming that all her staff are present.
- The Office Manager is responsible for ensuring all visitors and staff are accounted for.
- If there is a fire while children are in the gym for assembly, during lunch or break time, the teachers taking assembly or on duty will supervise the children evacuating the premises.
- Staff should only use the extinguishers if there is immediate danger to life.
- Teachers should ensure children are clear of the building before they themselves leave.
- Fire Wardens / Staff are to endeavour to close all doors as they exit.
- If a child, staff member or visitor is missing the Head Teacher or one of the Assistant Head Teachers is to be informed immediately.
- The Fire Service must be summoned by whichever phone is available by a member of the Office Staff. If the fire is in the main building and the phone is inaccessible, then a neighbour's phone or mobile phone is to be used.

#### Toilets check

The last staff member leaving the various school buildings (Cabin, Gym and Main block) are required to check the toilets for children. The last staff member leaving the nursery in the hall should check the nursery toilets when they leave. The catering staff should check the toilets as they leave the gym. In the event that there is not a staff member in the Gym (usually outside of the hours of 10:30am to 2pm), then the Gym toilets will be checked by a staff member leaving the cabin (Music teacher or After School staff). This staff member is also required to check the cabin toilets and both male and female toilets in the outside toilet block and this latter check will be reinforced by a Fire Marshal on duty.

#### Break-time and Lunchtime Procedures

On hearing the alarm, as acting Fire Wardens, the member of staff on duty shall direct the classes to move directly to their form assembly points in the Denmore Court car park and wait quietly with the duty staff until their class teacher arrives.

### **5. Fire Prevention and Training - Minimising the Risks**

An adequate number of fire extinguishers should be available throughout the building (as advised by Amax Fire and Security). All these will be inspected, tested and maintained annually by a specialist contractor (Amax Fire and Security). The maintenance is carried out by a 'competent person'. Records of the checks are stored by the Site Manager.

Emergency lighting is tested monthly and the fire alarm is tested weekly by the Site Manager and records kept by the Site Manager. Both the emergency lighting and fire alarm is maintained by Millwood.

All staff are required to complete an online fire awareness online course as part of their induction and current staff update their knowledge on a regular basis. Inside the door of each room there are instructions showing the nearest evacuation route. Staff should familiarise themselves with these instructions in the rooms they are using.

Fire extinguishers are located throughout the School. All staff should familiarise themselves with their location and with the function and the use of extinguishers on different types of fire by completing the Fire Awareness online training. It is of vital importance, however, that staff are not expected to fight fire nor should they go back into the building until they are instructed it is safe to do so.



## 6. Fire Drills

- In the role of Fire Warden, the Head will, in close consultation with the Site Manager, initiate a minimum of one fire practice per term
- The Head will initiate specific incidents (e.g. fire in particular place, blocked staircase) as required during fire practices.
- The Head will check that fire evacuation plan notices are displayed in each form room and at other locations.
- Drills will be periodically during the afternoon when a number of younger nursery children may be sleeping. EY staff are trained in the procedure to wake and/or carry out the sleeping individuals via the normal fire exits.
- Staff should impress upon children that a 'drill' is to be taken seriously. Occasionally time should be allocated for follow-up PSHE work and/or assembly discussion.
- Any actions required are followed up by the Head after each fire drill.

## 7. Further Risk Assessment

The school employs a competent organisation to carry out a full fire risk assessment with annual reviews. Any changes to the layout of the school is communicated to the organisation and advice sought. The school completes its own internal risk assessments yearly for each area of the building and further completes a detailed Health and Safety check on a weekly basis. The school employs a competent organisation to carry out a full fire risk assessment once every 3 years, this document is reviewed internally once a year.

### **Smoking**

Smoking is banned in all buildings on the site.

### **Portable electrical equipment**

All portable mains-operated electrical equipment used on the site must display a valid test sticker issued by the authorised tester. This is carried out on an annual basis. Equipment must not be used if the next test is overdue, or the equipment is damaged in any way, until the equipment has been re-tested and (if required) repaired. The building has all electrical circuits and wiring tested every five years; the report is stored by the Site Manager.

### **Plugs and cables**

Access to plugs must be kept free. Cables should be kept neat and run in safe places so as to prevent damage.

### **Storage**

Rubbish, loose paper and other flammable material must not be allowed to accumulate due to the fire risk.

### **Faults**

Staff must also report any observed shortcomings in fire precautions to the Head. There are also weekly health and safety notifications in the teachers' staff meeting.

### **Visitors**

Visitors must comply with all instructions given to them in regard to fire safety and any other fire procedures. All visitors should be signed in and issued with a visitor's badge. They should also be briefed about the evacuation procedure. Staff are to guide visitors on the premises to the nearest exit and assembly point in Denmore Court.



### **Arson Preventative Measures**

To avoid a possible arson attack on the school, staff are to observe the following preventative measures:

*All litterbins to be emptied at the end of the day*

*All doors throughout the school should be closed at the end of the day*

*All windows should be securely fastened including ground floor windows*

*All rooms and store rooms containing hazardous materials such as chemicals e.g cleaning cupboard, should be well managed, clean and permanently secure.*

### **8. Prolonged Evacuation**

In the event that the school is evacuated and we not permitted or able to re-enter the building, the School has an arrangement with Holy Trinity Church, Maldon Road, Wallington that we may take the children there and remain there until we can access the school buildings or until parents/carers are able to collect their children.

As Fire Marshals, the Head Teacher or Assistant Heads will make a decision as to whether the school should evacuate to Holy Trinity Church.

If possible, a Fire Marshal should telephone Holy Trinity Church to advise that the party is en-route.

Church details:

**Holy Trinity Church  
Maldon Road  
Wallington  
London, SM6 8BL**

**Tel: 020 8647 7605**

**Church Direct Line      020 8647 7793  
Mobile                      07814 486674**

### **Version control**

Date of adoption of this policy, by or on behalf of the Proprietor	October 2020
Date of last review of this policy	September 2024
Date for next review of this policy	September 2025
Policy owner (SMT)	Head
Policy owner (Proprietor)	ILG