



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 shown below:

- Assembly point A - Upper playground – Years 1, 4 & 6
- Assembly point B – Middle playground – Years 2, 3
- Assembly point C - Reception playground - Reception and year 5,
- Assembly point D – Hornsby Staff excluding class teachers
- Assembly point E – Catering Staff

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 Headmaster (Upper School) or the Head of Lower School, 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

The School has minimised the possibility of Fire and its effects by taking the following measures:

- Construction of buildings is in line with current fire control practice.
- Electrical Equipment and Wiring are both 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 tested regularly.
- Emergency Escape Lighting is fitted in buildings as required.
- Fire detectors, alarms and Fire Extinguishers are sited as appropriate and maintained annually out by a 'competent person' who is ISO9001 certified and/or BAFE approved.
- Housekeeping is maintained.

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.
- All staff are required to complete “Fire Safety in Education” an online course provided by TES Develop. The course provides practical day to day knowledge of fire safety 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 of 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.