



Fire and Emergency Policy – Holiday Activity Clubs

This policy applies to all staff and attendees of Abbot's Hill Holiday Activity Clubs.

Introduction

- Abbot's Hill School aims to eliminate or reduce any risk from potentially dangerous substances or those that may cause fires.
- Abbot's Hill School is a non-smoking site.
- The **Bursar** is responsible for ensuring that adequate fire and emergency procedures are in place.
- The **Bursar** is responsible for ensuring that Fire Risk Assessments have been completed covering the whole school.
- **All Holiday Activity Club staff and attendees** have a responsibility for their own safety, the safety of their colleagues, guests and visitors in the event of a fire or other emergency.
- This policy is made available to parents/guardians of Holiday Activity Club attendees on request.

General fire precautions

The Regulatory Reform (Fire Safety) Order 2005 requires employers to formally assess the risk of fire to their employees at work.

The above legislation requires employers to provide fire safety measures including but not limited to:

- Means of detecting fire and giving warning
- Means of escape
- Means of fire fighting
- The training of all staff in fire awareness.

The School has commissioned a fire risk assessment to cover the whole site using a competent external provider which is reviewed and updated by the Bursar, Domestic Bursar and Facilities Manager annually. General risks identified within the fire risk assessment will be removed or reduced to an acceptable level. Where the Fire risk assessment identifies that property conditions could potentially cause or spread a fire and endanger life, remedial work will be undertaken as soon as reasonably practicable.

Fire action notices will be displayed by all fire alarm call points.

The School has appointed the Bursar, Facilities Manager and Domestic Bursar as competent persons to assist in taking preventative measures. Fire warden training is given as appropriate.

School responsibilities

An audible fire alarm system has been installed which is capable of being heard in all areas of the school. All alarm systems (e.g. break glass systems) must be simple to operate, be in a conspicuous position and have clear operating instructions.

All fire alarm systems will be serviced periodically by a competent engineer at the recommended intervals for the system to comply with the British Standard the system has been installed under. This will generally be at least annually. All false alarms will be fully investigated and the incident recorded.

The **Facilities Manager** is responsible for ensuring that functionality tests on all fire alarm systems within the school take place weekly to comply with the British Standard the system was installed under. This also ensures familiarity of the alarm bells by the staff and pupils. All failures or faults must be rectified immediately.

All areas of escape must be clearly marked and those exits kept free from obstruction **AT ALL TIMES**.

No Fire Exits will be locked other than by crash bars and bolts or other similar approved devices. Suitable and sufficient Fire Doors must be provided, capable of isolating areas of the building and an Emergency Lighting System must automatically operate during evacuation if the main lighting system fails.

Portable fire extinguishers of the correct type will be provided throughout all the school buildings. They should be used in an emergency as a last resort to exit a building, or by trained fire wardens to extinguish small fires if they feel confident in doing so.

All fire-fighting equipment provided to extinguish fires must be serviced annually by a competent servicing organisation. It must be replenished immediately if partially or totally discharged whether by accident or design. Monthly checks on all portable fire-fighting equipment will be carried out by the Facilities Manager to ensure no tampering has occurred.

A comprehensive Fire and Emergency Evacuation Procedure has been devised and regular drills will be carried out to ensure familiarity by occupants as a minimum once each term. Copies of the Procedure will be distributed to all relevant personnel and is available on the T drive.

The evacuation procedure must include special arrangements for physically disabled or sensory-impaired staff, pupils or visitors to the school. When fire drills are carried out, a full report will be logged. Any recommendations following the practice evacuation will be actioned promptly.

The Facilities Manager ensures that checks of emergency lighting on a regular basis take place, as determined by the types of systems installed, and routinely ensures that all signage, notices and fire detection systems are in place and working.

In the event of a fire during the working day the Facilities Manager will call the emergency services after investigating the location of the fire. If it occurred during a function at weekends or evenings it would normally be the Domestic Bursar or the person in charge of that function. If out of hours, the residents would contact the member of Premises staff who is on duty to investigate and depending on whether it was an easily identifiable non-false alarm either the residents or the Premises staff member on duty would call the emergency services.

All visitors must sign in at reception and be given a visitor's badge and Safeguarding leaflet which contains the fire and emergency procedures and assembly points. Briefings are given to new starters and regular visitors such as Governors.



Fire and Emergency Evacuation Procedure – Holiday Activity Clubs

The Director of Holiday Activity Clubs will take a register of all staff and attendees of the Holiday Activity Clubs to the Fire Assembly Point on the front lawn outside the Main school building.

Separate arrangements would be put in place in advance for any physically disabled or sensory-impaired staff and/or children.

Once at the Fire Assembly Point

All children must line up with their Club Leader in silence.

Club Leaders and Assistants must stand with their club attendees.

Once at the Fire Assembly Point

Club Leaders will account for their own club children, taking a head count and a register and letting the Director of Holiday Activity Clubs know if any children or staff are missing.

When is it Safe to Re-enter the Buildings

When the Director of Holiday Clubs has been informed that it is safe to re-enter the buildings, she will instruct the Club Leader who may then re-enter the building with the children.

Record Keeping

Following the incident the Director of Holiday Clubs will collect all completed Fire Evacuation Registers for the Holiday Activity Clubs and pass these to the Health & Safety Coordinator for filing.

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