



## HORNSBY HOUSE SCHOOL

### Fire Safety: Procedures

On the discovery of a fire at Hornsby House School the fire alarm bell will be rung. Teachers should immediately instruct the children to line up at the door and then the class should proceed IN SILENCE to the FIRE ASSEMBLY POINT (lower playground for Reception to Year 4 and upper playground for Years 5 & 6) where they should stand in silence. Doors should be closed on leaving the room. All fire exits are clearly marked. The member of staff who is taking the class at the time will check the numbers in their class. This information will then be passed to the Head/Senior Deputy Head who will check that the numbers in each class tally with the printed fire list which is printed by the office daily after registers are completed. When all children are accounted for, staff and pupils must wait in silence for instructions from the Teacher-in-Charge.

### Fire Safety: Policy

Hornsby House School will undertake to carry out a fire risk assessment which will be formally recorded. The policy below will be regularly reviewed:

- The elimination or reduction of risks from dangerous substances.
- The development of fire procedures and providing staff training. The last whole-staff training took place in September 2013 and was on the use of different fire extinguishers, via a DVD shown to all staff at an INSET and was provided to us by the Fire Service. It showed instructions and information on fire safety e.g. not blocking fire exits, the storage of hazardous substances, etc.
- To ensure the safety of staff or anyone else legally on the school premises.
- To carry out and record fire drills, contacting the emergency services where necessary.
- To appoint one or more competent persons (who have completed sufficient training and have the experience and knowledge) to assist in taking preventative and protective measures (including fire-fighting and evacuation).
- The current fire safety officer is the Bursar, Mrs Gabrielle Bunning. This information is provided to staff on the Fire Safety posters located around the site.
- To have a suitable system for the maintenance of:

- clear emergency route and exits (with doors opening in the direction of escape)
  - signs, notices, emergency lighting where required
  - fire detectors alarms and extinguishers (the maintenance of which is carried out by a 'competent person' who is ISO9001 certified and/or BAFE approved)
- To provide staff and others working on the school site with fire safety information.