



Hazelwood School

## **FIRE POLICY**

### ***This Policy includes the Early Years Foundation Stage***

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The School recognises its responsibility to ensure the procedures are in place to ensure that pupils, staff and visitors are protected from Fire when on the premises. These comply with Regulatory Reform (Fire Safety) Order 2005.

We have a NO SMOKING policy at Hazelwood. Staff and visitors are not permitted to smoke (or use e-cigarettes) on the premises.

Buildings are safe and Hazelwood has taken appropriate steps to ensure safety as far as reasonably practicable.

Hazelwood has minimised the possibility of fire and its effects by taking, and continuing to take, the following measures:

#### Overall fire risk assessment

- Fire Risk Assessments are carried out annually, by an external organisation. Their main findings are shared with staff at the annual induction training. Budget is made available annually to rectify any identified defects. This process is overseen by the School's Property Committee. The Bursar and Estates Manager are responsible for any remedial work identified.
- To monitor the management of Fire Risk control effectively, the School has appointed an appropriately trained Fire Manager: Mr Steve Smith. He is assisted on the Hazelwood School site by Neil Cartwright (Estates Manager) and at the Hazelwood Nursery and Early Years (HNEY) site by Adele Saunders (Admin Assistant) and Vicki Rhind (Early Years Manager).

#### Building and electrical risk

- Construction of buildings is in line with current fire control practice.
- A fire door audit has been completed (November 2016) to note any defects and to allow scheduling of refurbishments as part of its Fire Door Replacement Programme.
- Electrical Equipment and Wiring is tested and checked on a 5 yearly rota by DYNAMALEC, the School's nominated electrician. (Completed Summer 2016) Identified remedial work is addressed in the follow years' annual budget in order of priority. Priority A remedial work was completed in summer 2017.
- PAT (portable appliance testing) electrical equipment is done in-house by certificated staff. A schedule of appliances and testing is maintained. All newly ordered equipment is tested PRIOR to delivery to the classrooms.

### Firefighting equipment

- Fire Alarm Systems are appropriate for the use of buildings and are maintained on a once a term contract by Detect (Fire Security). They are tested on a weekly basis. A programme of tests has been implemented in compliance with BS5266 (Part One).
- Fire Extinguishers are sited as appropriate and maintained annually.
- Emergency Escape Lighting is fitted in buildings as required.

### School Fire Manager and Wardens

- The Fire Manager conducts a weekly walkthrough of both sites to check fire exit doors, and fire exit passage ways. His findings are noted in the written record and any necessary actions are reported and followed up on.
- Fire Wardens are appointed to assist in his duties. They are briefed annually at the start of each academic year. Each is responsible for a specific building or area of the site.
- Fire Exit Routes are kept clear at all times and signed appropriately. It is part of the Fire Wardens' responsibilities to check routes are clear.
- Fire Drills are carried out each term as a minimum with any actions noted in the Fire Record.
- Staff receive fire training every year at the September INSET day and within the staff induction programme. They are trained appropriately in understanding risk and the use of fire fighting equipment.
- Emergency evacuation plans are in place for Day and Night operation.
- Records of training, induction, drills, alarm tests etc., are kept on the premises and up to date in the fire control log book.

### Visitors and Contractors on site

- Visitors and contractors are provided fire safety information on arrival.
- Supervision and monitoring of visitors, including contractors is carried out. An On-Site Contractors' Policy is in place to promote good and safe practice. Necessary certification is sought if working with hot substances.
- Precautions in respect of disabled people visiting the premises are in place and implemented.

### Combustible materials and dangerous substances

- Housekeeping is maintained and skips are made available onsite at least three times a year for the removal of excess materials from classrooms and store cupboards.
- Dangerous substances are controlled effectively through the School's COSHH procedures to reduce the risk of fire.
- Combustible materials are stored safely.



# Hazelwood School

## FIRE INSTRUCTIONS

### Theatre

1. If you discover a fire, immediately tell a member of staff.
2. If you cannot find a member of staff immediately, activate the nearest “break glass alarm” box.

Which is Either side of the stage  
Next to the main entrance

And start the alarm by pressing hard on the glass until it breaks.

3. On hearing the fire alarm, leave the building using one of the following routes:
  - (1) Through the fire exit doors either side of the stage
  - (2) Along the hallway exiting via the main entrance.
4. Then move to the fire assembly point (middle tennis courts) WALKING and IN SILENCE by using either the track in front of the swimming pool or the steps near the chapel. Once you have arrived at the assembly point, wait to be told what to do by a member of staff.
5. Do not stop to pick up personal belongings.
6. Do not go back to any buildings, unless you are advised by a member of staff that it is safe to do so.

N TAPPIN  
Bursar

## Emergency & Fire Safety Procedures (Hazelwood School Years 1-8)

1.	Number of staff Numbers of pupils	70 – 90 (subject to timetable) 400
2.	Occupancy type	School including staff accommodation
3.	Occupancy limits	460 pupils (Hazelwood School site)
4.	Evacuation procedures Roll Calls	Leave by nearest Exit (quickest & safest route)  Carried out by: Classroom teachers Central Register: School Secretaries (Fire Wardens). Copy of register and parental contact details taken to Middle Court / Playground assembly points
5.	How the Fire Brigade (and any other emergency services) are to be called and who is responsible	Alarm automatically alerts Fire Brigade. If alarm is a test, Fire Manager disables the call through to Fire Service.
6.	Fire warning system	Integrated System – alarm activated in any one building sets off alarm in all other School buildings Main fire alarm panel is located in the School Office.
7.	Key escape routes	Throughout the School. Pupils and staff made aware of them through termly evacuation practices.
8.	Assembly points	Playground (Chestnut Building – Years 1 & 2), ICT (and Dance) Middle Tennis Courts – Years 3-8, kitchen and admin staff and any visiting or part-time staff eg music peripatetic teachers
9.	Duties and identities of employees with specific responsibilities	Steve Smith (Facilities Manager) – Fire Manager Neil Cartwright (Estates Manager) - Deputy Fire Manager Wardens (as listed below)  <b><u>Hazelwood</u></b>  Main Building                      Steve Smith (Fire Officer) Theatre & Chapel                  Neil Cartwright Car Park/Pool                      Nick Tappin Willow                                  Neil Cartwright Dining Hall/Library/Kitchen Dave Double Acorns                                  Amanda Beach Chestnut                                Fi Harvie Register                                Cara Roberts & Nicola Powell Baily Building                      Ed Kemp (LG), Julie Hood (G) and Sue Chisolm (FF)  All Fire Wardens have been given a fire warden pack with

		whistle, reflective vest and torch.
10.	<p>Arrangements for safe evacuation of persons identified as being especially at risk from fire</p> <p>Sleeping</p> <p>Disabled</p>	<p>To be implemented as required</p> <p>Evacuated from rooms by Nursery key workers in portable sleep cots.</p> <p>If applicable any disabled visitors will be assisted out by staff. If any staff are temporarily physically impaired, a staff member will be appointed to assist in the event of an evacuation. Disabled staff or pupils will have a personal evacuation plan drafted. There are disabled refuge points in the Baily Building.</p>
11.	Fire fighting equipment provided	<p>Fire extinguishers located at points around the School</p> <p>Water/Carbon Dioxide/Foam/Powder subject to environment e.g. science labs. Fire blanket(s) is/are available in the Food Tech Kitchen, Science, DT and within onsite residences. Access to fire points to be kept clear at all times</p>
12.	Security	Premises secured at night. Fire screens pulled down across kitchen hatches. Security check is conducted by Steve Smith (Fire Manager) each evening (including weekends) to ensure site is safe & secure.

13.	Procedures for liaison with Fire Brigade on arrival	Nick Tappin (Bursar) is in car park. He will be first point of contact with Fire Brigade. Steve Smith (Fire Manager) will be located to act as ongoing liaison with Fire Service.
14.	Training needed by employees and arrangements for giving such training	<p>Annual fire awareness training of all staff (INSET training)</p> <p>Biennial fire &amp; fire extinguisher training of staff (EXTERNAL)</p> <p>Annual Fire Warden briefing (INTERNAL)</p>
15.	<p>Fire Brigade information Plans</p> <p>Special risks</p> <p>Salvage</p>	<p>Layout plans of School will be made available</p> <p>Science labs x2, art x2 and DT room, grounds store (petrol), swimming pool plant room, the food tech kitchen and plant room compound (Baily Building).</p> <p>N/A</p>
16.	Fire safety Signs	Throughout the Hazelwood School site and HNEY site.
17.	Emergency Lighting	Emergency lighting is provided.
18.	Control of Contractors	All contractors will only carry out work approved and supervised by management. Any contractor operating with apparatus producing heat spark or flame will be issued with a hot work permit. On site contractors governed by special separate Policy. All subscribe to its measures prior to arrival on site.

19.	Combustible materials/storage	The storage of combustible materials is kept to a minimum. Combustible materials kept clear of electrical fittings. Stored in metal cabinets where appropriate.
20.	Flammable liquids	Minimal flammable liquids to be brought into premises. All flammable liquids are to be stored in flammable liquid storage cabinets.
21.	Smoking	No smoking (including e-cigarettes) within the premises.
22.	Electrical appliances/fittings	All portable appliances undergo required PAT test. Any faulty electrical equipment is to be switched off and removed. Mains electrical installations are tested 5 yearly.
23.	Periodical checks and inspections by staff:	Means of escape – daily/routine (Fire Manager/Fire Wardens) Fire extinguishers – monthly Fire Alarms – Weekly All tests and inspections to be recorded.



## Hazelwood School

Nursery and Early Years

### Fire Methods and Procedures – The Nursery and Early Years Foundation Stage

#### Fire

The Early Years Foundation Stage (EYFS) has a full Fire Procedure in place and Fire Risk Assessment in line with the requirements of the Regulatory Reform (Fire Safety) Order 2005.

#### General

Fire Procedures are posted in all rooms with specific instructions as to the route to be followed in the event of a fire. (An example of these is attached to this Policy.)

#### Assembly points are:

**Fledglings 1/Kitchen Staff:** Wheelie bins next to the swimming pool.

**All others:** Far end of the tennis courts. Line up by the far gate.

At the beginning of each term all children and staff are instructed in the action to be taken in the event of a fire.

#### Fire Drills

Fire practices are carried out each term and these practices are recorded in the Fire Log.

**Our Fire Safety Officer for the HNEY site is Karen McGregor/Amanda Twyman**

#### Fire Wardens

Fledglings 1	Alexandra Ecott and Laura Colborn
Fledglings 2	Sue Johnson and Bronty Staples
Robins (Bottom):	Matt Weeks, Trudi Steele (PT) and Paula Rutter
Robins (Top):	Jenny Stagg (TT) and Helen Burton
Skylarks	Caroline Simons
Oak	Stephanie Taylor (TT), Kelly Kidson (TT) and Debbie Sanger (TT)
Reception building	Vicki Rhind and Adele Saunders (PM only)

TT - term time

PT - part time

#### Smoking Policy

We have a NO SMOKING policy at the HNEY site. Staff and visitors are not permitted to smoke on the premises.

## **Emergency Evacuation Policy**

In the event of a serious emergency which requires all adults and children to evacuate the premises and seek shelter elsewhere, the following procedures will apply:

- The fire alarm will sound.
- All staff and visitors to follow normal fire evacuation procedures to the two agreed muster points (Fledglings 1 to be transported in evacuation cots to the area next to the bins in the top car park. Fledglings 2, Robins, Skylarks and Oak Reception to walk to the far end of the tennis courts to line up by the far gate).
- Each room is issued with an emergency bag which they must bring with them in event of an emergency.
- During lunch in the Dining Room Oak Reception and Skylarks to exit via the main doors and assemble by the bins in the car park.
- Registers to be completed for each year group and visitors book checked.
- If weather is inclement, each child to be issued with a silver survival blanket. These will be kept in green Emergency Evacuation bags situated near the doors of each room.
- Each group will be joined by a senior member of staff (Assistant Head with responsibility for Early Years / Nursery Manager, Deputy Manager or Assistant Bursar).
- Children and staff only to re-enter buildings on instruction of Assistant Head (with responsibility for Early Years), the Nursery Manager or the attending Fire Officer.

If it is not possible to return safely to the buildings, the following action will be taken:

- **Fledglings 2, Robins, Skylarks and Oak Reception**  
Rear gate in tennis courts to be opened (padlock code 1929) and all adults and children to walk through the Barn Theatre car park, left onto Bluehouse Lane and left immediately again into Oxted School, where shelter will be provided until it is safe to return or children are collected by parents.
- **Fledglings 1**  
Cross the car park and down drive, turning right into All Saints Church car park and into the church itself, where shelter will be provided until it is safe to return or children are collected by parents.

This Policy was ratified by the Compliance Committee on 10th November 2017





**Hazelwood School**  
Nursery and Early Years

## **FIRE INSTRUCTIONS**

### **Reception**

1. If you discover a fire, immediately tell a member of staff.
2. If you cannot find a member of staff immediately, activate the nearest “break glass alarm” box.

Which is:

**Left of main entrance doors**  
**Left of Oak corridor fire exit**

And start the alarm by pressing hard on the glass until it breaks.

3. On hearing the fire alarm, leave the building using one of the following routes:
  - (1) Out via side door and turn left exiting via door at end of the corridor
  - (2) Out via office main entrance
4. Then move to the fire assembly point (tennis courts) **WALKING** and **IN SILENCE**. Once you have arrived at the assembly point, wait to be told what to do by a member of staff.
5. Do not stop to pick up personal belongings.
6. Do not go back to any buildings, unless you are advised by a member of staff that it is safe to do so.

**N TAPPIN**  
Bursar