

BELMONT Mill Hill Preparatory School

FIRE SAFETY PROCEDURES

Effective from September 2018

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. 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 form 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
- Out buildings – through nearest door (or window)

Fire doors should remain closed at all times.

Fire Marshals

On hearing the fire alarm:

Marshal	Responsibility
Head of Geography	Sweep office to rear of Geog Room. Evacuate pupils in Geog Room
Head of Y8	Sweep Michael Proctor Building, 6 classrooms and hall, gym
Head master	Sweep Master's House and Art Studio
Assistant Head (T&L)	NA 2017/18 (was Science Block)
Deputy Head (A)	Ground floor of main building, boys and girls toilets and Old Science block
Deputy Head (P)	1 st floor of main building, Administration Office, PE and Geography office

Head of Music	Sweep Year 5 classrooms, Nurse's corridor rooms, Chapel and Music Practice Rooms
Head of Science Science technician in her absence)	Sweep laboratories in MP buildings
Head of Art	The lodge (Art) is cleared by Mr McNulty and checked by Mr Roberts
Head of Lower School	Sweep Jubilee Building, toilets (ground floor and first floor), pink changing rooms and check lower school tutors are in place
Deputy Head (Operations)	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	To clear the Roger Chapman building

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

Teaching Staff	Accompany the form they are teaching at the time until they reach the large Astroturf.
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.

Head of Learning Support 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 Astroturf.

Between 15.45 pm and 18.00 pm

Staff taking club activities lead the pupils to the Astroturf 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

Next review: Sept 2019