

BELMONT Mill Hill Preparatory School

FIRE SAFETY PROCEDURES

Effective from September 2018 – Revised January 2019

FIRE SAFETY PROCEDURES

The school aims to ensure that, in the event of a fire, all pupils, staff and visitors are safely evacuated from the school buildings. All pupils and staff are made aware of the Fire Safety procedures and arrangements when they start at Belmont and termly reminders and fire drills are carried out to ensure all are familiar with the process.

All visitors to the school are required to 'sign in' at the main reception and are issued with an authorisation permit on which there are the fire safety instructions.

Pupils or staff leaving school temporarily or during normal hours of attendance must 'sign out' from the main reception so that records are accurate in the event of an evacuation.

Staff attend training, given by the Deputy Head Operations, every three years and are required to read and understand the fire procedures, in the Staff Handbook every year. They are expected to know the emergency exit routes from each room which are on display, and the position and operation of the extinguishers. All new staff will be inducted with the above information when they start at Belmont.

FIRE PROCEDURES AND ARRANGEMENTS

FIRE EVACUATION PROCEDURE

At the beginning of each term, emergency evacuation procedures are practised.

- At the sound of the siren, there is to be instant silence everywhere.
- The fire alarm is to be left sounding until the Deputy Head (Operations) (or member of the Senior Management Team or designated member of staff), or a representative of the fire brigade authorises it to be turned off.
- The Assembly Point is the large Astroturf where each year group has a position marked.
- The teacher leads the class they are teaching to the emergency exit for the room they are in. Each room has an alternative exit available.
- All movement should be in silence.
- It is not permitted for anyone to stop and collect anything.
- Everybody should walk (not run) in an orderly manner.
- The last person to leave a room should close the door behind them.
- When on the courts, the pupils line up in **Form order** at the designated points where the Form Tutor assumes responsibility for registration.

Escape Routes are posted in all classrooms:

Main building Second floor – Down fire escape (alternative – main school stairs)

- Main building First floor – Down main stairs (alternative – through to Deputy Head (A) fire escape)
- Main building Ground floor – Main corridor - exits via nearest doors to quad (alternative – through windows)
- Jubilee Building first floor – main stairs (alternative – fire escape next to toilets)
- Jubilee Hall – through glass side doors
- Michael Proctor Building – 6 classrooms exit either main doors or fire exit

- Michael Proctor Science Labs – fire doors into lower quad and use both sets of stairs
- Roger Chapman Building – to use fire exits on ground and lower ground floors
- Walker House – to use fire exits at front or back of building
- Art Studio - to use fire exits at front or back of building
- Out buildings – through nearest door (or window)

Fire doors should remain closed at all times.

Fire Marshalls and Deputies are responsible for checking all areas of the school

On hearing the fire alarm:

Marshall	Deputy Marshall	Responsibility
Head of Y8 LRu	Head of Y7 CS	Sweep Michael Proctor Building, 6 classrooms (not including the gym), January 2019)
Head LRo	APE	Sweep Master’s House, including Geography, PE,SEN, Haigh suite and Art Studio
Deputy Head (A) JH	Head of GG AHY	Ground floor of main building, boys and girls toilets, music practice rooms and old science block
Deputy Head (P) PS	NP	1 st floor of main building, including Music studio, administration office, PE and Geography office
Head of Science JF Science technician in her absence)	ACA	Sweep laboratories, Prep room and hall in MP buildings
Head of Art JM	Head LRo	The lodge (Art) is cleared by Mr McNulty
Head of Lower School RSu	JN	Sweep Jubilee Building, toilets (ground floor and first floor), chapel, pink changing rooms and check lower school tutors are in place
Deputy Head (Operations) JFI	Steve Smith	Check status of alarm. Either: Ascertain a fire and contact Fire Brigade (and other emergency services if necessary) or Ascertain a false alarm / no risk Silence and Reset alarms. Give all clear signal for entry to buildings

Head of DT and Computing AWD and PF	SBU	To clear the Roger Chapman building
Registrar IM	RT/HP	To clear Walker House
Security Porter, Devon Black awaits for the Fire Brigade at the front of the school and directs them to the fire		

Staff Responsibilities at Collection Area: (see Appendix A/B)

Teaching Staff **Accompany the class they are teaching at the time until they reach the large Astroturf. Staff should line up to the side of the gates on the large astro. An organised line would help the person responsible who does a 'Roll-call'**

Form Tutor Assume responsibility on the Astroturf
Collect Form list from secretary
Check all absentees with secretary/school nurse
Raise hand when all children accounted for, confirm with Head of LS and US with Heads of Year.

School Secretary (1) Bring form lists, staff list, spare pupil roll and timetable to assembly point.

Non-form teachers **Report to the school secretary in case you are needed to cover a form.**

School Nurse Sick children (domestic staff in absence of housekeeper)

Housekeeper Domestic staff

Deputy Head (P) Checks with Heads of Year and LS tutors of children present

School Secretary (2) Responsible for staff absentees, visitors and maintenance staff.

Heads of Year Confirm Y6, Y7 & 8 tutors are in place, children accounted for

Head of Music Visiting teachers and pupils in private lessons.

Assistant Dir of Mus

Lower School SENCO/Head of Art Visiting support teachers

Catering Manager Catering staff.

All staff and pupils must notify the Head or Deputy Head (P) the moment it is suspected someone is unaccounted for.

Before and after normal school lesson times

Between 7.30 am and 8.20 am

Staff and pupils should proceed directly to the collection point on the Astro turf.

Between 4:00pm and 18.00 pm

Staff taking club activities lead the pupils to the Astro turf where the registers are checked.

Duty Staff must take the Activities Registers and School Calendar and conduct a roll call of the whole school, aided by as many staff as possible.

RECORDING AND REVIEW

TRAINING RECORDS and FIRE PRACTICE DRILLS

At the beginning of every term emergency fire safety evacuation is practised. The Deputy Head (Operations) keeps records of staff training, and all practice drills and evacuations due to False Alarms. Notes are made if equipment is faulty and any problems are reported immediately to Walker House for action to be taken. The time taken for the whole school to evacuate the buildings is noted. If this is considered to be too slow (more than 3 minutes), or procedures have not been properly followed, another practice is arranged (usually) within a fortnight.

FIRE RISK ASSESSMENT and REVIEW Undertaken by Estates Bursar

Records held at Mill Hill School

FIRE FIGHTING SYSTEMS AND EQUIPMENT CERTIFICATES

Records held at Mill Hill School

Reviewed: Sept 2018 revised January 2019 – in view of the building works of the Sports hall

Next review: Sept 2019

Appendix:

A – Fire List 2019

B – Carousel pupils, forest school activity

C- PE programme, swimming at Mill Hill School

APPENDIX A - FIRE LIST SEPT 2018

Please note that in case of a fire drill you should report to the person (IN RED)

RACHEL SUTHERNS		KERRY/MARCELLA	
Juliette de Souza Dark 3JD		Natasha Anderson (Nurse) p/t	M-F 8.15-4.30pm
Nicola Harris 3NH		Natasha Brown p/t	M-F 8.15-4.30pm
Emma Pendred 3EP		Elaine Bell p/t	10am – 2:30pm M- F
Mandy Slade 3MS		Devon Black	
Rhiannon Alderton 4RA		Emily Daly	
Nicola Cregg 4NC		Paola Daly p/t	M-F 8:30-5pm
Alpa Desai 4AD		Connie Greaves	
Lydia Granath 4LG		Maria Honvari p/t	10am – 2:30pm M- F
Siobhan Black 5SB		Caroline Hunt	
Tanja Bridge 5TB		Izzy List	
Sam Phillips 5SP		Will Jenkins	
Timishka Williams 5TW		Irenie Manfredi	
Libby Russo, Clare Smith & Katie Hockley/AHY if needed)		Hannah Phillips p/t 9:30-6	
Raisa Ali 6RAI		Andrew Rennie p/t	Check Book
Rob Baker 6RB		Chris Smith	
Peter Fannon 6PF		Steve Smith	
Jo Nicol 6JN		Dimple Sthalekar p/t	10am – 2:30pm M- F
Jinny Fisher 7JF		Lisa Symes M&F	
Lorraine Nunez 7LN		John White	M-T 9-6pm W-F 9-5pm
Miranda Bragan-Turner 7MT		Rosie Togher	
Ollie McGuinness 7OM		Marcella Griso p/t M,Tu & W	
Gareth Tongue 7GT		Kerry Mitchell p/t Th & F	
Adam Warden 7AW		Ben Williams	
John Clement 8JC		GEORGINA PERRIN/ADRIAN – Check sign in book	
Jackie Ince 8JI		Adrian Warren	
Chris McRill 8CM		John Bailey p/t	W& F
Alistair McBurnie 8AM		Michael Blake p/t	Th & F
Bec Gimpel 8RG		Jim Bradford p/t	W
Victoria Risianova 8VR		Oliver Brignall p/t	
JEN HARRISON/SOPHIE		Kay Bywater p/t	F
Morgane Allen		Antonio Cucchiara p/t	M-Tu & Th
Nat Palmer		Lewis Daniel p/t	Tu
Karen Anderson		Anastacia Starr p/t	W
Rhys Davies – Horne		Christina Emanuel p/t	Th
Nick Bird		Marx Flouendzou p/t	Tu,W,Th
Sophie Bufton		Oliver Gledhill p/t	Tu
Aparna Caldwell		Mary Hall p/t	
Hayley Elliot		Rosie Havel p/t	Th
Anita Gritz		Katherine Hopper p/t	T & Th
Lotte Goldthorpe		Heather Kyle p/t	Tu
Alan Hayward		Sarah Llewellyn p/t	W & Th
Katie Hockley		Alan Mc Afee p/t	M
Andy Perrin		Jonathan Preiss p/t	M, Tu & F
James McNulty		Anastacia Starr p/t	
Joel Norbury		Jacqueline Tate p/t	W
Annabel Passer p/t Tu & W	- MATERNITY	IAN GAUL	
Karen Paul p/t T & Th		Kenroy Brown	

Georgina Perrin			Matthew McKellow
Caragh Pugh			Connor Thompson
Libby Russo p/t M 8-2.45pm, T-Th all day & F 9.30 – 5pm			LEARNING SUPPORT/ MARIANNE CORCORAN/JAMES MCNULTY
Andrea Schaller p/t M&F 8:40-1:05, Tu 8:40-11:05, W 9:30 – 1:05, Thurs 8:40 – 3pm			Marianne Corcoran p/t Tu, W & Th
Jo Ann Scheepers p/t M-Thurs 8:00-12:15			Helen Hardy M & Tu
Clare Smith			Marianne Harris p/t M&Tu 12:15-1:30pm & Th 7:50-8:30 & 1:15 - 2:15pm.
			Caroline Freeman M 8-1
Laura Thompson			Sebastian Kohon p/t W 9-5pm
Chris Unwin p/t M&F 8:40-1:05, W 9:30-12:15, Thurs 8:40-3pm			Sylvia Lewin p/t M
Alex Walker			Kathryn Pople p/t Tues 8:40 – 2:05
Paul Weekes p/t M 1-5:30, T 1-4, W&F 12:15-4, Thurs 11-4			Pamela Southall p/t W, Th & F
Adam Wright			Sam Sulkin p/t M-Th 8:30-3:40pm
Nakira Downes p/t M-F 12:30- 4pm			Sharon Down
			Saira Khan p/t W,Th & F
			Sue Wiltshire p/t M-Th 8:30-3:40pm
			IRENIE MANFREDI/ROSIE/HANNAH (SMT)
SCHOOL NURSE			Leon Roberts (check Gill Ellen)
Sick Children			Paul Symes (check Gill Ellen)
			James Fleet
			Jennifer Harrison
			Rachel Sutherns